

MODEL QUESTION PAPER OF FORMATIVE I EXAMINATION

Subject : Secretarial Practice

STD : XII

MARKS : 20

TOTAL NO. OF QUESTIONS :8

DURATION : 01 hour

INSTRUCTIONS :

- All questions are compulsory.
- Figures to the right indicate marks.
- Question no. 1 is MCQ and question no.2 is to be answered in a word or a phrase for 1 mark each.
- Questions 3 and 4 to be answered in about 30 words for 2 marks each.
- Questions 5 and 6 to be answered in about 60 words for 3 marks each.
- Question no. 7 to be answered in about 100 words .
- Question no. 7 and 8 have internal choice and carry 4 marks each.
- The word limit is not applicable to question no. 8

- 1 . The time period within which a company should issue prospectus to the public from the date of its filing with the Registrar is _____ . 1
- a) 15 days b) 30 days
c) 45 days d) 60 days
- 2 . Name the type of dividend which is declared after getting an approval from the members. 1
- 3 . State any four documents which have to be submitted by the company to the Stock Exchange for listing its shares. 2
- 4 . Explain any two precautions to be taken by the Company Secretary while corresponding with the Directors . 2
- 5 . Explain any three functions of secondary market. 3
- 6 . State any six legal provisions for the payment of dividend. 3

7 . (i) Explain the secretarial procedure to make allotment of shares. 4

OR

(ii) Explain the procedure for the transfer of all shares held in physical form by a shareholder. 4

8 . (i) As a Secretary of BAJAJ COMPANY LIMITED , Panaji – Goa , draft a letter to a shareholder Mr. Chandu Patil , Panaji –Goa informing him about the approval of his request for transfer of shares. 4

OR

(ii) As a Secretary of SWEET FOODS LTD. New colony, Vasco – Goa , draft a letter to a Director ,Mr.Charan Natekar , M.G. Road ,Ponda – Goa asking him to seek leave of his absence for the board meeting . 4

MODEL QUESTION PAPER OF FORMATIVE II EXAMINATION

Subject : Secretarial Practice

STD : XII

MARKS : 20

TOTAL NO. OF QUESTIONS :8

DURATION : 01 hour

INSTRUCTIONS :

- All questions are compulsory.
- Figures to the right indicate marks.
- Question no. 1 is MCQ and question no.2 is to be answered in a word or a phrase for 1 mark each.
- Questions 3 and 4 to be answered in about 30 words for 2 marks each.
- Questions 5 and 6 to be answered in about 60 words for 3 marks each.
- Question no. 7 and 8 have internal choice and carry 4 marks each.
- The word limit is not applicable to question no. 7 and 8.

- 1 . The bank that undertakes to convert the currency of one nation into the currency of another country is _____ . 1
- a) Co-operative Bank b)Exchange Bank
- c) Reserve Bank of India d) Industrial Bank
2. The time period within which the insured has to make a claim with the insurer in case of Fire insurance . 1
3. Distinguish between cheque and demand draft with reference to
(i) dishonour (ii) to whom it is paid. 2
- 4 .State any four implied warranties in Fire insurance . 2
5. Mention any three rules regarding amalgamation . 3
- 6 . State any three powers of Official Liquidator . 3

7 . (i) As a Secretary of NESTLE COMPANY LTD. Verna – Goa ,draft a letter to the Manager , Bank of Baroda , Margao – Goa requesting him to open a Bank account. 4

OR

(ii) As a Secretary of ALPHA COMPANY LTD., Mapusa - Goa draft a letter to the Manager ,Corporation Bank ,Mapusa –Goa requesting him to issue a letter of credit. 4

8. (i)As a Secretary of TATA MOTORS LTD. Panaji– Goa, draft a letter to the Manager ,National Insurance Co. Ltd. Panaji –Goa intimating it about marine loss. 4

OR

(ii)As a Secretary of MRF COMPANY LTD., Ponda –Goa draft a letter to the Manager , Oriental Insurance Co. Ltd, Ponda – Goa informing about change of premises of the warehouse . 4

SECRETARIAL PRACTICE XII

1st FORMATIVE EXAM

The following weightage should be followed for setting the question paper for the 1st Formative Exam

TOPICS	WEIGHTAGE
1.ISSUE OF SHARES	10 MARKS
2.(A) SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY	10 MARKS
(B) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY	
TOTAL	20 MARKS

