



2018 VI 07

0930

Seat No. :

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Time : 2½ Hours

SECRETARIAL PRACTICE
(New Pattern)

Subject Code

H	6	5	4
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Total No. of Questions : 32

(Printed Pages : 4)

Maximum Marks : 80

- INSTRUCTIONS:**
- **All questions are compulsory.**
 - **Questions 1, 3, 5 and 8 are MCQ and is of 1 mark each.**
 - **Questions 2, 4, 6 and 7 to be answered in a word or phrase for 1 mark each.**
 - **Questions 9 to 18 to be answered in about 30 words and is of 2 marks each.**
 - **Questions 19 to 24 to be answered in about 60 words and is of 3 marks each.**
 - **Questions 25 to 30 to be answered in about 100 words and is of 4 marks each.**
 - **Questions 31 and 32 to be answered in about 100 words and is of 5 marks each.**
 - **The word limit is not applicable for the questions involving drafts of documents, letters, notice and agenda, minutes, reports, resolution, distinctions and procedures.**
 - **However internal choice has been provided in two questions of 4 marks in question 25, 26 and one question of 5 marks in question 32.**

1. The upper range in the price band in case of Initial Public Offer is called _____
a) Floor price b) Cut off price c) Cap price d) Issue price
2. Which account is necessary for a businessman to avail overdraft facility ?
3. Under which of the following fire insurance policies is the subject matter under insured ?
a) Blanket policy b) Floating policy
c) Excess policy d) Average policy



4. What is the extension of time granted by the Registrar of Companies to hold an Annual General Meeting ?
5. Which of the following speculators buy and sell stock to hold for short intervals to make quick profits ?
 - a) Stag
 - b) Bull
 - c) Bear
 - d) Lame Duck
6. A special type of vote exercised by the Chairman of the meeting in case of a tie.
7. What is the time period within which the minutes of the meeting should be recorded in the minute book ?
8. The part of a report that contains the suggestions regarding the course of action to solve the problem is _____
 - a) Recommendations
 - b) Findings
 - c) Procedure
 - d) Tittle
9. Distinguish between Annual dividend and Interim dividend with reference to
 - a) Who declares ?
 - b) Cancellation.
10. State any four precautions to be taken by the company secretary while drafting letters to members.
11. What is meant by
 - a) Actual total loss
 - b) Constructive total loss ?
12. State any four powers of the Registrar of Companies.
13. What are the duties of the Chairman of a company meeting ? (four points)
14. State the importance of company meetings. (any four points)
15. State any four provisions for holding an Annual General Meeting.



16. State any four items of business to be transacted at a Board Meeting.
17. Distinguish between Agenda and Minutes with reference to
 - a) When prepared ?
 - b) Legal significance.
18. Explain any two essentials of a good report.
19. Explain any three circumstances under which the Board of Directors may refuse to register the transfer of shares.
20. Explain in brief the following types of cheques :
 - a) Bearer cheque
 - b) Crossed cheque
 - c) Post-dated cheque.
21. Explain the procedure to insure the subject matter under Fire Insurance Policy.
22. State any six circumstances under which the secretary corresponds with the Registrar of Companies.
23. State the six objectives of the Chamber of Commerce.
24. Distinguish between ordinary resolution and special resolution with reference to :
 - a) Majority required
 - b) Filing with Registrar
 - c) Usefulness.
25. i) Explain the secretarial procedure relating to call on shares of the company.

OR

ii) Explain the secretarial procedure relating to forfeiture of shares of the company.



26. i) As a Secretary of SWEET FOODS LTD., M.G. ROAD, MARGAO – GOA, draft a letter to the shareholder Mr. Satish Sharma, Lotus Apartment, Margao – Goa, informing him that his share certificate is ready for delivery.

OR

- ii) As a Secretary of SILVER METALS LTD., BORKAR ROAD, MAPUSA – Goa, draft a letter to the Director Mr. Manohar Pai, Chandrika Building, Ponda – Goa, reminding him to obtain qualification shares.
27. As a Secretary of LIME DRINKS LTD., VERNA INDUSTRIAL ESTATE, VERNA – GOA, draft a letter to the Manager, Dena Bank, Vasco – Goa, requesting him to open a bank account.
28. As a Secretary of BEAUTY COSMETICS LTD., VIDYA NAGAR, QUEPEM – GOA, draft a letter to the Manager, New India Insurance Co. Ltd., Sanvordem – Goa, intimating about the change of premises of goods.
29. As a Secretary of BROWN FURNITURES LTD., MIRAMAR PLAZA, PANAJI – GOA, draft a letter to the secretary of Mumbai Stock Exchange, Dalal Street, Mumbai, regarding listing of the securities at the Stock Exchange.
30. Draft the Notice and Agenda of the Statutory Meeting of CLEAN CARPETS LTD., NAGARGAO ROAD, VALPOI – GOA.
31. As a Secretary of SEA FOODS LTD, INDUSTRIAL AREA, BICHOLIM – GOA, draft the minutes of an Extra ordinary general meeting.
32. i) Draft the Progress Report of SPEED AUTOMOBILES LTD., LOYOLA BUILDING, CANCONA-GOA, which has completed ten years successfully.

OR

- ii) A Committee was appointed by SUNLIGHT SOAPS LTD., UJALA APARTMENT, PONDA – GOA, to study the possibility of marketing its new product in South Goa. As a Secretary, draft the report of the Committee.