

## Faculty of Commerce

**B.COM. III-Year, CBCS-VI Semester Examinations, May/June 2019****Skill Enhancement Course****PAPER: E-BANKING AND E-INSURANCE**

Time: 2 Hours

Max Marks: 40

**Section-A**

I. Answer any TWO of the following questions

(2x5=10 Marks)

1. Virtual Banking
2. Digital cash
3. Policy surrender
4. Benefits of e-Insurance

**Section-B**

II. Answer the following questions

(2x15=30 Marks)

5. (a) Briefly explain different types of e-payment methods?

(OR)

(b) Explain the merits and demerits of e-banking system?

6. (a) What are the prerequisites for online insurance?

(OR)

(b) Explain the procedure for premium payment through online and downloading bond?

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**Faculty of Commerce**  
**B.COM. III-Year, CBCS-VI Semester Examinations, May/June 2019**  
**Skill Enhancement Course**  
**PAPER: SECRETARIAL PRACTICE**

Time: 2 Hours

Max Marks: 40

**Section-A**

I. Answer any TWO of the following questions (2x5=10 Marks)

1. Define Secretary
2. Appointment of a personal secretary
3. Internet
4. Agenda

**Section-B**

II. Answer the following questions (2x15=30 Marks)

5. (a) Explain the Duties and Responsibilities of a Personal Secretary.

(OR)

- (b) What are the Qualifications for appointing a person as a personal secretary?

6. (a) What is the procedure of drafting a letter? Explain with an example?

(OR)

- (b) What is a video-conference? Explain in detail.

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