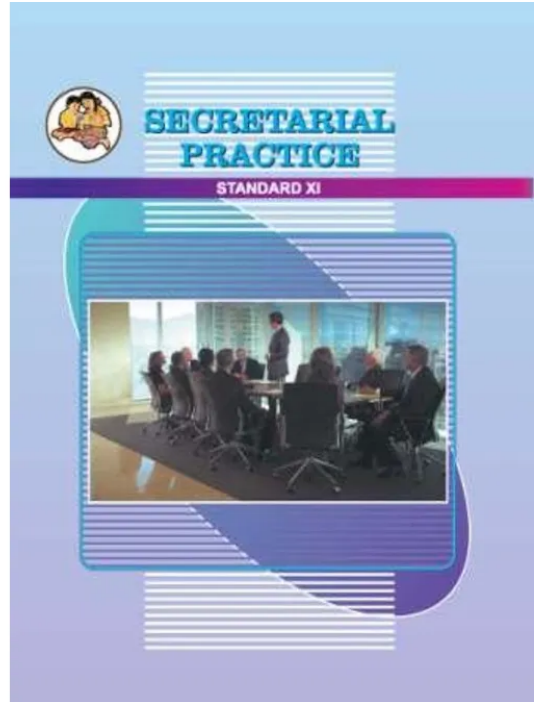


Maharashtra Board Solutions Class 11-Secretarial Practice: Chapter 1- Secretary

Class 11 - Chapter 1 Secretary



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Maharashtra Board Solutions Class 11-Secretarial Practice: Chapter 1- Secretary

Class 11: Secretarial Practice Chapter 1 solutions. Complete Class 11 Secretarial Practice Chapter 1 Notes.

Maharashtra Board Solutions Class 11-Secretarial Practice: Chapter 1- Secretary

Maharashtra Board 11th Secretarial Practice Chapter 1, Class 11 Secretarial Practice Chapter 1 solutions

1A. Select the correct answer from the options given below and rewrite the statements.

Questions 1.

A secretary is an _____ of the business.

- (a) owner
- (b) employee
- (c) creditor

Answer:

- (b) employee

Question 2.

_____ is appointed by busy individuals.

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- (a) Personal secretary
- (b) Secretary of Joint Stock Company
- (c) Secretary of Government department

Answer:

- (a) Personal secretary

Question 3.

_____ function implies compliance of various provisions of Acts applicable to the organization.

- (a) Financial
- (b) Statutory
- (c) Office

Answer:

- (b) Statutory

Question 4.

Every listed company and all other companies having paid-up capital of _____ or more should have a full-time secretary.

- (a) 10 crore
- (b) 2 crore
- (c) 5 crore

Answer:

- (c) 5 crore

Question 5.

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_____ is an organization formed with the motive of providing services and not to earn profits.

- (a) Joint Stock Company
- (b) Non Profit Association
- (c) Co-operative Society

Answer:

- (b) Non-Profit Association

Question 6.

The function of a secretary to look after the inward and outward mail is called _____

- (a) Reception
- (b) Statutory
- (c) Correspondence

Answer:

- (c) Correspondence

Question 7.

In ancient Indian history, secretary was referred to as _____

- (a) Scribae
- (b) Secretarius
- (c) Amatya

Answer:

- (c) Amatya

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Question 8.

_____ means ability to adjust oneself to changing situation.

- (a) Loyalty
- (b) Adaptability
- (c) Punctuality

Answer:

- (b) Adaptability

Question 9.

A secretary appointed by an institution or organization is called _____ secretary.

- (a) Private
- (b) Institutional
- (c) Social

Answer:

- (b) Institutional

Question 10.

A person who acts as a confidential writer is a _____

- (a) worker
- (b) secretary
- (c) servant

Answer:

- (b) secretary

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Question 11.

A person who does writing work for his boss is a _____

- (a) secretary
- (b) board of directors
- (c) managing committee

Answer:

- (a) secretary

Question 12.

