

2019

MAJOR

1st Semester Examination

OFFICE MANAGEMENT &
SECRETARIAL PRACTICE

Paper—C 1-T

Secretarial Practice

Full Marks : 60

Time : 3 Hours

*The figures in the margin indicate full marks.
Candidates are required to give their answers
in their own words as far as practicable.*

1. Answer any ten of the following questions : 2×10
- (a) Define a company Secretary.
 - (b) What is Departmentation?
 - (c) What is the relationship between 'System' and 'Procedure' ?
 - (d) Name two requisites of a valid meeting.
 - (e) What is meant by 'Proper Length of Notice'?

[Turn Over]

- (f) Define 'Quorum'.
- (g) What is office lay-out ?
- (h) What do you mean by 'Agenda' ?
- (i) What is 'Notice' ?
- (j) What is vote of thanks ?
- (k) Define Adhoc Committee.
- (l) What is a 'point of order' ?
- (m) What is Motion ?
- (n) What do you mean by an unlawful meeting ?
- (o) What is Resolution ?

2. Answer any four of the following questions :

5×4

- (a) "A Private Secretary is more than a good shorthand typist"—Explain the statement.
- (b) What are the requisites of a valid meeting ?
- (c) What factors would you consider as essential to good working environment ?

- (d) Discuss the importance of office accomodation ?
- (e) How do minutes of a meeting differ from proceedings?
- (f) Discuss the powers and duties of the chariman of a meeting.

3. Answer any two of the following questions :

10×2

- (a) What are the advantages of dividing the office into departments ? Explain the different departments in office. 4+6
- (b) Draft the minutes of the proceedings of the eleventh Annual General Meeting of 'XYZ' Ltd., Calcutta, held on 21st Sept. 2019. 10
- (c) Draft a notice of any Board Meeting of a Public Limited company (not being its First Board Meeting) with usual agenda. 10
- (d) Who is a secretary? Point out the importance of the secretaries in modern business world. What are the main functions of a secretary? 2+4+4