

(b) Net Banking

(c) Annual General Meeting

Your Roll No.....

Sr. No. of Question Paper : 1102 D

Unique Paper Code : 6132381102

**Name of the Paper : Fundamentals of Secretarial
Practice**

**Name of the Course : BA (VS) Modern Office
Management**

Semester : I

Duration : 3 Hours Maximum Marks : 90

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Attempt **any five** questions.
3. **All questions** carry equal marks.

(500)

P.T.O.

1. Describe the nature of the duties performed by the secretary of a modern organisation and highlight the importance of secretarial work in this context.
2. Explain the concept and significance of maintaining petty cash book. Differentiate between debit card and credit card.
3. Define Itinerary. "Itinerary is essential to know the whereabouts of the boss at all times". Critically examine this statement. Mention the information a secretary has to obtain from his/her boss before making the tour arrangements.
4. What do you understand by the term "Public Relations"? Discuss the values derived by an organisation by maintaining good public relations. Describe the set of skills and experience required for establishing effective public relations?

5. (a) "Handling outward mails appear much more complex than handling inward mails." Do you agree? Why or why not?
- (b) What is a Franking Machine? Describe its working and advantages.
6. Your office received a letter from the office of Ministry of Commerce. The letter is regarding the invitation for "International Conference on Sustainable Trade Practices" which is to be held on 23rd April, 2023 at the Conference Hall, ITO, Delhi. Record this letter in the inward mail register. Also explain the importance of inward mail register.
7. What are the requisites of a valid meeting? Discuss the statutory provisions regarding minutes.
8. Write short notes on any two of the following:
(a) Imprest System