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Roll No.

223044

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)**

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

SECTION-D

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

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