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223044

Roll No.

4th Sem.

Branch : OMCA

Sub. : Secretarial Practices

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple type Questions. All Questions are compulsory. (6x1=6)

- Q.1 A secretary is a custodian of _____ information.
- a) Confidential b) Individual
- c) Investigative d) None of these
- Q.2 The notice of the general meeting must be sent to all members _____ clear days before the meeting.
- a) 24 b) 21
- c) 14 d) 07
- Q.3 In the given below who are not required to hold Statutory General Meeting
- a) Private company b) Government Company
- c) Public company d) Both A & B
- Q.4 Which section of the front office is responsible for guest registration activity?
- a) Reception b) Bell Desk
- c) Telephone Operator d) None of these

- Q.5 PNR expand
- Passenger Name Record
 - Pilot Number Record
 - Pilot Name Record
 - Passenger Number Record
- Q.6 A low credit score will affect an individual financially because:
- Interest Rate on loan is higher
 - Interest Rate on loan is lower
 - Purchase price of item is higher
 - Monthly payment is lower

SECTION-B

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

- Q.7 Post Box Number is same as PIN code number (True/False)
- Q.8 A direct flight with one or more stops is called Nonstop flight. (True/False)
- Q.9 The person who presides over the meeting is known as Secretary. (True/False)
- Q.10 _____ agency controls the credit in India.
- Q.11 RTGS stands for _____.
- Q.12 By using Debit Card you are actually borrowing money from bank. (True/False)

SECTION-C

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

- Q.13 Briefly Explain the role of Secretary.
- Q.14 Briefly explain the qualities of Secretary.
- Q.15 Define Notice.
- Q.16 Define Statutory Meeting and Annual General Meeting.
- Q.17 List the ID cards and documents required for online train ticket booking.
- Q.18 Define Travel Itinerary.
- Q.19 Define Earned Leave.
- Q.20 Define Fringe Benefits and name any two fringe benefits.
- Q.21 Define Speed Post with advantages of Speed Post.
- Q.22 Define the advantages of post office saving schemes.

SECTION-D

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

- Q.23 Define Credit and Debit Cards. Explain the difference between Debit and Credit Cards.
- Q.24 Explain the attributes or Qualities of a front office personnel.
- Q.25 Define Secretarial Duties before the meeting.