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BASSPC 153

Credit Based Second Semester B.A. Degree Examination, September 2022
(Common to all Batches)
SECRETARIAL PRACTICE
Paper – II : Secretarial Systems

Time : 3 Hours

Max. Marks : 80

PART – A

1. A) Match the following : **(5×1=5)**

- | | |
|------------------|---------------------------|
| 1) E-filing | a) 16 digits |
| 2) Credit card | b) plastic money |
| 3) TMP-1 | c) money counting machine |
| 4) Alpha numeric | d) To make payment |
| 5) i-MO | e) Paperless Office |
| | f) Vehicle Number |

B) Fill in the Blanks. **(5×1=5)**

- ATM stands for _____
- All the files placed in one place is called _____
- Papers arranged date wise is called _____ method of filing.
- The acronym NSC stands for _____
- _____ machine is used to affix stamps.

C) Answer **any five** of the following in **one** or **two** sentences **each**. **(5×2=10)**

- What is meant by On-site ATM ?
- Expand SCSS. What would be the age limit to invest in SCSS ?
- Mention two types of filing.
- State the significance of Digital Signature.
- What is meant by e-MO ?
- State any two occasions when the cheque is dishonoured.

P.T.O.



PART – B

Unit – I

2. Answer **any one** of the following : **(1×10=10)**

- a) “Filing can be described as the Core of Records Management”. Elucidate the statement with its importance.
- b) Enumerate and explain briefly the classification of Filing.

3. Answer **any two** of the following : **(2×5=10)**

- a) Evaluate the essentials of a good filing system.
- b) What is meant by Centralized System of Filing ? Explain its advantages and disadvantages.
- c) Write a note on ‘Indexing’.

Unit – II

4. Answer **any one** of the following : **(1×10=10)**

- a) State the different types of Postal Savings Schemes and explain any three.
- b) Write the pros and cons of using Franking Machine.

5. Write short notes on **any two** of the following : **(2×5=10)**

- a) Registration with AD.
- b) i-MO.
- c) Speed Post and Courier Service.

Unit – III

6. Answer **any one** of the following : **(1×10=10)**

- a) Explain in detail the various features of a cheque.
- b) Explain the salient features of ATM and its operation in detail.

7. Answer **any two** of the following : **(2×5=10)**

- a) Describe the account opening procedure of SB A/c.
 - b) Explain the procedure to avail housing loan.
 - c) Write a note on Core Banking.
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