

KARNATAKA SANGHA'S JUNIOR COLLEGE, Thakurli (East)
IIND TERM EXAM MARCH-2022
Sub: Secretarial Practice

Class - FYJC
Date -23.03.2022

Marks - 80
Time: 12.30 to 3.30pm

Q.1 A) Select the correct answer from the options given below and rewrite the statement: 5

1. Secretary of Government department must be a member of the _____.
a) ICSI b) IAS c) ICWA
2. In a public company there must be minimum _____ or more members.
a) One b) Two c) Seven
3. Representative of shareholders are _____.
a) Directors b) Employees c) Servants
4. Bank is a _____ institution.
a) Financial b) Social c) Cultural
5. _____ regulates the functioning of stock Exchange in India.
a) SEBI b) MCA c) ROC

B) Write a word or a Term or a Phrase which can substitute each of the following statement: 5

1. Latin word for secretary
2. The Birth Certificate of a company
3. The officer responsible for company's finance
4. A meeting of all the directors of a company
5. Negotiable instrument which can be discounted with the Bank

C) State whether the following statement are True or False : 5

1. Letter of offer is issued at the time of Rights issue
2. A Director is an employee of the company
3. Minutes are prepared before the meeting
4. Annual Report is prepared by members
5. A letter should have minimum folds.

d) Complete the sentences : 5

1. In case of death or insolvency of a member, he will cease to be a _____
2. First secretary is appointed by _____
3. The written records of proceedings of a meeting is called as _____
4. Proper arrangement of different parts of business letter is called as _____
5. Accepting deposits and lending money are the primary functions of _____

Q.2 Explain the following terms/ concept (Any 4) 8

1. Company secretary
2. Abridged Prospectus
3. Letter of offer
4. Tactfulness
5. Proxy
6. Fixed Deposits

- Q.3 Study the following case / situations and express your opinion.(Any 2) 6**
1. ZEN Limited has some investible profits, please guide Zen limited with respect to the following?
 - a) Can ZEN Limited invest in the shares of itself?
 - b) Can ZEN Limited invest in the shares of TEN Limited?
 - c) Justify your answers in (a) & (b) in one sentence only

 2. Mr. P is elected as Chairman of General meeting. Please advise him in the following matters :
 - a) What should be done if the votes cast in favour and against the motion are equal?
 - b) How many votes can a member cast under poll method?
 - c) What should Mr.P do if any point of order is raised by a member?

 3. Platinum Limited Company was incorporated on 1st Jan 2018.Advice the Board of Directors on the Following matters.
 - a) Within what period should the company hold its 1st Annual General Meeting?
 - b) At which place should the Annual General Meeting be held.
 - c) How many days in advance should the notice and agenda be sent to members?
- Q.4 Distinguish between the following : (Any 3) 12**
- 1) Personal Secretary and Company Secretary
 - 2) Agenda and Minutes
 - 3) Annual General Meeting and Extra Ordinary General Meeting
 - 4) Fixed Deposit and Recurring Deposits
- Q.5 Answer in brief : (Any 2) 8**
- 1) Mention any four function of Secretary.
 - 2) What is DIN?
 - 3) State any four essentials of good Business Letter.
- Q.6 Justify the following statements : (Any 2) 8**
- 1) Overdraft facility is given only to current depositors.
 - 2) The secretary should take certain precautions while corresponding with directors.
 - 3) Proxy cannot speak in the meeting.
- Q.7 Attempt the following (Letter writing) (Any 2) 10**
- 1) Draft the notice and agenda of routine board meeting
 - 2) Write a letter to bank for opening a Current Account
 - 3) Write a reply to a complaint by Investor
- Q.8 Answer the following questions : (Any 1) 8**
- 1) Explain the Powers & Duties of Chairman
 - 2) Define Prospectus. Explain its contents