

V.V.M'S
R.M. Salgaocar Secondary School, Margao
First Mid Term Examination, 2024
Subject: Secretarial Practice

STD: XI

Date: 08/08/2024

Max Marks: 20

Time: 1 Hour

INSTRUCTIONS:

- i. All questions are compulsory.
- ii. Question nos.1 and 2 are to be answered in a word or a phrase for 1 mark each.
- iii. Question nos.3 and 4 are of 2 marks each.
- iv. Question no. 5 and 6 are of 3 marks each.
- v. Question no. 7 and 8 are of 4 marks each.
- vi. Internal choice has been provided in Question no. 8 for 4 marks.

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1. Name the quality of a secretary which will help secretary to perform the job assigned in a thorough, perfect, and faultless manner.
 2. Name the authority that controls the Co-operative Societies in the state.
 3. State any four features of Secretary.
 4. Mention any four duties of a Political Secretary.
 5. Explain the following Qualifications of a Secretary:
 - a. Legal Knowledge
 - b. Educational Qualification
 - c. Knowledge of Formalities of meeting.
 6. State any six duties of a secretary under non-profit association.
 7. "Role of a Secretary is certainly in accordance with the position of a secretary of each organisation or office." Explain above statement with any four points.
 8. Explain any four functions of Government Secretary.

OR

Explain the Role of Company Secretary with any four points.