In the old Roman empire the secretary was referred to as _____

- (a) Scribae
- (b) Chitnis
- (c) Amatya

Answer:

- (a) Scribae

Question 13.

In ancient Indian literature, the post of secretary is referred as _____

- (a) Sachiva
- (b) Scribae
- (c) Secretarius

Answer:

- (a) Sachiva

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Question 14.

The term secretary means a _____

- (a) confidential writer
- (b) servant
- (c) adviser

Answer:

- (a) confidential writer

Question 15.

Secretary should have the knowledge of _____

- (a) accountancy
- (b) civics
- (c) science

Answer:

- (a) accountancy

Question 16.

Every business organization needs a secretary having a knowledge of recording _____ transactions.

- (a) financial
- (b) private
- (c) illegal

Answer:

- (a) financial

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1B. Match the pairs.

Question 1.

Group 'A'	Group 'B'
(a) Scribae	(1) No legal status
(b) Secretarial Standards and Audit	(2) Companies Act, 1956
(c) Co-operative society	(3) Minimum 5 members
(d) Sports club	(4) Roman empire
(e) Concept of Key Managerial Personnel	(5) To check whether the company comply with a legal requirement
(f) Personal Secretary	(6) IAS
	(7) Minimum 10 members
(8) Latin civilization	
(9) Companies Act, 2013	
(10) Non-profit association	
(11) has legal status	

Answer:

Group 'A'	Group 'B'
(a) Scribae	(4) Roman empire
(b) Secretarial Standards and Audit	(5) To check whether the company comply with a legal requirement

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- | | |
|---|-----------------------------|
| (c) Co-operative society | (7) Minimum 10 members |
| (d) Sports club | (10) Non-profit association |
| (e) Concept of Key Managerial Personnel | (9) Companies Act, 2013 |
| (f) Personal Secretary | (1) No legal status |

Question 2.

- | Group 'A' | Group 'B' |
|-------------------------------|-----------------------|
| (a) Secretarius | (1) Amatya, Sachiva |
| (b) Roman Empire | (2) Oldest profession |
| (c) Indian Literature | (3) Latest profession |
| (d) Profession of a secretary | (4) Scribae |
| (e) Secretary | (5) Latin word |
| | (6) Employer |
| (7) Employee | |

Answer:

- | Group 'A' | Group 'B' |
|-----------------|----------------|
| (a) Secretarius | (5) Latin word |

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- | | |
|----------------------------------|--------------------------|
| (b) Roman Empire | (4) Scribae |
| (c) Indian Literature | (1) Amatya,
Sachiva |
| (d) Profession of a
secretary | (2) Oldest
profession |
| (e) Secretary | (7) Employee |

1C. Write a word or a term or a phrase that can substitute each of the following statements.

Question 1.

The state and central government secretaries for various department functions under them.

Answer:

Ministries in the Sachivalaya

Question 2.

The person appointed under the Companies Act, 2013 by the board of directors.

Answer:

Companies Secretary

Question 3.

To check whether the company sticks to the legal and procedural requirement.

Answer:

Secretarial Standards and Secretarial Audit

Question 4.

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Secretary appointed by industrialists, professionals, leaders, etc.

Answer:

Personal secretary

Question 5.

The function of a secretary in which they attend to telephone calls, visitors and fix appointments.

Answer:

Reception

Question 6.

The quality of a secretary means kindness and politeness.

Answer:

Courtesy

Question 7.

Position of a secretary in a ministry or department.

Answer:

Administrative head

Question 8.

Act under which Cooperative Societies get registered in Maharashtra.

Answer:

Maharashtra State Co-operative Societies Act 1960

Question 9.

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The new concept was introduced under the Companies Act, 2013 regarding company secretary.

Answer:

Key Managerial Personnel

Question 10.

A person doing secretarial work in Ancient Indian History.