2nd FORMATIVE EXAM

The following weightage should be followed for setting the question paper for the 2nd.Formative Exam

TOPICS	WEIGHTAGE
1.CORRESPONDENCE OF COMPANY SECRETARY WITH BANKS	7 MARKS
2.CORRESPONDENCE OF COMPANY SECRETARY WITH INSURANCE COMPANIES	7 MARKS
3.ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	6 MARKS
TOTAL	20 MARKS

BOARD EXAMINATION

TOPICS	WEIGHTAGE
1.ISSUE OF SHARES	12 MARKS
2.(A) SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY (B) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY	08 MARKS
3.CORRESPONDENCE OF COMPANY SECRETARY WITH BANKS	10 MARKS
4.SECRETARIAL CORRESPONDENCE WITH INSURANCE COMPANIES	10 MARKS
5.ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	08 MARKS
6.STOCK EXCHANGE	06 MARKS
7.COMPANY MEETINGS	10 MARKS
8.MINUTES WRITING	08 MARKS
9.REPORT WRITING	08 MARKS
TOTAL	80 MARKS

MODEL QUESTION PAPER OF THE BOARD EXAMINATION

(2019-2020 onwards)

SUBJECT:SECRETARIAL PRACTICE

STD:XII

MARKS:80

TOTAL NO.OF QUESTIONS:32

DURATION:21/2 HOURS

INSTRUCTIONS:

- All questions are compulsory
 - Figures to the right indicate marks
 - Questions 2,3,5 and 8 are MCQ and are of 1 mark each
 - Questions 1,4,6 and 7 to be answered in a word or phrase for 1 mark each
 - Questions 9 to 17 to be answered in about 30 words and are of 2 marks each
 - Questions 18 to 25 to be answered in about 60 words and are of 3 marks each
 - Questions 26 to 30 to be answered in about 100 words and are of 4 marks each
 - Questions 31 and 32 to be answered in about 100 words and are of 5 marks each
 - The word limit is not applicable for the questions involving drafts of documents,letters,notice and agenda ,minutes,reports,resolutions,distinctions and procedures
 - Internal choice has been provided in two questions of 4 marks each in question 26,27 and one question of 5 marks in question 32
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1. A type of dividend declared by Directors after completion of the first half of the financial year 1
2. A type of bank account in which there are no restrictions on the number of deposits and the number of withdrawals
 - a) Savings account
 - b) Current account
 - c) Fixed deposit account
 - d) recurring deposit account 1
3. The principle of insurance in which the proposer has to declare all the relevant facts the time of making the proposal
 - a)Utmost good faith
 - b)Indemnity
 - c) Insurable interest
 - c) Contribution 1
4. An officer who helps the court in conducting and completing the winding up proceedings 1

5. Which of the following speculators in a stock market keeps selling shares believing that the share prices will fall?		
a) Stag	b) Bull	
c) Bear	d) Lame duck	1
6. State the period of time the first Annual General meeting of the company will be held		1
7. The method of writing minutes all details of the proceedings of the meeting are recorded		1
8. The part of a report which contains practical guidelines regarding the course of action to be followed to solve a problem		
a) Findings	b) Title	
c) Recommendations	d) Procedure	1
9. State any four features of an Initial public offer		2
10. State any four features of land development Banks		2
11. Explain any two types of marine policies		2
12. State any four duties of the Registrar of companies		2
13. State any four powers of the Registrar of companies		2
14. Explain any two types of order		2
15. Explain any two duties of the secretary before the Board meeting		2
16. State any four provisions as per the Act regarding minutes		2
17. Explain the significance of Report writing (any two points)		2
18. Explain any three features of Book building process		3
19. Explain any three features of Private placement		3
20. Explain any three precautions to be taken by the company secretary while corresponding with the Directors of the company		3
21. Distinguish between Commercial bank and Reserve bank of India with reference to		
(i) issue of license (ii) Lender of last resort (iii) Issue of currency		3

22. State the role of IRDA (any three points) 3
23. State any six special resolutions to be filed with the Registrar of companies 3
24. State any six powers of SEBI 3
25. State any six objectives of holding the Annual General Meeting 3
- 26.i. Explain the procedure to make calls on shares 4

