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B.B.A. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2020.

Fourth Semester

Business Administration — Allied

SECRETARIAL PRACTICE

(For those who joined in July 2017)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. A Secretary can be _____.
(a) an individual (b) a firm
(c) a body corporate (d) all of the above
2. The Secretary is considered as _____.
(a) the Managing Director
(b) an Officer of a company
(c) the chairman of a company
(d) the Promoter

3. A Company secretary has to maintain relations _____.
(a) with the Government
(b) with other Enterprises
(c) Both (a) and (b)
(d) with competitors
4. The first secretary _____.
(a) may be nominated in the articles
(b) is appointed by workers
(c) is appointed by the government
(d) is the supervisor
5. A document inviting public to subscribe shares is _____.
(a) Dividend (b) Prospectus
(c) Articles (d) Memorandum
6. Preference Shareholders _____.
(a) have priority in getting dividend
(b) can not get dividend at all
(c) do not contribute to capital
(d) are also called as creditors

7. Debenture ____.
- (a) is a bond
 - (b) is an indication of borrowing by a company
 - (c) both (a) and (b)
 - (d) is dividend
8. Dividend ____.
- (a) is interest
 - (b) is paid out of capital
 - (c) can be borrowed
 - (d) is payable out of distributed profits
9. Minimum number of members required to attend a meeting is ____.
- (a) Quorum
 - (b) Agenda
 - (c) Minutes
 - (d) Notice
10. Members resolutions may be ____.
- (a) Ordinary resolution
 - (b) Special resolution
 - (c) Both (a) and (b)
 - (d) Calved proxy

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 250 words.

11. (a) State the legal position of Company Secretary

Or

- (b) Bring out the importance of Company Secretary.

12. (a) How is a Secretary terminated from service?

Or

- (b) Discuss the rights of a company secretary.

13. (a) Write a short note on forfeiture of shares.

Or

- (b) Bring out the features of equity shares.

14. (a) What is interim dividend?

Or

- (b) Discuss the features of debentures.

15. (a) Enlist the matters required for ordinary resolution.

Or

- (b) Explain the provisions related to quorum at a meeting.

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) Discuss various types of Secretary.

Or

- (b) Who is a Company Secretary? Explain his qualifications.

17. (a) List out Secretary duties of a company secretary.

Or

- (b) Examine the liabilities of a company secretary.

18. (a) State the contents of prospectus.

Or

- (b) Explain the duties of a secretary during allotment of shares.

19. (a) Discuss various types of debentures.

Or

- (b) Bring out the duties of the secretary relating to payment of dividend.

20. (a) What are the duties of the secretary related to notice for company meetings.

Or

- (b) Under What circumstances is special resolution essential? Discuss.
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