

- 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.

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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 Emmitttee 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.