

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

Q.23 Explain various type of meeting in detail.

Q.24 Define role of secretary and type of various secretary

Q.25 Define various type os postal transactions.

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4th Sem / OMCA

Subject : Secretarial practices

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 Who prepare file documents and invoices.

- a) Secretarial staff
- b) Manager
- c) Both
- d) None of these

Q.2 _____ is necessary in the meeting.

- a) agenda
- b) Quorum
- c) Both
- d) None of these

Q.3 Name of the meeting which is to be called once in lifetime of a company.

- a) Statutory
- b) Annual General meeting
- c) Both
- d) None of these

Q.4 _____ is a stamping machine

- a) Franking machine
- b) Duplicating machine
- c) Both
- d) None of these

Q.5 Officials records of the proceeding of a meeting are called .

- a) Agenda
- b) Minutes
- c) Both
- d) None of these

Q.6 PIN in ATM card ID is of _____

- a) 4 digits
- b) 6 digits
- c) Both
- d) None of these

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

Q.7 Passport is a document for international Travel.(True/False)

Q.8 Accommodation facility is type of fringe benefits. (True/False)

Q.9 Which card one has to made Advance payments.(Debit Card/Credit card)

Q.10 Franking machine is a stamping machine.(True/False)

Q.11 Statutory is to be called once in lifetime of a company.(True/False)

Q.12 Agenda is necessary in the meeting.(True/False)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. $(8 \times 4 = 32)$

Q.13 Write the duties of secretary before meeting.

Q.14 Explain the role of personnel secretary for travel arrangement..

Q.15 Define the various type of fringe benefits.

Q.16 Define role of secretary for travel arrangements.

Q.17 Explain various leave provision to staff.

Q.18 Define process of Railway / Airline booking.

Q.19 Define postal franking machine .

Q.20 Explain the operation of ATM.

Q.21 Explain two type of meeting .

Q.22 Define any two qualities of secretary.