

- 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.

 - a) Legal person
 - b) As an agent of the company
 - c) Director
 - d) None of these

Q.2 Notice is convey _____

 - a) Time
 - b) Date
 - c) Place
 - d) All of the above

Q.3 Who can record the minutes _____

 - a) Director
 - b) Manager
 - c) Secretary
 - d) C.E.O

Q.4 Quorum for a meeting _____

 - a) One third of the total strength
 - b) 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.