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Time : 2½ Hours

SECRETARIAL PRACTICE

Subject Code

H	6	5	4
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Total No. of Questions : 32 (Printed Pages : 7)

Maximum Marks : 80

INSTRUCTIONS :

- (i) All questions are compulsory.
- (ii) Question Nos. 1, 3, 5 and 8 are to be answered in a word or phrase for 1 mark each.
- (iii) Question Nos. 2, 4, 6 and 7 are multiple choice questions and are of 1 mark each.
- (iv) Question Nos. 9 to 18 to be answered in about 30 words and are of 2 marks each.
- (v) Question Nos. 19 to 24 to be answered in about 60 words and are of 3 marks each.
- (vi) Question Nos. 25 to 30 to be answered in about 100 words and are of 4 marks each.
- (vii) Question Nos. 31 and 32 to be answered in about 100 words and are of 5 marks each.
- (viii) The word limit is not applicable for the questions involving drafts of documents, letters, notice and agenda, minutes, reports, resolutions, distinctions and procedures.
- (ix) However, internal choice has been provided in two questions of 4 marks in Question Nos. 25, 26 and one question of 5 marks in Question No. 32.

1. The process by which bids are collected from investors at various prices within the price band.
2. A resolution to open a company's account with the bank is passed in the
 - (a) Annual General Meeting
 - (b) Extra Ordinary General Meeting
 - (c) Statutory Meeting
 - (d) Board of Directors Meeting
3. The principle of insurance which states that the insured will be paid the amount of actual loss suffered.
4. The registrar of companies can grant an extension of time for special reasons to hold an Annual General Meeting upto the maximum limit of
 - (a) One month
 - (b) Three months
 - (c) Six months
 - (d) Twelve months
5. A speculator, who is a defaulter on the Stock Exchange and is unable to meet his market commitment.

6. Quorum for General Meeting of a Public Company is
- (a) Two members
 - (b) Five members
 - (c) Seven members
 - (d) Ten members
7. A minutes book should be made available for inspection on all working days for a period of atleast
- (a) One hour
 - (b) Two hours
 - (c) Three hours
 - (d) Six hours
8. The reference made in committee report about a member's disagreement with the majority opinion.
9. Draft the specimen of "Dividend Warrant" of Royal Tech Ltd., Canacona, Goa.
10. Explain the different types of dividend.
11. State any *four* circumstances under which an insurance company may refuse to settle the claim under Fire Insurance.

12. State any *four* Resolutions that have to be filed with the Registrar of Companies.
13. Explain the following kinds of motions :
 - (a) Original motion
 - (b) Substantive motion
14. Distinguish between motion and resolution with reference to :
 - (a) Amendment
 - (b) Filing
15. State any *four* objectives of holding an Annual General Meeting.
16. Explain any *two* duties of the Company Secretary after an Annual General Meeting.
17. State any *four* provisions relating to keeping of minutes.
18. Explain any *two* advantages of report writing.
19. Distinguish between forfeiture and surrender of shares with reference to :
 - (a) Who initiates ?
 - (b) Reason
 - (c) Refund.

20. Explain the following types of credit facilities provided by the bank :
- (a) Overdraft facility
 - (b) Cash credit
 - (c) Discounting of bills
21. Explain the following principles of insurance :
- (a) Utmost good faith
 - (b) Insurable interest
 - (c) Indemnity
22. State any *six* functions of Registrar of Companies.
23. Explain the procedure for buying and selling of shares at the Stock Exchange.
24. State any *six* situations under which a point of order can be raised during the meeting.
25. (i) As a Secretary of Madhava Buildcon Ltd., Comba, Margao-Goa. Explain the procedure to be followed for forfeiture of shares.

Or

- (ii) As a Secretary of SHREE DEVELOPERS LTD., Dadar East, Mumbai, explain the procedure followed for the transmission of shares, when the legal representative opts to be a member of the company.

26. (i) As a Secretary of MURARI TEXTILES LTD., Parel, Mumbai, Draft a letter to the member Mr. Bansilal Mehata, Shanti Apts, Shivaji Nagar, Pune, regarding the need to revise the Articles of Association of the Company.

Or

- (ii) As a Secretary of GLOBAL INFOCOM LTD., J. P. Nagar, Bengaluru, Karnataka, Draft a letter to the Director Mr. Prashant Patil, Krishna Plaza, M. G. Road, Bengaluru, requesting him to disclose his personal interest in a contract.
27. As a Secretary of CHALUKYA CEMENT LTD., Udhyam Nagar, Belagavi, Karanataka, Draft a letter to the Manager, Bank of Baroda, Tilakwadi, Belagavi, requesting him to under write the issue of shares of the company.
28. As a Secretary of NAIR ELECTRICALS LTD., Verna, Goa, Draft a letter to the Manager, RELIANCE INSURANCE CO. LTD., Vasco-da-Gama, Goa, intimating about marine loss.
29. As a Secretary of SONALI SAREES LTD., Laxmipuri, Kolhapur, Draft a letter to the Secretary of National Stock Exchange, Mumbai regarding listing of shares of the company.
30. Draft the Notice and Agenda of an Extra Ordinary General Meeting of MAURYA STEELS LTD., Cuncolim, Goa.

31. As a Secretary of AVYAN COMCO LTD., Tivim, Goa. Draft the minutes of a routine Board Meeting of the Company.
32. (i) Draft the progress report of LAXMI ENGINEERING LTD., Bicholim, Goa, which has just completed ten successful years.

Or

- (ii) Draft the 25th annual report of MAHARAJA HOMES LTD., Panaji, Goa.