Answer:

Sachivaor Amatya

Question 11.

A type of secretary appointed by an institution.

Answer:

Institutional Secretary

Question 12.

Name the profession which is as old as human civilization.

Answer:

Secretary

Question 13.

The information is not supposed to be disclosed by the secretary.

Answer:

Secret and Confidential

1D. State whether the following statements are True or False.

Question 1.

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In ancient Indian history, Secretary was referred to as Secretarius.

Answer:

False

Question 2.

An individual alone can be appointed as a Secretary.

Answer:

True

Question 3.

A secretary is a custodian of secret and confidential information of the organization.

Answer:

True

Question 4.

A secretary does not act as a link between management and staff of the organization.

Answer:

False

Question 5.

A company secretary is the oldest type of secretary.

Answer:

False

Question 6.

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The managing committee appoints the secretary of the Non-profit association.

Answer:

True

Question 7.

The secretary performs administrative functions.

Answer:

True

Question 8.

The leadership skills of a secretary do not create a team spirit.

Answer:

False

Question 9.

The Board of directors appoints a secretary of a government department.

Answer:

False

Question 10.

The concept of Key Managerial Personnel has been introduced in the Companies Act, 2013.

Answer:

True

1E. Find the odd one.

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Question 1.

Individual, Paid employee, Confidential officer, a Government department

Answer:

Government department

Question 2.

Rotary club, Sports club, Co-operative banks, Lions club

Answer:

Co-operative banks

Question 3.

Reception function, Statutory function, Financial function, Accuracy

Answer:

Accuracy

Question 4.

Co-operatives banks, Co-operative housing society, Chamber of Commerce, Consumer Co-operative stores.

Answer:

Chamber of Commerce.

1F. Complete the sentences.**Question 1.**

In Roman empire a professional letter writer is called _____

Answer:

Scribae

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- | | |
|---------------------------------|-----------------------|
| (1) Chamber of Commerce | |
| (2) | Correctness |
| (3) Key Managerial
Personnel | |
| (4) | ₹ 5 crores or
more |
| (5) | Latin word |

(Joint Stock Company, Non-profit association, Company Secretary, Accuracy, Secretarius)

Answer:

- | Group 'A' | Group 'B' |
|---------------------------------|---------------------------|
| (1) Chamber of Commerce | Non-profit
association |
| (2) Accuracy | Correctness |
| (3) Key Managerial
Personnel | Company Secretary |
| (4) Joint Stock Company | ₹ 5 crores or more |
| (5) Secretarius | Latin word |

1H. Answer in one sentence.

Question 1.

Lions club is an example of which type of organization?

Answer:

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Lions club is an example of a Non-profit association.

Question 2.

The body which looks after the working of Non-profit associations.

Answer:

The Managing Committee looks after the working of the Non-profit association.

Question 3.

Under which act does the Cooperative society in Maharashtra have to get registered?

Answer:

The Co-operative Society in Maharashtra has to get registered under Maharashtra State Co-operative Act, 1960.

Question 4.

Who can appoint Institutional Secretary?

Answer:

The institutional secretary can be appointed by Non-profit Association, Cooperative society, Joint-stock company, and Government Department.

Question 5.

Who can be appointed as a secretary for the Ministry of External Affairs?

Answer:

An IFS (Indian Foreign Services) can be appointed as a secretary for the Ministry of External Affairs.

Question 6.

Who acts as a link between management and staff?

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Answer:

Secretary acts as a link between management and staff.

11. Correct the underlined word and rewrite the following sentences.

Question 1.

Company Secretary must be a member of IAS.

Answer:

Company Secretary must be a member of ICSI.

Question 2.

The term scribae was used in Indian history.

Answer:

The term scribae was used in the Roman empire.

Question 3.

The Co-operative Society is managed by the Board of Directors.

Answer:

The Co-operative Society is managed by of Managing committee.

Question 4.

