

V.V.M's
R.M. Salgaocar Higher Secondary School, Margao-Goa
First Term Examination 2024
Subject: Secretarial Practice

Std: XI Commerce
Marks: 80

Date: 23rd October 2024
Duration: 3 Hours

Instructions:

- I. All questions are compulsory.
- II. Figures to the right indicate marks.
- III. Questions no. 1 to Question No.10 are of MCQ and are of 1 mark each
- IV. Questions no. 11 to Question no. 20 are to be answered in a word or phrase and are of 1 mark each.
- V. Questions nos 21 to 28 are of 2 marks each.
- VI. Questions nos. 29 to 36 are of 3 marks each.
- VII. Questions nos. 37 to 41 are of 4 marks each.
- VIII. Internal choice has been provided in question no. 40 and 41

1. The quality of a Secretary which implies the skill of doing or saying exactly what is required by circumstances _____ (1)
 - a. Accuracy
 - b. Patience
 - c. Loyalty
 - d. Tactful
2. The Institute of Company Secretary of India ((ICSI) functions under the jurisdiction of _____ (1)
 - a. Ministry of Home Department
 - b. Ministry of Corporate Affairs
 - c. Ministry of External Affairs
 - d. Ministry of Finance Department
3. Krishna Ltd. Sent a letter to Insurance Company for making a claim. Identify the mail sent by Krishna Ltd. (1)
 - a. Inward mail
 - b. Email
 - c. Outward Mail
 - d. Forward mail
4. The additional matter written after the complimentary close. (1)
 - a. Concluding part
 - b. Salutation
 - c. Copy Circulation
 - d. Post Script
5. "an Intimation given in writing to all those who are entitled to attend it", Which of the following Essentials of Valid meeting is mentioned above? (1)
 - a. Notice
 - b. Agenda
 - c. Point of order
 - d. Minutes

6. Quorum for the General Meeting of Public Company is _____ (1)
- a. 2
 - b. 3
 - c. 4
 - d. 5
7. A form of organisation which is formed on the principle of having for its members, holder of these shares or that stock and no other persons (1)
- a. Sole Proprietorship
 - b. Partnership
 - c. Joint Stock Company
 - d. Co-operative Society
8. RDX Co. Ltd. holds 62% of paid up capital of MDX Co. Ltd., So RDX Co. Ltd. is _____ (1)
- a. One Person Company
 - b. Private Company
 - c. Subsidiary Company
 - d. Holding Company
9. Minimum members required to form a Public Company is _____ (1)
- a. 2
 - b. 7
 - c. 8
 - d. 10
10. One who undertakes to form a Company with reference to given project _____ (1)
- a. Promoter
 - b. Director
 - c. Shareholder
 - d. Registrar of Companies
11. The Quality of adjusting oneself to the changing circumstances or conditions (1)
12. Secretary of Atmaram Wires Ltd. maintains statutory books, files the return statement with the Registrar, files Income tax with Income tax Authorities. Identify the function performed by Secretary of Atmaram Wires Ltd. (1)
13. The Secretary who is appointed to carry out the secretarial work of the Lok Sabha and Rajya Sabha. (1)
14. An Institution at the village level which works for the well being of the local people by providing modern amenities. (1)
15. Ms. Rita, Secretary of Samrudhi Co. Ltd. attached Quotations and Brochure to the main letter sent to their Customer. Identify the part of Business letter mentioned above. (1)
16. It includes the Designation and Address of the person or firm to whom the letter is to be sent. (1)
17. A Representative of a member appointed to attend and vote at the meeting (1)

18. Members of Company cannot manage the Company because there are too many in numbers, they are scattered in different places, shares are transferable. Identify the feature mentioned in the above Statement. (1)
19. A company formed by Mr. Akash is restricted to transfer the shares and prohibited to invite the public to subscribe to its shares and has Maximum members not exceeding 200. Identify the Kind of Company Mr. Akash has formed. (1)
20. Give Full form of DIN (1)
21. State any four Qualifications required to be a Secretary of a Co-operative Society (2)
22. Correspondence helps the organisation in maintaining the relationship and creates goodwill of the Business. Explain. (2)
23. Explain any two functions of Secretary relating to Business Correspondence. (2)
24. State any four importance of Company Meeting (2)
25. Explain the following Essentials of Company Meeting. (2)
- a. Point of Order
- b. Ascertaining the sense of the meeting.
26. Explain the following Demerits of Joint Stock Company. (2)
- a. Difficulty in Formation
- b. Delay in Decision making
27. Foreign Company shall within period of 30 days of establishing a place of business in India, deliver to the ROC certain specified documents. List them (any four) (2)
28. Explain Digital Signature Certificate (2)
29. Identify and Explain the Qualification of Secretary (3)
- a. Bharat Co-operative Societies appointed Ms. Renee as Secretary as she is well aware of Co-operative Societies act.
- b. Mr. Roney, Secretary of Sellwell Ltd. is able to use photocopier, scanner, video conferencing in office.
- c. Ms. Muskan, Secretary of Parle Ltd. gave presentation using digital graphics and desktop publishing software.
30. State any six Duties of Secretary of Political Party. (3)
31. Explain any three functions of a Secretary of Government Department. (3)
32. Draft a Specimen for Inward Register. (3)
33. Explain the following Essentials of Valid Meeting (3)
- a. Chairman
- b. Motion

34. Describe the Kind of Company on the basis of Incorporation (3)
35. Distinguish between One Person Company and Sole Proprietorship on the basis of
- a. Liability
 - b. Separate Legal Entity
 - c. Tax Payment
36. Explain the following steps of Incorporation stage in the formation of Company (3)
- a. Selection of Name
 - b. Application of Reservation of Name
 - c. Drafting of MOA and AOA
37. Explain any four Characteristics of a Secretary (4)
38. Personal Secretary keep the Employer free from routine nature of work, so the employer give more time to devote himself to the work in which he is specialised. Justify above statement by giving any four points. (4)
39. Explain the following Principles of Business Correspondence (4)
- a. Courtesy
 - b. Clarity
 - c. Correctness
 - d. Conciseness
40. Explain any four Features of Joint Stock Company (4)
- OR
- Explain any four Merits of Joint Stock Company (4)
41. Explain any four Features of Government Company (4)
- OR
- Explain any four Characteristics of Multinational Company. (4)
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