



WEST BENGAL STATE UNIVERSITY
BBA(TAH) Honours 5th Semester Examination, 2021-22

BTHADSE03T-BBA(TAH) (DSE1/2)

SECRETARIAL PRACTICE AND OFFICE PROCEDURE

Time Allotted: 2 Hours

Full Marks: 50

*The figures in the margin indicate full marks.
Candidates should answer in their own words and adhere to the word limit as practicable.*

GROUP-A

Answer any two questions from the following

10×2 = 20

1. (a) According to Section 2(24) of Companies Act, 2013, define “Company Secretary”. 4+6
(b) What are the desired qualities of a Company Secretary?
2. (a) What is Stress? 3+7
(b) Explain the difference between ‘Eustress’ and ‘Distress’.
3. (a) What is “Electronic Fund Transfer”? 4+6
(b) What are the advantages of “Mobile Banking”?
4. (a) What is “Quorum” of a meeting? 4+6
(b) What are the contents of “Agenda of a Meeting”?
5. (a) Define “E-filing”. 5+5
(b) What are the advantages of E-filing?
6. (a) What are the duties of a Company Secretary in Arranging Travel, in absence of the Manager? 7+3
(b) What is “E-Booking”?

GROUP-B

Answer any two questions from the following

15×2 = 30

7. What are the defined Educational and Professional qualifications of a Company Secretary? 15
8. Discuss the Function of a Company Secretary (Section 205, Companies Act, 2013), in conducting Annual General Meeting and Statutory Meeting. 15
9. (a) What are the steps in Handling incoming Mails? 6+9
(b) Explain the different classifications of Filing.
- 10.(a) Explain the different methods of Indexing. 8+7
(b) Write a short note on “Procedure of Destruction of Old Records”.
- 11.(a) Define “Itinerary”. 3+6+6
(b) What are the advantages of “RTGS”?
(c) What are the differences between “Net Banking and Mobile Banking”?
12. What are the duties of the Company Secretary ‘Before’, ‘During’ and ‘After’ the Meeting? 15

N.B. : *Students have to complete submission of their Answer Scripts through E-mail / Whatsapp to their own respective colleges on the same day / date of examination within 1 hour after end of exam. University / College authorities will not be held responsible for wrong submission (at in proper address). Students are strongly advised not to submit multiple copies of the same answer script.*

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