OR

- ii.Explain the procedure for the transmission of shares in case the legal representative opts to be Registered as a member of the company 4
- 27.i As a Secretary of METALS INDIA LTD., Area no.10,Varca-Goa draft a letter to the shareholder Mr. Gaur Sinha, Panjim, Goa informing him about the need to revise the Articles of association of the Company 4

OR

- ii. As a Secretary of GOODLIFE LTD., Landmark colony, Panjim-Goa draft a letter to the Director Mr. Anil Kumar, Mapusa, Goa informing him to disclose his personal interest in an agreement 4
28. As a Secretary of KAMAT OILS LTD., Vasco-Goa draft a letter to the Manager ,Bank of India, Vasco-Goa Requesting it to underwrite the new issue of shares 4
29. As a Secretary of COSMOS TILES LTD., Green valley, Margao-Goa draft a letter to the Manager, Oriental Insurance Ltd., Panjim –Goa intimating it about the goods lost by fire 4
30. Draft the Notice and Agenda of the First Board meeting of LEO TOYS LTD., Industrial Estate,Tivim Goa 4
31. As a Secretary of FARM FOODS LTD., Bicholim-Goa draft the minutes of a monthly Board meeting 5
- 32.i). Draft the Progress report of ZUARI PLASTICS LTD., Wonderland, Ponda-Goa which has completed Five years successfully 5

OR

- ii).Draft the 3rd.Annual report of KITPLY INDIA LTD., Verna-Goa 5

QUESTION WISE DISTRIBUTION OF MARKS

FIRST FORMATIVE EXAMINATION-20 MARKS

UNIT	CONTENT	VSA	SA-1	SA-II	LA
1	ISSUE OF SHARES TOTAL MARKS-10 MARKS	(1) 1 MARK	(1) 2MARKS	(1) 3 MARKS	(1/1) 4 MARKS*
2	A)SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY B)SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF THE COMPANY TOTAL MARKS-10 MARKS	(1) 1 MARK	(1) 2MARKS	(1) 3MARKS	(1/1) 4 MARKS*

*INDICATE THERE IS CHOICE OF QUESTIONS

FIGURES INSIDE THE BRACKET INDICATE THE NUMBER OF QUESTIONS

SECOND FORMATIVE EXAMINATION-20 MARKS

UNIT	CONTENT	VSA	SA-I	SA-II	LA
3	CORRESPONDENCE OF SECRETARY WITH BANKS TOTAL MARKS-7 MARKS	(1) 1MARK	(1) 2MARKS		(1/1) 4MARKS*
4	SECRETARIAL CORRESPONDENCE WITH INSURANCE COMPANIES TOTAL MARKS-7 MARKS	(1) 1MARK	(1) 2MARKS		(1/1) 4MARKS*
5	ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013 TOTAL MARKS-6MARKS			(2) 3MARKS	

*INDICATE THERE IS CHOICE OF QUESTIONS

FIGURES INSIDE THE BRACKET INDICATE THE NUMBER OF QUESTIONS

TOTAL NUMBER OF QUESTIONS :08

BOARD EXAMINATION—80 MARKS

UNIT	CONTENT	VSA	SA-I	SA-II	LA	TOTAL
1	ISSUE OF SHARES		(1)2MARKS	(2)3MARKS	(1/1)4MARKS*	12
2	(A)SECRETARIAL CORRESPONDENCE WITH MEMBERS OF THE COMPANY (B)SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF THE COMPANY	(1)1MARK		(1)3MARKS	(1/1)4MARKS*	08
3	CORRESPONDENCE OF A COMPANY SECRETARY WITH BANKS	(1)1MARK	(1)2MARKS	(1)3MARKS	(1)4MARKS	10
4	CORRESPONDENCE OF A COMPANY SECRETARY WITH INSURANCE COMPANIES	(1)1MARK	(1)2MARKS	(1)3MARKS	(1)4MARKS	10
5	ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	(1)1MARK	(2)2MARKS	(1)3MARKS		08
6	STOCK EXCHANGE	(1)1MARK	(1)2MARKS	(1)3MARKS		06
7	COMPANY MEETINGS	(1)MARK	(1)2MARKS	(1)3MARKS	(1)4MARKS	10
8	MINUTES WRITING	(1)1MARK	(1)2MARKS		(1)5MARKS	08
9	REPORT WRITING	(1)1MARK	(1)2MARKS		(1)5MARKS*	08

