

- Q.16 Define Extra Ordinary General Meeting.
- Q.17 Define the procedure of online Airline Booking.
- Q.18 Which documents are required for international travel.
- Q.19 Define Casual Leave Rules applicable on Haryana Government Employee.
- Q.20 Briefly explain medical health care benefits with reference to ESIs.
- Q.21 Define Instant money order.
- Q.22 Define any two-post office saving schemes.

SECTION-D

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

- Q.23 Explain the advantages of using a Travel Agency.
- Q.24 Define Core Banking. Explain the advantages of Core Banking.
- Q.25 Define Fringe Benefits. Explain any two types of fringe benefits.

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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 Quorum should be present at the
- Commencement of meeting
 - Middle of the meeting
 - End of the meeting
 - Any time during meeting
- Q.2 _____ is the oldest type of secretary`
- Company Secretary
 - Personal Secretary
 - Secretary of Government Department
 - None of these

Q.3 The time gap between two Annual General Meetings shall not exceed .

- a) 15 months b) 18 months
- c) 16 months d) None of these

Q.4 The _____ is a travel plan that includes all details of travelling.

- a) Tour b) Package
- c) Itinerary d) Travel book

Q.5 Duties of front office staff is:

- a) Respond to queries
- b) Welcome visitors
- c) Maintain necessary material
- d) All of the above

Q.6 Which of the following is not a function of Bank?

- a) To accept deposits
- b) To supply inputs to farmers
- c) To grant advances
- d) To Grant Loans

SECTION-B

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

Q.7 In postal services PIN stands for:

Q.8 Passport is a necessary document required for international travel. (True/False)

Q.9 Reception Supervisor is the Head of Front Office Department. (True/False)

Q.10 Entering Account Number is mandatory to withdraw money from ATM (True/False)

Q.11 Debit/Credit Card is also known as plastic money. (True/False)

Q.12 By using Credit Card you are actually borrowing money from bank. (True/False)

SECTION-C

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

Q.13 Define Secretary. Write down the qualification of secretary.

Q.14 Define parliamentary Secretary.

Q.15 Define Agenda.