

## SECRETARIAL PRACTICE

**In continuation to Circular No 26 dated 20/6/2019.**

### **List of Assignments for std. XII to be implemented from the Academic year 2019 onwards**

- (1) Collect the information on different schemes available with the Banks for the customers.
- (2) Select any General Insurance Company and collect information about the Insurance policies available with it.
- (3) Prepare a report about the changes in the share prices of atleast five companies for a period of 15 days.
- (4) Collect advertisements of Notice and Agenda of different types of meetings
- (5) Acquire information about Director's report or Chairman's report of registered companies.

Note : The teacher is free to give any topic other than those mentioned above. However , the topics should be within the scope of the syllabus.

### **GUIDELINES FOR THE ASSESSMENT OF THE ASSIGNMENTS**

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|---------------------------------|-------------|
| * Content and coverage of topic | ( 8 marks ) |
| * Evidence and attachments .    | ( 6 marks ) |
| * Neatness and clarity          | ( 3 marks ) |
| * Presentation of the topic     | ( 3 marks ) |

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Total Marks : ( 20 marks )

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Secretary

