

**Bachelor's Degree Programme  
(BDP)**

**ASSIGNMENT  
2023-2024**

**Elective Course in Commerce  
ASP - 01: Secretarial Practice**

**For July 2023 and January 2024 admission cycle**



**School of Management Studies  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi -110068**



**School of Management Studies  
Indira Gandhi National Open University**

**ASP – 01: Secretarial Practice  
ASSIGNMENT: 2023-24**

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

This assignment is valid for two admission cycles (**July 2023 and January 2024**). The validity is given below:

1. Those who are enrolled in **July 2023**, it is valid up to **June 2024**.
2. Those who are enrolled in **January 2024**, it is valid up to **December 2024**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15<sup>th</sup> March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15<sup>th</sup> September**.

**TUTOR MARKED ASSIGNMENT**

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**COURSE CODE** : **ASP-01**  
**COURSE TITLE** : **SECRETARIAL PRACTICE**  
**ASSIGNMENT CODE** : **ASP-01/TMA/2023-2024**  
**COVERAGE** : **ALL BLOCKS**

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**Maximum Marks: 100**

**Attempt all the questions:**

1. Define 'Company Secretary'. Explain the position of a company secretary in the eyes of law and his actual position. (2+18)
2. When and how can a voting by poll be demanded ? Discuss the proper procedure of taking a poll. (2+18)
3. a) "A good letter is one which is clear and brief ". Comment.  
b) Briefly discuss the arrangement of a business letter. (10+10)
4. **Distinguish between the following:**  
a) Amendment and Resolution  
b) Report and Precis (10+10)
5. **Write short notes on the following:**  
a) Private Secretary  
b) Quorum  
c) Publicity and public relations  
d) Postal services (4×5)