

## SECTION-C

**Note:** Long answer type questions. Attempt any three questions. 3x10=30

Q.3 What are its duties and responsibilities of a company secretary.

Q.4 What are the duties and responsibilities of a private secretary.

Q.5 Describe various types of crossing of a cheque.

Q.6 What is cheque. Explain different types of cheques.

Q.7 Explain in brief:-

Fax & internet

Digital/Desk Diary

No. of Printed Pages : 4

Roll No. ....

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**4<sup>th</sup> Sem. / OMCA**

**Subject : Secretarial Practices - I**

Time : 3 Hrs.

M.M. : 100

## SECTION-A

**Note:** Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

Q.1 a) Encyclopaedia

b) Tourist guide

c) Railway time table

d) Debit card

e) Credit card

f) ATM

g) TIM

h) Insurance

- i) IPO
- j) Year book
- k) Govt. reports
- l) Air time table
- m) Railway time table
- n) Telephone handling
- o) Fax
- p) Endorsement
- q) Directories
- r) Passport- visa

### SECTION-B

**Note:** Short answer type questions. Attempt any ten parts 10x4=40

Q.2 i) Explain various methods of making payment.

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- ii) Role of a company secretary
- iii) Types of secretary
- iv) Types of cheque
- v) Telephone etiquettes
- vi) Different works involved at reception desk.
- vii) What is LTC, explain.
- viii) What type of information available in a year book.
- ix) Different types of bank account
- x) Types of secretary
- xi) Railway reservation
- xii) Importance of internet
- xiii) Procedure of money order
- xiv) How you maintain office manual
- xv) Rights of a company secretary.

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