

UNIVERSITY OF PUNE
DEPARTMENT OF MANAGEMENT SCIENCES
DIPLOMA IN INDUSTRIAL ADMINISTRATION AND SERVICES MANAGEMENT
Module VI, External Examination-2013
Security and Office Management.

70 marks

Time: 3Hrs

Note: 1) All Questions carry equal marks
2) Solve any 5 questions

Q.1. What is Industrial Security? Explain different functions of Security Department?

Q.2. Write the procedure of control for Materials Movement 'in and out' from the factory.

Q.3. What is frisking? Why is it required? In case of attempt of theft found during frisking, how will you report the matter to higher up?

Q.4. Explain 5S formula for housekeeping with examples of Army Unit.

Q.5. Explain the functions of Office Management.

Q.6. Explain the 'Accident Cycle' and also write a note on how to avoid accidents.

Q.7. Write short notes on any 2 of the following:

- 1) Fire triangle and methods of extinguishing fire.
- 2) Filing.
- 3) Office Layout.
- 4) Intelligence gathering.
