

**Karnataka Sangha's**  
**MANJUNATHA COLLEGE OF COMMERCE &**  
**JUNIOR COLLEGE OF COMMERCE,THAKURLI-(E)-421 201**  
**IST TERM – OCTOBER 2018**  
**SUB.: Secretarial Practice**

**Class: F.Y.J.C**

**Time : 12.30pm to 2.30pm**

**Date: 27/10/2018**

**Marks : 50**

**Q.1 A) Select the correct answer from the possible choices given below and rewrite the statements : 5**

1. A Language of Business Letter should be \_\_\_\_\_.  
a) Simple b) Hard c) Flowery
2. Annual Return is to be submitted within \_\_\_\_\_ from the date of Annual General Meeting.  
a) 10 days b) 30 days c) 60 days
3. The Directors take decisions at \_\_\_\_\_.  
a) Annual General Meeting b) Board Meeting c) Statutory Meeting
4. Registration is \_\_\_\_\_ for every company.  
a) Voluntary b) compulsory c) optional
5. A co-operative society must have the minimum \_\_\_\_\_ members.  
a) 50 b) 20 c) 10

**B) Match the pairs :**

**5**

'A'	'B'
1. Sole trading concern	1. Busy persons
2. Silent salesman	2. Owners of company
3. Registrar of companies	3. Single ownership
4. Personal secretary	4. Multiple ownership
5. Shareholder	5. Business letter
	6. Appointed by Central Government
	7. Elected Representatives of Shareholder
	8. Creditors of company
	9. Co-operative society
	10. Based on personality and nature of person

**C) Write a word or a term or a phrase which can substitute each of the following statements : 5**

1. A Secretary who is also known as Personal Assistant. \_\_\_\_\_
2. A Secretary appointed by an Institution. \_\_\_\_\_
3. Space left on the sides. \_\_\_\_\_
4. A meeting of all the directors of a company. \_\_\_\_\_
5. An authority that issues a certificate of Incorporation.

**Q.2 Distinguish between the following : ( Any 2)**

**10**

1. Company Secretary and Secretary of Government Department
2. Secretary of a Co-operative society and Secretary of a Non-Profit Association
3. Personal Secretary and Company Secretary

**: 2 :**

- Q.3 State with reasons, whether the following statements are True OR False : ( Any 2) 10
1. Personal Secretary must be an individual
  2. Registration of Joint Stock Company is optional
  3. A letter without date is Incomplete
  4. Company Secretary need not attend the board meeting

- Q.4 Write a Letter to the Registrar of companies regarding filing of Annual Report. 5

**OR**

Limitation of Joint Stock Company. 5

- Q.5 Features of Joint Stock Company. 10

**OR**

Draft of Notice and Agenda of a Routine Board Meeting. 10

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