

**2018**  
**CBCS**  
**1st Semester**  
**OMSP**

**PAPER—C1T**

**(Vocational)**

*Full Marks : 60*

*Time : 3 Hours*

*The figures in the right-hand margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

*Illustrate the answers wherever necessary.*

**Secretarial Practice**

1. Answer any ten questions : 10×2

(a) What is a Secretary?

(b) What is meant by 'Clear day Notice'?

*(Turn Over)*

- (c) Define Office Manual.
- (d) Write short note on 'Pro-tem Chairman'.
- (e) What is 'Minutes'?
- (f) What are the qualifications of a Private Secretary?
- (g) Define Organisation Chart.
- (h) What is meant by Office Layout?
- (i) How is the secretary of a Panchayat Samity appointed?
- (j) Write two advantages of dividing the office into departments.
- (k) What is an 'Agenda'?
- (l) What are the steps to be adopted by a chairman if a quorum is absent?
- (m) Write the different classes of secretaries.

(n) Who is a chairman of a meeting ?

(o) Under what circumstance is a notice not obligatory ?

2. Answer any *four* questions :

4×5

(a) How is a Company Secretary appointed ?

(b) Who is a Chairman of a meeting? How is he appointed ?

(c) Elucidate the importance of office.

(d) Distinguish between lawful and unlawful meeting.

(e) Discuss the functions of the secretary of a co-operative society.

(f) Distinguish between Motion and Resolution.

3. Answer any *two* questions :

2×10

(a) Discuss the factors which should be taken into consideration which planning the layout of an office.

- (b) Draft a notice along with agenda of the first meeting of the Board of Directors of a public limited company. ,
- (c) Discuss the powers and duties of the chairman of a meeting of a company.
- (d) Draft the minutes of any Board Meeting (other than First Board Meeting) by using relevant particulars wherever necessary.
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