

- Q.23 Briefly explain qualification of personal secretary.
- Q.24 Define various attributes of front office personnel.
- Q.25 Explain the importance of Personnel Secretary for travel arrangement.
- Q.26 Define resolution and Proposal.
- Q.27 Define various qualities of personnel secretary.
- Q.28 Explain the importance of meeting.
- Q.29 Define the various terms used for conduct of meeting.
- Q.30 Explain various leave provision to staff.
- Q.31 Explain Various type sources of Information.
- Q.32 Describe various administrative function in office.
- Q.33 Describe the secretary responsibility after meeting.
- Q.34 Explain various type of search engines for information collection.
- Q.35 Describe the service matter terms seniority and promotion.

#### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 Explain various type of meeting in details.
- Q.37 Explain the following terms- Proxy, Motion, Resolution, and Agenda.
- Q.38 Explain various sources of information.

No. of Printed Pages : 4

183036/123036

Roll No. ....

### 3rd Sem / Office Management and Computer Application Subject:- Secretarial Practices

Time : 3Hrs.

M.M. : 100

#### SECTION-A

**Note:** Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Type of Secretary include
- a) Personnel Secretary b) Private Secretary
- c) Both d) None of these
- Q.2 The procedure of calling a meeting is determined by:
- a) Shareholder b) Board of Director
- c) Creditors d) Court
- Q.3 In case of private Public company, the quorum of annual general meeting is
- a) Two b) Three
- c) Four d) Five
- Q.4 Officials records of the proceeding of a meeting are called \_\_\_\_\_
- a) Minutes b) Agenda
- c) both d) None of these

- Q.5 How many time annual General meeting called in one year\_\_\_\_\_
- a) One                                      b) Two
- c) Three                                      d) Four
- Q.6 Employee provident fund is understand by
- a) EPF                                      b) GPF
- c) GIS                                      d) ESIC
- Q.7 Who prepare file documents and invoices.
- a) Secretarial Staff                      b) Manager
- c) Both                                      d) None of these
- Q.8 Quorum is an important Emmittee which is generally fixed at
- a) 1/2                                      b) 1/5
- c) 1/3                                      d) 1/4
- Q.9 Name of the meeting which is to be called once in lifetime of a Company.
- a) Annual General Meeting
- b) Statutory Meeting
- c) Director Meeting
- d) None of these
- Q.10 Is\_\_\_\_\_ is a source of information.
- a) Encyclopedia                      b) Post office guide
- c) Both                                      d) None of these

## SECTION-B

**Note:** Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 A Secretary never arranges appointments are travel.(True/False)
- Q.12 Is agenda is necessary in the meeting.(True/False)
- Q.13 Using a word processor is not a useful skill for secretary.(True/False)
- Q.14 Minimum number of member in public meeting is\_\_\_\_\_ (2/10)
- Q.15 Search engines help to collect information. (True/False)
- Q.16 Officials records of the proceeding of a meeting are called\_\_\_\_\_ (Agenda/Minutes)
- Q.17 GPF stand for \_\_\_\_\_ (General Provident Fund / General Public Fund)
- Q.18 Quorum and agenda is related to meeting. (True/False)
- Q.19 Yellow page is sources of Information.(True/False)
- Q.20 The meeting which is to be called once in lifetime of a company. (Statutory / Annual)

## SECTION-C

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Define various type duties of a Secretary.
- Q.22 Briefly explain the various type of Meeting.