

- Q.24 Define Secretarial Practice and importance of Secretarial Practice.
- Q.25 What is Information Source? Explain Telephone Directory.
- Q.26 What is Adjournment?
- Q.27 Note on Encyclopedia.
- Q.28 Explain GIS. Who is eligible for GIS.
- Q.29 What is Post office guide?
- Q.30 Short note on Daily Allowance.
- Q.31 What is Agenda?
- Q.32 Telephone Directory.
- Q.33 Explain purpose of Meeting.
- Q.34 Difference between GPF and EPF
- Q.35 Explain types of Secretary?

SECTION-D

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

- Q.36 Define Meeting Explain the kind of Company Meeting.
- Q.37 Define Secretary. Difference between Company Secretary and Private Secretary.
- Q.38 What is Information Source? Detailed note on Indian Railways.

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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 _____ is employed to conduct correspondence, to keep records and various business transact .
- a) Manager b) Supervisor
 - c) Clerk d) Secretary
- Q.2 A secretary is _____ of his organization.
- a) an owner b) a chairman
 - c) an employee d) None of these
- Q.3 A company secretary is _____ officer
- a) Part Time b) Full Time
 - c) Both A & B 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) An Agenda
c) Format d) Content
- Q.7 A proxy is an agent _____ authorized to act on behalf of another party.
a) illegally b) Commonly
c) Legally d) None of these
- Q.8 Notice is generally written and then displayed at _____
a) confidential b) Public place
c) in the office d) Pumphlets
- Q.9 A meeting cannot be started if _____ is not present.
a) Format b) Manager
c) Quorum d) Secretary
- Q.10 Meeting minutes recorded by _____
a) CEO b) Manager
c) Secretary d) staff

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Define Medical Allowance.
Q.12 Define Secretarial Practice.
Q.13 Write full form of IRTC.
Q.14 Define Ministerial Secretary
Q.15 Define Indian Railways
Q.16 T.A. stands for _____
Q.17 Fixed Medical Allowance is a fixed amount paid by employer. (T/F)
Q.18 _____ are any telephone directory of business.
Q.19 A proxy is an agent _____ authorized to act on behalf of another party.
Q.20 _____ is one of the supplementary benefit payable under the Old Age Security Act

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Explain duties of Private Secretary.
Q.22 Explain Personal qualities of Secretary.
Q.23 Define Meeting. Explain Extra ordinary Meeting.