

- Q.20 Who proposes a resolution during an office meeting?
 a) The chairperson b) The secretary
 c) The newest employee
 d) The person leading the discussion

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 What is the responsibility of secretarial staff before and after the meeting?
- Q.22 How are pensionary benefits usually calculated?
- Q.23 Define the term 'Agenda' and how it is designed?
- Q.24 What are the benefits paid to a retired employee in any organization?
- Q.25 How the quorum for a meeting requirement is planned?
- Q.26 What happens after a resolution is adopted in an office meeting?
- Q.27 What are the benefits of eco-friendly office lay outs?
- Q.28 What is included in the scope of secretarial work?
- Q.29 What is the primary criterion for promoting staff within an organization?
- Q.30 Differentiate between financial and non-financial benefits which are given to an employee?
- Q.31 What are the duties of a manager of personnel department?
- Q.32 How planning relates to controlling?
- Q.33 What are primary consideration to prepare a Report-Appraisal?
- Q.34 What is the primary criterion for promoting staff within an organization?
- Q.35 What are the important things to be considered while designing layout of an office?

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Explain Secretarial function in different aspects.
- Q.37 How managerial functions play an important role in success of goals?
- Q.38 Explain the following terms:
 Quorum, Resolution, Agenda, Meeting, Reports.

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3rd Sem./ OMCA **Subject:- Secretarial Practices**

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 What is the primary responsibility of a secretary in an organization?
 a) Making coffee for the staff
 b) Managing office supplies
 c) Handling correspondence and scheduling
 d) Supervising employees
- Q.2 What should be done after an office meeting to ensure follow-up actions are implemented?
 a) Nothing, it's not the secretary's responsibility
 b) Distribute meeting minutes and action items
 c) Ignore the outcomes
 d) Cancel future meetings
- Q.3 What is the purpose of secretarial support in an organization?
 a) To increase workload for managers
 b) To handle administrative tasks efficiently
 c) To undermine managerial authority
 d) To disrupt office workflow
- Q.4 Which of the following tasks is typically not part of administrative duties?
 a) Managing payroll b) Making strategic decisions
 c) Organizing meetings
 d) Handling customer complaints
- Q.5 What is the primary responsibility of a manager in an organization?
 a) Completing administrative tasks
 b) Setting goals and objectives

- c) Ignoring employee concerns
 d) Avoiding decision-making
- Q.6** What is the primary objective of an office meeting agenda?
 a) To ensure all attendees arrive on time
 b) To keep the meeting on track achieve its goals
 c) To allocate time for socializing
 d) To dictate every minute of the meeting
- Q.7** What is the primary consideration when designing an office layout?
 a) Aesthetics
 b) Cost-effectiveness
 c) Employee comfort and productivity
 d) Maximizing clutter
- Q.8** Which of the following tasks falls within the scope of secretarial work?
 a) Developing marketing strategies
 b) Conducting market research
 c) Typing reports and correspondence
 d) Managing inventory
- Q.9** What is the primary objective of a resolution in an office meeting?
 a) To cause conflict
 b) To make a decision or take action
 c) To waste time
 d) To avoid responsibility
- Q.10** Which of the following tasks is typically not part of secretarial duties?
 a) Managing calendars b) Screening phone calls
 c) Drafting legal contracts d) None of the above
- SECTION-B**
- Note:** Objective type questions. All questions are compulsory.
 $(10 \times 1 = 10)$
- Q.11** Which office layout encourages collaboration and communication among employees?
 a) Closed cubicles b) Open office plan
 c) Private offices d) Hot desking
- Q.12** What is the purpose of administrative support in an organization?
 a) To create obstacles for employees
 b) To streamline operations and ensure efficiency
 c) To increase bureaucracy d) To discourage innovation
- Q.13** What is a primary responsibility of a secretary in an organization?
 a) Making coffee for the staff
 b) Managing office supplies
 c) Handling correspondence and scheduling
 d) Supervising employees
- Q.14** What is the primary purpose of secretarial support in an organization?
 a) To increase workload for managers
 b) To handle administrative tasks efficiently
 c) To undermine managerial authority
 d) To disrupt office workflow
- Q.15** What is the primary objective of secretarial duties?
 a) To increase company expenses
 b) To decrease employee morale
 c) To facilitate smooth operations
 d) To discourage innovation
- Q.16** What is the quorum for a meeting typically determined by?
 a) The weather
 b) The number of attendees required for the meeting to be valid
 c) The phase of the moon d) The location of the meeting
- Q.17** In the scope of secretarial work, what is the role of confidentiality?
 a) Not important b) Optional
 c) Critical d) irrelevant
- Q.18** What happens if a meeting lacks a quorum?
 a) The meeting proceeds as scheduled
 b) The meeting is cancelled
 c) The meeting is postponed
 d) The meeting continues without discussion
- Q.19** D.A. is usually linked to which of the following factors?
 a) Employee's age b) Cost of living index
 c) Educational qualification d) Length of service

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