

SEMESTER-4

SUBJECT : SECRETARIAL PRACTICE-4

ASSIGNMENT

UNIT-1

Que-1 : What is Meeting ? Discuss different types of Meeting.

Que-2 : Write short note on : Annual General Meeting.

UNIT-2

Que-1 : Write Short note on : Minutes

Que-2 : Write Short note on : Notice

Que-3 : Write Short Note on : Proxy and Quorum

Que-4 : Difference between Ordinary Res

UNIT-3

Que-1 : ROLCON PVT LTD company invite to Mr. Ashish Sharma for the post of HR Manager. Draft a letter for interview call.

Que-2 : Chairman of Shri Boriavi Kelvani Mandal, Boriavi, Dist : Anand ; draft a letter asking for reference to The Principal of CP Patel Commerce College, Anand for Mr. Shreyansh Patel applied for the post of Assistant Professor in Boriavi Co

UNIT-4

Que-1 : Write a notice as a Secretary of Asian Paints Ltd. company for Annual General Meeting.

Que-2 : Write a Rent-deed between Tenant and Landlord.