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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) and (4) are MCQ of 1 mark each.
- (iii) Question Nos. (5), (6), (7), (8), (9) and (10) are of 2 marks each.
- (iv) Question Nos. (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 of 5 marks in Question No. 16.

1. A speculator who applies for new securities with expectation that price will rise by the time allotment and he can sell them at premium is 1

- (A) Bull
- (B) Bear
- ~~(C) Stag~~
- (D) Lame Duck

2. Proxies cannot be appointed for
- (A) Board Meeting
 - (B) Annual General Meeting
 - (C) Extra Ordinary General Meeting
 - (D) Class Meeting
3. A copy of the minutes must be supplied to a member on request within
- (A) 30 days
 - (B) 7 days
 - (C) 14 days
 - (D) 21 days
4. A part of the report which is basically the result of research conducted is
- (A) Title
 - (B) Introduction
 - (C) Procedure
 - (D) Findings
5. Explain any *two* functions of a stock market.
6. State any *four* objectives of Annual General Meeting.
7. State any *four* provisions of minutes as per the Companies Act, 2013.
8. Distinguish between Minutes by Resolution and Minutes by Narration with reference to :
- (i) Usefulness
 - (ii) Method of Writing.

9. Explain any *two* importance of Report Writing. 2
10. Explain the following types of reports : 2
- (i) Annual Report
- (ii) Committee Report.
11. State any *six* powers of Securities and Exchange Board of India. 3
12. Explain any *three* duties of a Secretary during the Annual General Meeting. 3
13. Explain the procedure for dealing at the stock exchange. 4
14. Draft the Notice and Agenda of 2nd Annual General Meeting of SUYOG TRADING COMPANY LTD., Fatorda-Margao Goa. 4
15. As a secretary of VISHVA TRAVEL Co. Ltd. Super Street, Ponda-Goa, draft the minutes of the Board Meeting. 5
16. (i) A committee was appointed by APSARA COSMETICS Ltd., Kundai Industrial Estate, Kundai-Goa to study the potential market for its products in the state of Goa. As a secretary of company, draft a report of the committee. 5

Or

- (ii) Draft the 15 Annual Report of FINOLEX INDIA Ltd., 18th June Road, Panaji-Goa. 5