

- Q.24 Define Secretarial Practice and importance of Secretarial Practice.
- Q.25 What is Information Source? Explain Telephone Directory.
- Q.26 What is Adjournment?
- Q.27 Note on Encyclopedia.
- Q.28 Explain GIS. Who is eligible for GIS.
- Q.29 What is Post office guide?
- Q.30 Short note on Daily Allowance.
- Q.31 What is Agenda?
- Q.32 Telephone Directory.
- Q.33 Explain purpose of Meeting.
- Q.34 Difference between GPF and EPF
- Q.35 Explain types of Secretary?

#### SECTION-D

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

- Q.36 Define Meeting Explain the kind of Company Meeting.
- Q.37 Define Secretary. Difference between Company Secretary and Private Secretary.
- Q.38 What is Information Source? Detailed note on Indian Railways.

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### 3rd Sem / OMCA Subject:- Secretarial Practices

Time : 3Hrs.

M.M. : 100

#### SECTION-A

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

- Q.1 \_\_\_\_\_ is employed to conduct correspondence, to keep records and various business transact.
- a) Manager                      b) Supervisor  
c) Clerk                          d) Secretary
- Q.2 A secretary is \_\_\_\_\_ of his organization.
- a) an owner                      b) a chairman  
c) an employee                  d) None of these
- Q.3 A company secretary is \_\_\_\_\_ officer
- a) Part Time                      b) Full Time  
c) Both A & B                      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

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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 a or road map so that the meeting proceeds in an orderly.

- a) Notice                      b) An Agenda
- c) Format                      d) Content

Q.7 A proxy is an agent \_\_\_\_\_ authorized to act on behalf of another party.

- a) illegally                      b) Commonly
- c) Legally                      d) None of these

Q.8 Notice is generally written and then displayed at \_\_\_\_\_

- a) confidential                      b) Public place
- c) in the office                      d) Pumphlets

Q.9 A meeting cannot be started if \_\_\_\_\_ is not present.

- a) Format                      b) Manager
- c) Quorum                      d) Secretary

Q.10 Meeting minutes recorded by \_\_\_\_\_

- a) CEO                      b) Manager
- c) Secretary                      d) staff

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## SECTION-B

**Note:** Objective type questions. All questions are compulsory. (10x1=10)

Q.11 Define Medical Allowance.

Q.12 Define Secretarial Practice.

Q.13 Write full form of IRTC.

Q.14 Define Ministerial Secretary

Q.15 Define Indian Railways

Q.16 T.A. stands for \_\_\_\_\_

Q.17 Fixed Medical Allowance is a fixed amount paid by employer. (T/F)

Q.18 \_\_\_\_\_ are any telephone directory of business.

Q.19 A proxy is an agent \_\_\_\_\_ authorized to act on behalf of another party.

Q.20 \_\_\_\_\_ is one of the supplementary benefit payable under the Old Age Security Act

## SECTION-C

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

Q.21 Explain duties of Private Secretary.

Q.22 Explain Personal qualities of Secretary.

Q.23 Define Meeting. Explain Extra ordinary Meeting.

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