

SECTION-D

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

- Q.23 Explain various type of meeting in detail.
- Q.24 Define role of secretary and type of various secretary
- Q.25 Define various type of postal transactions.

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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 prepare file documents and invoices.
- a) Secretarial staff
 - b) Manager
 - c) Both
 - d) None of these
- Q.2 _____ is necessary in the meeting.
- a) agenda
 - b) Quorum
 - c) Both
 - d) None of these
- Q.3 Name of the meeting which is to be called once in lifetime of a company.
- a) Statutory
 - b) Annual General meeting
 - c) Both
 - d) None of these

- Q.4 _____ is a stamping machine
- Franking machine
 - Duplicating machine
 - Both
 - None of these
- Q.5 Officials records of the proceeding of a meeting are called .
- Agenda
 - Minutes
 - Both
 - None of these
- Q.6 PIN in ATM card ID is of _____
- 4 digits
 - 6 digits
 - Both
 - None of these

SECTION-B

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

- Q.7 Passport is a document for international Travel.(True/False)
- Q.8 Accommodation facility is type of fringe benefits. (True/False)

(2)

223044

- Q.9 Which card one has to made Advance payments.(Debit Card /Credit card)
- Q.10 Franking machine is a stamping machine.(True/False)
- Q.11 Statutory is to be called once in lifetime of a company.(True/False)
- Q.12 Agenda is necessary in the meeting.(True/False)

SECTION-C

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

- Q.13 Write the duties of secretary before meeting.
- Q.14 Explain the role of personnel secretary for travel arrangement..
- Q.15 Define the various type of fringe benefits.
- Q.16 Define role of secretary for travel arrangements.
- Q.17 Explain various leave provision to staff.
- Q.18 Define process of Railway / Airline booking.
- Q.19 Define postal franking machine .
- Q.20 Explain the operation of ATM.
- Q.21 Explain two type of meeting .
- Q.22 Define any two qualities of secretary.

(3)

223044