The Latin name for secretary is Amatya.

Answer:

The Latin name for secretary is Secretarius.

Question 5.

The Secretary of the Lions Club is an example of a Personal secretary.

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Answer:

The Secretary of the Lions Club is an example of an Institutional secretary.

2. Explain the following terms/concepts.**Question 1.****Key Managerial Personnel****Answer:**

For the efficient working of the company, the Board of directors is assisted by many persons known as key managerial personnel.

Question 2.**Administrators****Answer:**

The secretary handles the office administration on behalf of the employer. He assists in making plans, execution of plans, supervision, etc.

Question 3.**Institutional Secretary****Answer:**

A secretary appointed by an institution or organization is called an Institutional secretary.

E.g. Secretary of Non-profit association, or Co-operative society or Joint Stock Company, or Government Department.

Question 4.**Government Department****Answer:**

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The department working under the various ministers of the State and Central Government is called as Government Department.

Question 5.

Courtesy

Answer:

It means showing politeness and kindness while dealing with people, which creates positive impressions about the employer and the organization.

3. Study the following case/situation and express your opinion.

1. Amit is interested to work as an Institutional Secretary but he lacks the willingness to accept challenges, has a bad temper, and is ignorant about operating a computer.

Question (a).

Does lack of computer knowledge affect the performance of Amit?

Answer:

Yes, with the advancement of the technical aspect in business, Amit needs to update his computer knowledge. Most of the correspondence these days is done through emails.

Question (b).

Is willingness to accept challenges an important quality of a secretary? why?

Answer:

Yes, Policies, technology, and business situations keep on changing and a secretary must adapt himself to the situation and face the challenges.

4. Distinguish between the following.

Question 1.

Secretary of a Joint Stock Company and Secretary of a Co-operative Society.

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Answer:

Basis	Secretary of a Joint Stock Company	Secretary of a Co-operative Society
1. Meaning	A company secretary is an individual, having prescribed qualifications, appointed by the Board of Directors to carry out ministerial and administrative duties.	A secretary of a Co-operative society is appointed by the Managing Committee to carry out administrative and secretarial duties.
2. Position	He is one of the members of the Key Managerial Personnel.	He is a member of society and voted to become a secretary.
3. Appointment	He is appointed by the Board of Directors.	He is appointed by the managing committee.
4. Qualification	A company secretary must possess the prescribed qualification i.e. Associate Membership of the Institute of Company Secretaries of India (I.C.S.I.)	There is no prescribed qualification for a secretary of a Cooperative society.
5. Government Act	A Joint Stock company is governed by the Indian Companies Act, 2013.	A co-operative society is governed by the Co-operative Societies Act, 1960, and the bye-laws adopted from time to time.

6. Remuneration	Being an employee of a company he gets a salary.	A secretary of a Co-operative society gets a salary if he is appointed as an employee of the Co-operative society. But if he is a member of a managing committee then he gets an honorarium.
7. Basis of Appointment	Generally, a company secretary is appointed on a full-time basis.	A Secretary of a Cooperative society may be appointed on a full-time or part-time basis.

Question 2.

Secretary of a Co-operative Society and Personal Secretary.

Answer:

Basis	Secretary of a Co-operative society	Personal Secretary
1. Meaning	A secretary appointed by the managing committee of the Co-operative society to carry out administrative and secretarial duties.	A secretary is appointed by an individual, businessman, doctor, lawyer, accountant, etc. to assist him in routine business activities.
2. Purpose	He is to assist in safeguarding the common interest of the members.	He is to assist busy individuals in their day-to-day work.
3. Appointment	He is appointed by the managing committee of the society.	He is appointed by businessmen, doctors, lawyers, accountants, etc.
4. Duties	His duties are governed by the Co-operative Societies Act and Bye-Laws of the	His duties are decided by the employer who appoints him.

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society.

