

V.V.M'S
R. M. Salgaocar Higher Secondary School
Margao-Goa

Mid Term Examination August 2025

Sub: Secretarial Practice

STD: XI

Date: 26/07/2025

Marks:20

Duration: 1 hr

Instructions:

1. Answer all questions.
2. Question paper contains 8 questions
3. Question No-1 and 2 are to be answered in a word or a phrase for 01 mark each.
4. Question No-3 and 4 are of 2 mark each.
5. Question No-5 and 6 are of 3 marks each.
6. Question No-7 and 8 is are of 4 marks each.
7. Internal choice is provided in question No.5 for 3 marks.

- Q.1. Name the Qualification of Secretary where in Secretary should have knowledge of Laws and Acts that govern his organisation like Labour Laws, Co-operative Societies Act, Laws on Taxation Etc..
- Q.2 Name the type of Secretary who works under the control of Ministry.
- Q.3 Explain the following Qualities of Secretary.
1. Courtesy
 2. Orderliness.
- Q.4 Mention any four Duties of a Political Secretary.
- Q.5 Explain any three Functions of Secretary.
- OR
- Q.5 "Secretary of Co-operative Society acts as a link between the Managing Committee, General Body ,staff and outsiders" with reference to this state any six duties of a secretary of Co-operative Society.
- Q.6 State any six functions of a Secretary of a Local Body.
- Q.7 "The Secretary is appointed to assist in the Secretarial work of the Organisation" With reference to this explain any four features of Secretary.
- Q.8 Explain any four functions of Personal Secretary.
