

**Karnataka sangha's junior college of Commerce,Thakurli(East)**  
**Preliminary I Examination 2016-17**

Class: S.Y.J.C  
Date: 4/1/2017

**Secretarial Practice**

Marks: 80  
Durations: 3 Hrs

**Q.1. A. State the correct answer from the possible choice given below and rewrite the statement. (5)**

1. Wealth maximization is also known as \_\_\_\_\_.  
( Increased wealth, increased dividend, value maximization)
2. Dividend warrants are issued to \_\_\_\_\_ holders for getting dividend.  
( share certificate, share warrant, coupon)
3. A market where existing securities are resold or traded is called \_\_\_\_\_ market.  
( commodity, secondary, primary)
4. The rate of interest payable on debentures is \_\_\_\_\_.  
(uncertain, fixed, floating)
5. Depository facilitates \_\_\_\_\_.
  - a) Safe keeping of securities.
  - b) Safe keeping of money.
  - c) Safe keeping of valuable documents.

**B. Match the pairs. (5)**

Group A	Group B
1. BEAR	1. Fixed and regular
2. Commercial bill	2. Conversion into shares
3. Interest in deposit	3. Initial Public offer
4. Convertible debentures	4. Pessimistic about fall in prices of securities.
5. IPO	5. 48 months
	6. Primary Market
	7. Short term credit
	8. Screen based trading
	9. Mandiwala
	10. Sensex

**C. Write a word/term/ phrase which can substitute each of the following statement. (5)**

1. Return on investment given to debenture holder by the company.
2. A market for borrowing and lending long term capital required by business enterprise.
3. The maximum period upto which deposits can be accepted.
4. An advance programming of all plans of financial management.
5. The 'Depository Receipt' traded in the country other than USA.

**Q.2. Distinguish between the following ( Any 3) (15)**

1. Fixed capital and working capital.
2. Transfer of shares and transmission of shares.
3. Primary market and secondary market.
4. Shares and debentures.
5. Dematerialization and Rematerialization

**Q.3. Write short noted. ( Any 3) (15)**

1. Capital structure and its components.
2. Conditions of valid allotment.
3. Bonus shares.
4. Features of bills of exchange.
5. Need and importance of financial Institutions.

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**Q.4.** (15)

**State with reasons, whether the following statement are true or false (Any 3)**

1. Stock Exchange reflect the financial progress of the company.
2. Debenture holders are the owners of the company.
3. Financial management is essential for all types of organizations.
4. Preference shareholders have normal voting rights.
5. There is no procedure regarding allotment of shares.

**Q.5.** **Attempt the following ( Any 2)** (10)

1. Explain the factors affecting capital requirement.
2. draft a letter to a transferor regarding sanctioning the transfer.
3. Draft a letter of conversion of debentures into shares.
4. Draft a letter to depositor for renewal of deposit.

**Q.6.** Define preference shares, explain the various types of preference shares. (10)

**OR**

Draft a letter of allotment of shares to the shareholder.

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