

- Q.25 Explain GIS and its type.
 Q.26 Explain Private Secretary as an Office Executive
 Q.27 Explain Importance of proxy.
 Q.28 Short note on EPF.
 Q.29 Define Yellow Pages
 Q.30 What is Agenda ?
 Q.31 What is Amendment ?
 Q.32 Explain Role of Secretary.
 Q.33 What is Post office Guide ?
 Q.34 Explain duties of secretary.
 Q.35 Discuss five qualities of Secretarial Practice.

SECTION-D

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

- Q.36 Define medical Allowance. Explain types of Medical Allowance
 Q.37 Define Secretarial Practice. Explain Qualification of Secretarial Practice.
 Q.38 Define Personal Secretary. Explain qualification of Personal Secretary.

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Roll No.

4th Sem / Branch : Office Management & Computer Application

Subject:- Secretarial Practice

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Means not only a confidential officer but also one whose office to write for another
 a) Manager b) Supervisor
 c) Clerk d) Secretary
- Q.2 The word 'secretary' is derived from Latin word _____ which means confidential writer
 a) Amatya b) Scribae
 c) Secretarius d) None of these
- Q.3 A Secretary is a custodian of _____ information
 a) Secret b) Non confidential
 c) Personal d) None of these
- Q.4 A secretary who helps an individual regarding his personal activity is known as.....
 a) Company secretary b) Private secretary
 c) Both A & B d) None of these

- Q.5 Notice means of communication targeted a particular person or a group
- a) Formal b) Informal
c) Vertical d) None of these
- Q.6 provides a guide or road map so that the meeting proceeds in an orderly
- a) Notice b) Content
c) Format d) an agenda
- Q.7 A proxy is an agent authorized to act on behalf of another party
- a) illegally b) legally
c) Commonly d) None of these
- Q.8 Quorum is an important committee which is generally fixed at
- a) 1/2 b) 1/5
c) 1/3 d) 1/4
- Q.9 is a formal or official change made to law, contact, constitution or legal document
- a) Adjournment b) Amendment
c) Notice d) None of these
- Q.10 Employee provident fund is understand by.....
- a) EPF b) GPF
c) GIS d) ESIC

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SECTION-B

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

- Q.11 What is information Source ?
- Q.12 Define private secretary
- Q.13 Define Medical Reimbursement
- Q.14 Write full form of EPF
- Q.15 is a software system that is designed to carry out web.
- Q.16 Define Government Report.
- Q.17 Notice is generally written and then displayed at
- Q.18 Meeting Minutes recorded by Manager. (True/False)
- Q.19 Commonly called a telephone book.
- Q.20 is managed by the Department of Pension and Pensioner's Welfare.

SECTION-C

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

- Q.21 Explain the duties of Company Secretary.
- Q.22 Difference between Company Secretary and Private Secretary
- Q.23 Define Meeting. Explain Annual General meeting
- Q.24 Explain the search engine .

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