

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

**ASSIGNMENT
2022-2023**

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

For July 2022 and January 2023 admission cycle



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



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**ASP – 01: Secretarial Practice
ASSIGNMENT: 2022-23**

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 2022 and January 2023**). The validity is given below:

1. Those who are enrolled in **July 2022**, it is valid up to **June 2023**.
2. Those who are enrolled in **January 2023**, it is valid up to **December 2023**.

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 **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th September**.

TUTOR MARKED ASSIGNMENT

COURSE CODE : **ASP-01**
COURSE TITLE : **SECRETARIAL PRACTICE**
ASSIGNMENT CODE : **ASP-01/TMA/2022-2023**
COVERAGE : **ALL BLOCKS**

Maximum Marks: 100

Attempt all the questions:

1. Who are eligible to be appointed as secretary of a government department? Briefly explain the administrative and executive functions of the secretary of a government department. (5+15)
2. "The success or failure of a meeting depends on its chairman." (10+10)
Elucidate the statement with special reference to the powers and duties of the chairman of a meeting.
3. (a) What are the basic principles of business correspondence?
(b) Write a complaint from Hari Ram to the Railway Authorities, Bareilly, that a railway parcel sent to his address has not reached. (10+10)
4. Distinguish between the following:
a) Publicity and advertisement
b) Formal and Informal Reports (10+10)
5. Write short notes on the following:
a) Practising company secretary
b) Resolutions
c) Correspondence with public utilities
d) Precis writing (4×5)