



2018 III 20

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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**.
 - Question No. 1, 2, 3 and 4 are MCQ and are of 1 mark each.
 - Question No. 5, 6, 7 and 8 are to be answered in a word or a phrase and are of 1 mark each.
 - Question Nos. 9 to 18 to be answered in about 30 words and are of 2 marks each.
 - Question Nos. 19 to 24 are to be answered in about 60 words and are of 3 marks each.
 - Question Nos. 25 to 30 are to be answered in about 100 words and are of 4 marks each.
 - Question Nos. 31 and 32 are to be answered in about 100 words and are of 5 marks each.
 - The word limit is **not applicable** for the questions involving drafts of documents, letters, notice and agenda, minutes, reports, resolutions, distinctions and procedures.
 - **However internal choice** has been provided in two questions of 4 marks in question No. 25, 26 and one question of 5 marks in question No. 32.

1. Method of allotment under which shares are allotted to each applicant in proportion to the number of shares, they have applied for _____.
 - a) Lottery method
 - b) Pro-rata distribution method
 - c) Arbitrary decision method
 - d) Partial allotment method
2. A bank which controls currency, banking and credit system of the country.
 - a) Commercial Bank
 - b) Reserve Bank of India
 - c) Exchange Bank
 - d) Industrial Bank



3. Which of the following principle means that the insurer has all the rights to take possession of the entire damaged property once full compensation is paid to the Insured ?
 - a) Principle of utmost good faith
 - b) Principle of insurable interest
 - c) Principle of indemnity
 - d) Principle of subrogation

4. The Registrar of Companies can grant an extension of _____ months to hold an Annual General Meeting.
 - a) 3
 - b) 4
 - c) 6
 - d) 12

5. Name the speculator at the stock market who believes that share prices are going to rise and keeps buying to sell later at a profit.

6. Name the method of voting under which votes are counted according to the total number of shares possessed by each member.

7. A permanent record of the proceedings of a meeting.

8. Reports which are not compulsory but are prepared for the benefit of the management.

9. Distinguish between Annual dividend and Interim dividend with reference to
 - i) Who can declare ?
 - ii) When declared ?

10. State any four precautions to be taken by a Company Secretary while drafting letters to the Directors.

11. Explain the following type of Fire Insurance Policies :
 - i) Excess policy
 - ii) Average policy

12. State any four powers of the Registrar of Companies.



13. State any four items of business that are transacted through ordinary resolutions.
14. State any four circumstances under which a meeting can be adjourned.
15. State any four objects of holding a statutory meeting.
16. Explain any two duties of a Company Secretary after the board meeting.
17. Explain 'Minutes by Narration' and 'Minutes by Resolution'.
18. Explain any four essentials of a good report.
19. Explain any three features of book building process.
20. Explain the following types of cheques :
 - i) Bearer cheque
 - ii) Crossed cheque
 - iii) Post-dated cheque.
21. State any six circumstances under which an Insurance Company may refuse to settle the claim under Fire Insurance.
22. State any six resolutions requiring registration to be filed with the Registrar of Companies.
23. State any six objectives of the Trade Union.
24. State any six precautions a Company Secretary should take while drafting an Agenda.
25. i) Explain the secretarial procedure for application of shares of a Joint Stock Company.

OR

- ii) Explain the procedure relating to dematerialisation of shares.



26. i) As a Secretary of Chaitanya Electronics Ltd., Shanti Nagar, Ponda-Goa, draft a letter to the shareholder Mr. Sagar Naik, Tisk-Ponda Goa, informing him about the approval of transfer of his shares.

OR

- ii) As a Secretary of Anmol Trading Co. Ltd., M.G. Road, Panaji-Goa, draft a letter to the Director Mr. Kapil Sharma, Housing Board Colony, Caranzalem, Panaji-Goa reminding him to obtain qualification shares.
27. As a Secretary of Ishani Commercials Ltd., Near Railway Station, Curchorem-Goa, draft a letter to The Manager, Bank of India, Curchorem-Goa, requesting him to provide details about the credit worthiness of a business firm.
28. As a Secretary of Sumit Glassware Co. Ltd., 196/A, Thivim Industrial Estate, Karaswada-Bardez-Goa, draft a letter to The Manager, Fire Insurance Co. Ltd., Mapusa-Goa, intimating about the change of premises of the warehouse.
29. As a Secretary of Marco Food Products Co. Ltd., 18th June Road, Panaji-Goa, draft a letter to The Secretary, Bombay Stock Exchange, Stock exchange tower, Dalal street, Mumbai for listing the shares of the company.
30. Draft the Notice and Agenda of the 10th Annual General Meeting of Wipro Co. Ltd., Verna-Goa.
31. As a Secretary of Sampurna Cosmetics Ltd., Zuari Nagar-Goa, draft the minutes of an extra-ordinary General Meeting of the Company.
32. i) Maggi Co. Ltd., Kundaim Industrial Estate, Kundaim-Goa, has appointed a committee to study the possible demand for its new product in the State of Goa. As a Secretary of the Committee, draft a committee report.

OR

- ii) Draft the Progress Report of Usha Fans Co. Ltd., Bethora Industrial Estate, Bethora-Goa who has just completed ten years successfully.