

- Q.25 Explain GIS and its type.
 - Q.26 Explain Private Secretary as an Office Executive
 - Q.27 Explain Importance of proxy.
 - Q.28 Short note on EPF.
 - Q.29 Define Yellow Pages
 - Q.30 What is Agenda ?
 - Q.31 What is Amendment ?
 - Q.32 Explain Role of Secretary.
 - Q.33 What is Post office Guide ?
 - Q.34 Explain duties of secretary.
 - Q.35 Discuss five qualities of Secretarial Practice.

No. of Printed Pages : 4
Roll No.

183036/123036

**4th Sem / Branch : Office Management &
Computer Application**

Subject:- Secretarial Practice

Time : 3Hrs.

M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Means not only a confidential officer but also one whose office to write for another

 - a) Manager
 - b) Supervisor
 - c) Clerk
 - d) Secretary

Q.2 The word 'secretary' is derived from Latin word _____ which means confidential writer

 - a) Amatya
 - b) Scribae
 - c) Secretarius
 - d) None of these

Q.3 A Secretary is a custodian of _____ information

 - a) Secret
 - b) Non confidential
 - c) Personal
 - 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

SECTION-D

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

- Q.36 Define medical Allowance. Explain types of Medical Allowance

Q.37 Define Secretarial Practice. Explain Qualification of Secretarial Practice.

Q.38 Define Personal Secretary. Explain qualification of Personal Secretary.

- 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) Content
 c) Format d) an agenda
- Q.7 A proxy is an agent authorized to act on behalf of another party
 a) illegally b) legally
 c) Commonly d) None of these
- Q.8 Quorum is an important committee which is generally fixed at
 a) 1/2 b) 1/5
 c) 1/3 d) 1/4
- Q.9 is a formal or official change made to law, contact, constitution or legal document
 a) Adjournment b) Amendment
 c) Notice d) None of these
- Q.10 Employee provident fund is understand by.....
 a) EPF b) GPF
 c) GIS d) ESIC

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 What is information Source ?
 Q.12 Define private secretary
 Q.13 Define Medical Reimbursement
 Q.14 Write full form of EPF
 Q.15 is a software system that is designed to carry out web.
 Q.16 Define Government Report.
 Q.17 Notice is generally written and then displayed at
 Q.18 Meeting Minutes recorded by Manager. (True/False)
 Q.19 Commonly called a telephone book.
 Q.20 is managed by the Department of Pension and Pensioner's Welfare.

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Explain the duties of Company Secretary.
 Q.22 Difference between Company Secretary and Private Secretary
 Q.23 Define Meeting. Explain Annual General meeting
 Q.24 Explain the search engine .