

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.

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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 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. $(6 \times 1 = 6)$

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. $(8 \times 4 = 32)$

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.