

Karnataka Sangha's
Manjunatha College of Commerce & Junior College of Commerce
2nd Term Examination – 2018
Sub- Secretarial Practice

Class:- F.Y.J.C
Date:- 23/03/2018

Marks:- 80
Timing:- 2:00 to 5:00pm

Q.1 A) Select the option from the choices given below and rewrite the complete sentences : **5**

1. Fire policy is issued for maximum period of _____.
a) One year b) Five years c) Ten years
2. The appoint of banker is usually made by _____.
a) Chairman b) Board of Director c) Registrar
3. A _____ introduces the firm
a) Inside address b) Heading c) Reference number
4. The Registrar of companies is appointed by the _____.
a) Board of Director b) Central Government c) State Government
5. Secretary is _____ to Directors.
a) Owner b) Servant c) Member

B) Match the pairs : **5**

Group 'A'	Group 'B'
1) Company secretary	a) Concluding part of Letter
2) Annual General Meeting	b) Paid by Insured
3) Appointment of Bankers	c) Employee of the company
4) Insurance premium	d) Board of Director's
5) Enclosures	e) Once in the Financial year
	f) Paid by Insurer
	g) Company Secretary
	h) Elected representative
	i) Documents attached with letter

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

1. Structure of the letter
2. A slip used for depositing money or Cash in bank account
3. A document containing term and conditions of Insurance contract
4. A report which is prepared before statutory meeting
5. A list of items to be transacted at the meeting.

- Q.2** Distinguish between the following: (**Any 3**) **15**
1. Statutory Meeting and Annual General Meeting
 2. Directors and Managing Directors
 3. Post script and Enclosure
 4. Personal Secretary and Company Secretary
 5. Sole Trading concern and Partnership
- Q.3** Write Short Notes On the following (**Any 3**) : **15**
1. Features of Joint Stock Company
 2. Write a Note on Amendment
 3. Essentials of a good business letter
 4. Legal provisions of Statutory meeting
 5. Basic principles of Business correspondence
- Q.4** State True OR False with reasons: (**Any 3**) **15**
1. Marine Insurance gives the protection against Financial loss due to water.
 2. No interest is paid by bank on current account.
 3. A member has a right to attend Board meeting.
 4. Director can take decisions individually.
 5. A share warrant holder is the member of the company.
- Q.5** Answer in brief : (**Any 2**) **10**
1. What are the basic principles of Insurance?
 2. What is a Motion and what are the essentials of Motion?
 3. State the importance of Business letter.
 4. What are the advantages of poll method of Voting?
- Q.6** Attempt **Any One** : **10**
1. Explain the importance of Business correspondence.
 2. Write a Letter to a Director intimating his Removal from Directorship.