*INDICATE THERE IS CHOICE OF QUESTIONS

FIGURES INSIDE THE BRACKETS INDICATE THE NUMBER OF QUESTIONS

TOTAL NUMBER OF QUESTIONS: 32

SECRETARIAL PRACTICE SYLLABUS FOR STD.XII

UNIT 1.ISSUE OF SHARES-

(a)Capital market-meaning, Primary market-characteristics, mode of raising capital in primary market

IPO-Meaning, features, Book building-meaning, features, Private placement-concept, features, Employees stock option plan-features

(b)Secondary market-meaning, functions

(c) Listing of shares-meaning, requirements for listing at the stock exchange, advantages of listing to investors, to company

(d)Dematerialization of shares/securities-meaning, Depository-meaning, NSDL-Meaning, CDSL-Meaning

Depository participant-meaning, Advantages of dematerialization, procedure of dematerialization

(e)Rematerialisation of shares-meaning, Distinction between Dematerialisation and Rematerialisation of shares

(f)Application of shares-meaning, procedure

(g)Allotment of shares-meaning, conditions, procedure, Return of allotment

(h)Calls on shares-meaning, provisions, calls in arrears, calls in advance, call procedure

(i)Transfer of shares-meaning, statutory provisions, procedure for the transfer of all shares, circumstances to refuse to register a transfer

(j)Transmission of shares-meaning, documents to be produced, provisions, procedure

UNIT 2. (A) SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY

(a)Correspondence with members-meaning

(b)Precautions to be taken by the secretary while writing letters to members

(c)Dividend-meaning, definition, legal provisions, sources of payment of dividend, penalty for nonpayment of dividend, unpaid or unclaimed dividend

(d)Types of dividend-Annual/final dividend-meaning, difference

(e)Circumstances under which company secretary writes letters to members

(f)Drafting of letters

i-Share certificate ready for delivery

ii-Accepting the transferors request for transfer of shares

iii-Rejecting the transferors request for transfer of shares

Iv-Letter to the nominee of a legal representative of a shareholder requesting transmission of shares

V-Circular letter requesting the proposed issue of bonus shares

Vi-Circular letter requesting the need to revise the Articles of association

(B) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY

(a) Introduction

(b)Circumstances under which a secretary corresponds with company Directors

(c) Precautions to be taken by a secretary while writing letters to Directors

(d) Disqualification for appointment of Directors

(f) Drafting of letters

i-Letter to a director regarding attendance at a board meeting

ii-Request to disclose personal interest in a contract

iii-Intimation regarding termination of Directorship

iv-Requesting a member to join as a Director of a company

UNIT 3 CORRESPONDENCE OF COMPANY SECRETARYWITH BANKS

(a)Bank-introduction, meaning

(b) Types of banks

i-Industrial bank-features

ii-Land Development bank-features

iii-Co-operative banks-features

iv-Exchange bank-features

v-Commercial bank-features

vi-Reserve bank of India-functions

(c) Distinction between Commercial bank and Reserve bank of India

(d) Types of bank accounts- (i)current account-meaning, features (ii)savings account-meaning, features (iii) fixed deposit account-meaning, features (iv)Recurring deposit account-meaning, features

(e) Forms of lending-(i) Demand loan-features, (ii) Term loan –features (iii) Overdraft-meaning, features (iv) Cash credit-meaning, features,(v)Bill discounting-features

(f) Credit instruments-Cheque-definition, features,

Types of cheques

(i)Bearer cheque-meaning,(ii)Crossed cheque-meaning,(iii) Post dated cheque-meaning,(iv)Order cheque-meaning(v)Ante dated cheque-meaning,(vi)Stale cheque-meaning

Demand Draft-meaning, features, Difference between a Cheque and Demand draft

(g)Emergence of new concepts in banking sector

(i)e-banking,(ii)RTGS-Real Time Gross Settlement,(iii)NEFT-National Electronic Funds Transfer,(iv)NPCI-National Payments Corporation of India,(v)Merchant banking-advantages,(vi)Internet banking-advantages,(v)Mobile banking-advantages

(h)Precautions to be taken by the company secretary while writing letters to banks