- | | | |
|-----------|--|--|
| 5. Powers | He is given managerial and statutory powers in society as per the Act. | He is given powers by his employer, which are generally limited. |
|-----------|--|--|

5. Answer in brief.

Question 1.

State any four importances of a Secretary.

Answer:

The importance of a Secretary are as follows:

- Correspondent: Secretary is a professional letter writer and handles the correspondence of the business. He skillfully drafts letters and prepares reports and maintains the goodwill of the business.
- Custodian of secret information: A secretary is closely connected with the top-level management and has access to all the confidential information of the business. He should not disclose these to outsiders.
- Administrator: Secretary acts as an administrator. He efficiently handles office management and also execution duties of the business.
- Legality: Secretary performs various statutory duties. He files returns, maintain books and register as stated by the Act.

6. Justify the following statements.

Question 1.

It is compulsory to appoint a secretary in Joint Stock Company.

Answer:

- Joint Stock Company works on a large scale.
- Hence, every company with paid-up capital of ₹ 5 crores or more must appoint a full-time secretary.

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- A company secretary acts as a line of communications between the Board and the staff.
- He acts as the mouthpiece of the Board, as the Directors act only through the secretary.
- Every grievance of the staff is communicated to the Directors through the secretary.
- Thus, It is compulsory to appoint a secretary in Joint Stock Company.

Question 2.

A company secretary is the mouthpiece of the Board of Directors.

Answer:

- A company secretary is normally appointed by the Board of Directors.
- He executes the decisions of the Board and carries out the instructions and orders of the board.
- He acts as a confidential clerk of the Board.
- He has to help the directors in framing the policies of the company and preparing progress reports and other reports.
- A company secretary acts as a line of communications between the Board and the staff.
- He acts as the mouthpiece of the Board, as the Directors act only through the secretary.
- Every grievance of the staff is communicated to the Directors through the secretary.
- Hence, it is compulsory to appoint a secretary in Joint Stock Company.
- Thus, a company secretary is the mouthpiece of the Board of Directors.

Question 3.

Non-Profit Association means an institution formed for providing services.

Answer:

- The non-profit association is a voluntary association established for conducting social, cultural, educational, or economic activities.
- Such associations work for the benefit of the members and for society.
- These associations are service-oriented, which promotes the welfare of society.

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- Examples: Rotary clubs, social clubs, sports clubs, educational institutions, recreation clubs, cultural clubs, chamber of commerce, etc.
- Thus, Non-Profit Association means an institution formed for providing services.

Question 4.

The personal secretary must be an individual.

Answer:

- A personal secretary is an individual who is appointed by busy persons like industrialists, businessmen, or professionals to conduct their correspondence and do their personal work.
- Professionals like doctors, lawyers, engineers, chartered accountants or actors, ministers appoint personal secretaries due to their busy schedules in order to do their routine work.
- Therefore, the personal secretary is appointed by people who have to devote their time and energy to discharge more important and challenging duties.
- A personal secretary is also called a personal assistant or private secretary.
- He is entrusted with confidential matters and his duties vary in nature.
- An individual only can perform all such work of a personal secretary.
- Thus, the Personal secretary must be an individual.

Question 5.

A sports club is not a cooperative society.

Answer:

- A cooperative society is a voluntary organization registered under the Co-operative Societies Act.
- It mainly aims at protecting and safeguarding the common interests of its members and the public.
- It also provides various services and amenities.
- Such organizations have to add the word “co-operative” to their names.
- Eg. Co-operative Bank, Consumer Co-operative store, Co-operative Housing Society, etc.
- Therefore, a sports club cannot be a cooperative society, it is a recreation center, where various sports are introduced and training is given to players.

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- It is an example of a Non-profit organization.
- Thus, a sports club is not a cooperative society.

7. Answer the following questions.

Question 1.

Explain the importance of a secretary.

