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Time : 1½ Hours

SECOND TERM SECRETARIAL PRACTICE

Subject Code

H	4	6	5	4
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Total No. of Questions : 16

(Printed Pages : 3)

Maximum Marks : 40

- INSTRUCTIONS :** (i) All questions are compulsory.
- (ii) Question Nos. 1, 2, 3, 4 and 5 are of 1 mark each.
- (iii) Question Nos. 6, 7, 8, and 9 are of 2 marks each.
- (iv) Question Nos. 10, 11 and 12 are of 3 marks each.
- (v) Question Nos. 13 and 14 are of 4 marks each.
- (vi) Question Nos. 15 and 16 are of 5 marks each.
- (vii) Internal choice has been provided in one question no. 10 of 3 marks and in question no. 16 of 5 marks.

1. Name the authority who can impose fines and penalties for any default by the company ? 1
2. An order given by the client to his broker to buy or sell the securities at a particular price. 1
3. State the meeting which must be held once in every financial year of the company. 1

4. Mention the time period in which the minutes book must be kept open for inspection of members. 1
5. Name the part of the report which contains the result of research conducted? 1
6. Mention any *four* special resolutions to be filed with the Registrar of Companies. 2
7. State any *four* objectives of holding a Board Meeting. 2
8. Distinguish between minutes by resolution and minutes by narration with reference to : 2
 - (i) Usefulness
 - (ii) Popularity.
9. State any *four* requisites of a Good Report. 2
10. (i) State any *six* duties of company liquidator. 3

Or

- (ii) State any *six* duties of Registrar of Companies. 3
11. Explain any *three* types of speculators dealing at the stock exchange. 3
12. Explain any *three* duties of Company Secretary after Annual General Meeting. 3
13. Explain the procedure for dealing at the stock exchange. 4
14. Draft the Notice and Agenda of Extra-ordinary General Meeting of SONALI FOOD PRODUCTS LTD. Vasco-Goa. 4

15. Draft the minutes of 9th Annual General Meeting of CHANDAN AUTOMOBILES LTD., Valpoi-Sattari-Goa. 5
16. (i) A committee was appointed by SHEETAL GARMENTS LTD., Panaji, Goa to study the potential market for its garment products in the State of Goa. As a Secretary, draft the Committee Report. 5

Or

- (ii) Draft the progress report of GOA FERTILIZERS LTD., Canacona, Goa which has completed five years successfully.