(i) Circumstances or occasions when a company secretary corresponds with banks

Drafting of letters

(i)Letter to a bank to open a current account

(ii) Letter to a bank requesting it to grant an overdraft facility

(iii) Letter to the bank requesting it to underwrite the issue of shares

(iv) Letter to the bank requesting the bank to issue a letter of credit

Letter of credit-meaning, parties to a letter of credit

UNIT 4.CORRESPONDENCE OF COMPANY SECRETARY WITH INSURANCE COMPANIES

Insurance-meaning, importance

Principles of Insurance-(i)Utmost good faith (ii)Insurable interest (iii) Indemnity (iv) Subrogation

(v) Contribution

IRDA-Meaning, role

Types of insurance-(i) Life insurance (ii) Non life insurance-(a) Fire insurance (b) Marine insurance

(c) Miscellaneous-concept

Fire insurance-concept, types of policies, procedure to take out a fire insurance policy, procedure to make a fire insurance claim, reasons under which fire insurance claims are denied

Marine insurance-concept, types of marine insurance policies, procedure to take out a marine insurance policy, procedure to make a marine insurance claim, marine losses-types

Warranties-meaning, type-expressed and implied in fire and marine insurance

Difference between fire and marine insurance

Drafting of letters

(a) Letter to a fire insurance company asking it to issue a fire policy to insure goods against fire

(b) Letter to a fire insurance company about change of premises of the warehouse

(c) Letter to an insurance company informing about the goods lost by fire and making a claim for damages due to fire

(d) Letter to a marine insurance company to issue a floating marine policy

(e) Letter to a marine insurance company intimating it about the marine loss and making a claim for the loss or goods lost at sea

UNIT 5.ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013

Meaning of Registrar of companies, Duties, powers of the Registrar of companies, Returns to be filed with Registrar of companies, special resolutions, merger and amalgamation of companies, rules regarding amalgamation

Winding up-meaning, modes of winding up, voluntary winding of companies

Official liquidator-Powers and duties of official liquidator

NCLT-National Company Law Tribunal-meaning

Qualifications of President and members of Tribunal

Removal of a member of NCLT

UNIT 6 STOCK EXCHANGE

Stock exchange-meaning, definition, functions of stock exchange

Eligibility criteria for membership at a stock exchange, Procedure for dealing at a stock exchange, screen based trading-meaning

Types of orders-(i) normal order (ii) stop loss order (iii)market order

Types of operators/Dealers at the stock exchange-(i) Broker (ii)Jobber

Speculators at a stock exchange-(i) Bulls(ii)Bear(iii)Stag(iv) Lame duck

Bench mark index-meaning

Sensex (BSE),Nifty(NSE)-meaning

SEBI-Meaning, powers

Terms relating to stock exchange

1.Stock broker(2)Sub brokers (3)Trading (4) Pay in day (5) Pay out day(6)Rolling settlement (7)Internet trading (8) Insider trading (9) Contract note(10) Trading ring (11)Auction

Popular stock exchanges of the world

UNIT 7.COMPANY MEETINGS

Types of company meetings

(i)Board meeting-provisions, objectives of board meeting, notice, quorum, chairman, business transacted

Secretary's duties relating to board meetings

(ii)Annual general meeting-provisions, objectives of Agm, notice, quorum, Chairman, business transacted

Secretary's duties relating to AGM

(iii)Extra ordinary general meeting-purpose, who can call for an EOGM

Secretary's duties relating to EOGM

(iv)Class meeting

Drafting of notice and agenda of

(i)First board meeting

(ii)Monthly board meeting

(iii)Annual general meeting

(iv)Extra ordinary general meeting

UNIT 8. MINUTES WRITING

Minutes-meaning, objectives/purpose of keeping minutes, contents, provisions as per the Act regarding the writing of minutes

Methods of drafting minutes-(i) minutes by resolution (ii) minutes by narration

Distinction between Minutes by Resolution and Minutes by Narration

Inspection of minutes –rules

Recent trends in minutes writing

Drafting of minutes-(i) Board meeting (ii) Annual general meeting (iii) Extra ordinary meeting

UNIT 9 REPORT WRITING

Meaning, definition, features/requisites of a good report, importance/significance, parts of a report

Types of reports

(i) Statutory report, non statutory report

(ii) Annual report

(iii) Committee report

(iv) Progress report

(v) Corporate Governance report

(vi) Report writing by individuals/Personal report

Drafting of reports

(i)a. Committee report for drop in sales (b) Committee report for possible demand

(ii) Progress report

(iii) Annual report