Answer:

(i) Expert advice and guidance: A secretary provides advice and guidance to his boss on important matters. He advises the management in taking important policy decisions. Sometimes his decisions are more appropriate than his boss and such decisions may result in the growth of the business.

(ii) Administrator: A secretary acts as an administrator. He has to administer the functions like planning, organizing, directing, and controlling the activities. Routine issues like attending and answering the calls, emails, appointments, drafting letters, reports, speeches, etc. are well administered by the secretary. By doing this he enables the head of the organization to concentrate only on important matters.

(iii) Custodian of Secret Information: A secretary is a custodian of the secret, confidential and important information of his organization. Since he is closely connected with the top management, he participates in the decision-making, policy framing, planning, etc. As the secretary is entrusted with all such secret matters of his organization, he has to keep it confidential and does not leak or disclose to outsiders.

(iv) Correspondent: As a secretary is a person who deals with the writing work, he has to deal with the correspondence of the organization. He has to write different types of letters to different people as well as organizations. Therefore, he should write letters skillfully so that he is able to create and maintain the goodwill of the organization.

(v) Legal compliance office: A secretary is responsible for compliance with legal requirements on behalf of his organization. Maintenance of statutory books and records, filing of returns and statements to concerned authorities, completion of work within the time limit laid down by the law are the responsibilities of a secretary. Therefore, he is called the 'legal executive' of his organization.

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(vi) Conduct Meeting: Meetings play an important part in different organizations as it is the best means to communicate with each other and take decisions. In the case of a joint-stock company, there are meetings of the shareholders, creditors, Board of Directors, etc. So the secretary of a joint-stock company has to organize, conduct different meetings and has to play a very important role before, during as well as after the meetings.

On the other hand, he is also called the brain, as he suggests and advises the boss, eyes as he watches everything on behalf of his boss, ears because he listens to everybody and hands of his boss as he executes all the decisions and policies of his boss and the organization.

(vii) Link between Management and Staff: A secretary occupies the nucleus (central) position, around which the whole office machinery rotates. He occupies a key position in the administrative setup of the organization. He is a link between the top, middle and lower management. He is also a link between his organization and outsiders like customers, clients, other organizations, government bodies, etc.

(viii) Fulfillment of Secretarial Standards and Secretarial Audit: Secretary keeps a check on whether the company is following all the legal and procedural requirements. This keeps the company free from legal consequences.

Conclusion: A secretary is, therefore, an indispensable officer, office executive, confident, trustworthy, and legal executive of his organization.



Maharashtra Board Solutions

Class 11 Secretarial Practice

- Chapter 1- Secretary
- Chapter 2- Joint Stock Company
- Chapter 3- Formation of a Company
- Chapter 4- Documents Related to Formation of a Company
- Chapter 5- Members of a Company
- Chapter 6- Directors and Key Managerial Personnel of a Company
- Chapter 7- Company Meetings – I
- Chapter 8- Company Meetings – II
- Chapter 9- Business Communication Skills of a Secretary
- Chapter 10- Correspondence with Directors
- Chapter 11- Correspondence with Banks
- Chapter 12- Correspondence with Statutory Authorities

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The Maharashtra State Board of Secondary and Higher Secondary Education or MSBSHSE (Marathi: महाराष्ट्र राज्य माध्यमिक आणि उच्च माध्यमिक शिक्षण मंडळ), is an **autonomous and statutory body established in 1965**. The board was amended in the year 1977 under the provisions of the Maharashtra Act No. 41 of 1965.

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The Maharashtra government established the Maharashtra State Bureau of Textbook Production and Curriculum Research, also commonly referred to as Ebalbharati, in 1967 to take up the responsibility of providing quality textbooks to students from all classes studying under the Maharashtra State Board. MSBHSE prepares and updates the curriculum to provide holistic development for students. It is designed to tackle the difficulty in understanding the concepts with simple language with simple illustrations. Every year around 10 lakh students are enrolled in schools that are affiliated with the Maharashtra State Board.

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