

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

Q.23 Define secretary. What are duties and responsibilities of secretary.

Q.24 Define various type of leave and leave rules.

Q.25 Explain Meaning and various type of Meetings.

No. of Printed Pages : 4

223044

Roll No.

4th Sem./ OMCA

Subject : Secretarial Practices

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 Who arranges appointments and travel in company.

- a) Secretary b) Personnel Secretary
- c) Both d) None of these

Q.2 Officials records of the proceeding of a meeting are called.

- a) Minutes b) Agenda
- c) Both d) None of these

Q.3 How many times Annual General meeting called in one year.

- a) One b) Two
- c) Three d) Four

- Q.4 Which section of the front office is responsible for registration activity.
- a) Reception b) Bell Desk
c) Both d) None of these
- Q.5 Maternity leave is allowed to _____
- a) Women b) Men
c) Both d) None of these
- Q.6 Define full form of ATM.
- a) Automated Teller Machine
b) Advanced Teller Machine
c) Both
d) None of these

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 Who can pass the law for e banking. (RBI/Parliament)
- Q.8 In credit card what is the grace period of payment. (15-25 days / 15-45days)
- Q.9 NEFT and RTGS is features of e banking. (True/False)

- Q.10 Officials records of the proceeding of a meeting are called _____ (Minutes/Agenda)
- Q.11 Automated Teller Machine is used to withdraw cash. (Yes/No)
- Q.12 Reception section of the front office is responsible for registration activity. (Yes/No)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Briefly explain qualification of personal secretary.
- Q.14 Define duties of secretary during the meeting.
- Q.15 Define attributes of front office personnel.
- Q.16 Explain about the travel and transport facility.
- Q.17 Define features of e-Banking.
- Q.18 Explain Net Banking and Mobile Banking.
- Q.19 Define e banking.
- Q.20 Explain the advantages of ATM.
- Q.21 Name of two type of Company Meeting.
- Q.22 Explain any two duties of secretary after meeting.