

- Q.24 What do you mean by adjournment.
- Q.25 What do you mean by post office Guide.
- Q.26 Explain TA/DA
- Q.27 What do you mean by Seniority about service matter.
- Q.28 Write the note on Encyclopedia.
- Q.29 Explain proxy.
- Q.30 Explain Search Inginess for information collection.
- Q.31 Explain the duties of Secretary after meeting.
- Q.32 Write the Qualification for appointment as Company Secretary.
- Q.33 Explain part time Secretary.
- Q.34 Can a director be appointed as Company Secretary- (Explain)
- Q.35 Define motion.

SECTION-D

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

- Q.36 “While the directors are the brains of a Company the Secretary is its ear’s, eyes and hands” Discuss.
- Q.37 What do you mean by minutes and What is the purpose of maintaining minutes of meeting?
- Q.38 Define Secretary and also explain types of Secretary.

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3rd Sem / OMCA Subject:- Secretarial Practice

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 A Secretary is_____ of the company.
- Legal person
 - As an agent of the company
 - Director
 - None of these
- Q.2 Notice is conney_____
- Time
 - Date
 - Place
 - All of the above
- Q.3 Who can recorded the minuties _____
- Director
 - Manager
 - Secretary
 - C.E.O
- Q.4 Quorum for a meeting_____
- One third of the total strength
 - Half of the total strength

- c) Both A & B
d) None of these
- Q.5 Agenda is provided before meeting to _____
a) Members b) Directors
c) Both A & B d) None of these
- Q.6 Minutes recorded by _____
a) Director b) Secretary
c) Manager d) None of these
- Q.7 Traveling information received by _____
a) Internet b) Post office Guide
c) Yellow page d) Encyclopedia
- Q.8 Confidential report is related _____
a) Service matter b) Employees
c) Both A & B d) None of these
- Q.9 Private Secretary is usually appointed by _____
a) Chartered accountants
b) Doctors
c) Both A & B
d) None of these
- Q.10 Duties of a company Secretary are _____
a) As an office executive b) As Liaison officer
c) Both A & B d) None of these

SECTION-B

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

- Q.11 Secretary is a confidential officer. (True/False)
- Q.12 Secretary as an servant of the company (True/False)
- Q.13 Notice/ Agenda is related to the meeting . (True/False)
- Q.14 Write two duties of Secretary before meeting.
- Q.15 The quorum for a meeting of the board of a company shall be one third of its total strength. (True/False)
- Q.16 Meeting of creditors and contributories are held when the company has gone in liquidation. (True/False)
- Q.17 Define briefly - two source of informations
- Q.18 Define briefly- Traveling Allowance.
- Q.19 What is full form of EPF.
- Q.20 What is full form of GIS.

SECTION-C

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

- Q.21 Write the duties and responsibility of Secretary
- Q.22 Define significance and role of Secretary.
- Q.23 Define Agenda.