

[This question paper contains 3 printed pages]

Your Roll No. :

Sl. No. of Q. Paper : **679** **I**

Unique Paper Code : 6132381102

Name of the Paper : Fundamentals of Secretarial Practice (DSC-1.2)

Name of the Course : **B.A. (VS) – MOM (NEP)**

Semester : I

Time : 3 Hours

Maximum Marks : 90

Instructions for Candidates :

- (a) Write your Roll No. on the top immediately on receipt of this question paper.
 - (b) Attempt any **Five** questions.
 - (c) **All** questions carry equal marks.
1. What qualifications should a secretary possess ? Give reasons to justify the essentiality of the qualification.
 2. What are the salient characteristics of the current account ? How it is different from a savings account ?

P.T.O.

3. Define the reservation travel and hotel. Also, explain the classification of hotels.
4. Define the position of a private secretary. What qualifications should a private secretary Possess ?
5. What is the role of the Secretary in planning and conducting a meeting ? Also, describe his duties after the meeting.
6. (a) Differences between E-mail and physical mail ?
(b) Differences between Inward mail and outward mail.
7. What is the significance of the annual general meeting ? What business is transacted in such a meeting ? Prepare the agenda for the annual general meeting.

8. Write short notes on **any two** of the following:
 - (a) Virtual Meeting
 - (b) Credit card
 - (c) Booking Sites
