Time: 2½ Hours

Seat No.

SECRETARIAL PRACTICE

Subject Code

H 6 5 4

Total No. of Questions: 32 (Printed Pages: 7) Maxi

Maximum Marks: 80

INSTRUCTIONS:

- (i) All questions are compulsory.
- (ii) Question Nos. 2, 3, 4 and 5 are MCQ and are of 1 mark each.
- (iii) Question Nos. 1, 6, 7 and 8 are to be answered in a word or phrase for 1 mark each.
- (iv) Question Nos. 9 to 18 are to be answered in about30 words and are of 2 marks each.
- (v) Question Nos. 19 to 24 are to be answered in about60 words and are of 3 marks each.
- (vi) Question Nos. 25 to 30 are to be answered in about100 words and are of 4 marks each.
- (vii) Question Nos. 31 and 32 are to be answered in about100 words and are of 5 marks each.
- (viii) The word limit is not applicable for the questions involving drafts of documents, letters, notice and agenda, minutes, reports, resolutions, distinctions and procedures.
- (ix) However, internal choice has been provided in two questions of 4 marks in Question Nos. 25, 26 and one question of 5 marks in Question No. 32.

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1.	Trans	sfer of shares by the operation of law.
2.	Reso	lution for the appointment of company's banker is passed in
	the	······································
	(a)	Board Meeting
	(<i>b</i>)	Annual General Meeting
	(c)	Extra Ordinary General Meeting
	(<i>d</i>)	Statutory Meeting
3.	A typ	be of fire insurance policy which covers the goods stored at different
	places	S
	(a)	Average policy
	(b)	Floating policy
	(c)	Specific policy
	(<i>d</i>)	Valued policy
4.	Annu	al return should be filed with the Registrar of Companies within
	days	from the date of holding the Annual General Meeting.
	(a)	30
	(b)	60
	(c)	90
	(d)	120
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5.	Which of the following type of speculators believes that share prices are going			
	to fall and keep selling?			
	(a)	Stag		
	(<i>b</i>)	Bull		
	(c)	Bear		
	(<i>d</i>)	Lame Duck		
6.	A pe	A person appointed to attend a meeting on behalf of an abs		
	memb	per.		
7.	A typ	A type of minutes which are written in a descriptive form.		
8.	Refer	Reference made in a Committee Report, if any member has disagreed with		
	the majority.			
9.	Draft	a specimen of dividend warrant of ABC Co. Ltd., M. G. Road, Panaji		
	Goa.			
10.	State	any $four$ precautions to be taken by a company secretary while drafting		
	letter	s to the shareholders.		
11.	State	any four advantages of insurance.		

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12. State any four duties of Registrar of Companies. Explain the following: 13. (a) Ordinary resolution Special resolution (b) State any four precautions to be taken while drafting an agenda. 14. 15. State any four duties of secretary before the Board Meeting. 16. State any four provisions regarding holding of Annual General Meeting. Explain any two objectives of keeping Minutes. 17. 18. State any two advantages of drafting reports. Explain any three advantages of listing of shares, to the investors. 19. 20. Explain the different parties to a cheque. 21. Explain the procedure of settlement of claim under marine policy. 22. State any six circumstances under which the Company Secretary has to write letters to the Registrar of Companies.

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- 23. State any six objectives of Stock Exchange.
- 24. Distinguish between Adjournment and Postponement with reference to:
 - (a) Notice
 - (b) Quorum
 - (c) When held
- 25. (i) Explain the procedure followed by the Company Secretary relating to forfeiture of shares.

Or

- (ii) Explain the procedure for transfer of all the shares contained in one share certificate.
- 26. (i) As a Secretary of Laxmi Metals Ltd. Verna, Goa, draft a letter to the shareholder, Mr. Suresh Naik, Comba, Margao, Goa, informing him about the proposed issue of Bonus Shares.

Or

(ii) As a Secretary of RNS Shipping Ltd., Vasco, Goa, draft a letter to the Director, Mr. Sham Pandit, Karaswada, Mapusa, Goa, requesting him to join as a Director of the company.

- 27. As a Secretary of Sunrise Electricals Ltd., Bethora, Ponda, Goa, draft a letter to the Manager, Dena Bank, Ponda, Goa to act as a banker to the issue of shares.
- 28. As a Secretary of Southern Energy Ltd., Canacona Industrial Estate, Canacona,
 Goa, draft a letter to The Manager, United Insurance Co. Ltd. Margao, Goa,
 requesing him to issue a Fire Policy.
- 29. As a Secretary of Maharaja Foods Ltd., Cacora Industrial Estate, Curchorem,
 Goa, draft a letter to The Secretary of All India Manufacturers Association,
 Panaji, Goa requesting him to enlist the firm as a member of the
 association.
- 30. Draft a Notice and Agenda of Extra Ordinary General Meeting of J. K.

 Pharmaceuticals Ltd., Margao, Industrial Estate, St. Jose de Areal, Nessai

 Goa.
- 31. As a Secretary of Canara Packaging Ltd., Sancoale Industrial Estate,

 Zuarinagar, Sancoale Goa, draft the minutes of a routine Board

 Meeting.

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32. (i) A committee has been appointed by Deccan Carpets Ltd., Bangalore,

Karnataka to study the possible demand for its products in the State

of Goa, as a secretary draft a report of the committee.

Or

(ii) Draft the 20th Annual Report of Western Textiles Ltd., Kundaim, Industrial Estate, Goa.

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