

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

Std: XII Commerce
Marks: 80

Date: 20th December 2024
Duration: 3 Hours

Instructions:

1. All questions are compulsory.
2. Questions nos. 1 to 10 are of MCQ and are of 1 mark each
3. Questions nos. 11 to 20 are to be answered in a word or a phrase and are of 1 mark each.
4. Questions nos. 21 to 26 are of 2 marks each.
5. Questions nos. 27 to 32 are of 3 marks each.
6. Questions nos. 33 to 37 are of 4 marks each.
7. Question nos. 38 to 39 are of 5 marks each.
8. Internal choice has been provided in question no.27 of 3 marks, question no. 33 and 34 of 4 marks and question no. 39 of 5 marks.

1. Inclusion of securities of a Company in the Official list of a Recognised Stock Exchange is _____ (1)
 - a. Book Building Process
 - b. Listing of Securities
 - c. Dematerialisation of Shares
 - d. Calls on Shares
2. The Company should issue prospectus to the public after its filing with the Registrar of Company within _____ (1)
 - a. 90 days
 - b. 60 days
 - c. 30 days
 - d. 15 days
3. The gap between two calls on shares should be at least _____ (1)
 - a. Four months
 - b. Three months
 - c. Two months
 - d. One month
4. Number of days within which the sum of final dividend must be deposited in a schedule bank from the date of declaration is _____ (1)
 - a. 3 days
 - b. 4 days
 - c. 5 days
 - d. 6 days
5. A Director must vacate his office if he remains absent for a period of _____ (1)
 - a. 3 months
 - b. 6 months
 - c. 9 months
 - d. 12 months

6. The bank that remit money from one country to another _____ (1)
- a. Industrial bank
 - b. Co-operative Bank
 - c. Exchange Bank
 - d. Land Development Bank
7. The time period within which the insured has to make a claim with the insurer incase of a Fire Insurance _____ (1)
- a. 10 days
 - b. 15 days
 - c. 20 days
 - d. 30 days
8. The Principle of Insurance which states that compensation will be paid equal to the actual loss is _____ (1)
- a. Indemnity
 - b. Subrogation
 - c. Insurable Interest
 - d. Utmost Good Faith
9. The type of Marine Loss where in the cost of retrieving the subject matter insured is much more than its actual cost. (1)
- a. General Average Loss
 - b. Constructive Total Loss
 - c. Particular Average Loss
 - d. Actual Total Loss
10. Registrar of Company is appointed by _____ (1)
- a. Chairman
 - b. Director
 - c. State Government
 - d. Central Government
11. A process by which the business of the Company is closed, its assets and properties are realised. (1)
12. A Speculator who applies for new securities with the expectation that price will rise by the time of allotment and he can sell them at premium. (1)
13. An enrolled member of a Stock Exchange who is authorised to trade on the floor of the Stock Exchange (1)
14. Give full form of SEBI (1)
15. The time period within which a company must hold its first Annual General Meeting from the date of closing of the first Financial year (1)
16. The type of Meeting which is held at least once in every three months or four such meetings in a year (1)
17. Quorum for the Annual General Meeting of Private Company (1)

18. The type of meeting which is held to transact business which requires immediate consideration by the members (1)
19. The period within which a copy of minutes must be supplied to the member requiring it. (1)
20. Which part of Report convey to the reader the subject of the report? (1)
21. Explain any two features of Private Placement. (2)
22. Explain any two precautions to be taken by Secretary while corresponding to Members. (2)
23. Explain the following Concepts of E-banking (2)
- a. NEFT
- b. UPI
24. Explain any two Secretarial Duties before the Board Meeting (2)
25. Distinguish between Minutes by Resolution and Minutes by Narration with respect to: (2)
- a. Usefulness
- b. Popularity
26. State any four requisites of Good report (2)
27. Explain any three Conditions for Allotment of Shares (3)
28. Explain the following types of Cheque (3)
- a. Bearer Cheque
- b. Crossed Cheque
- c. Order Cheque
29. Explain any three types of Fire Insurance Policy (3)
- OR
- Explain any three types of Marine Insurance Policy (3)
30. State any six Rules regarding Amalgamation (3)
31. State any six Powers of Company Liquidator (3)
32. Explain the types of Order in Stock Exchange (3)
33. Explain the application procedure involved when shares are offered to the public for subscription. (4)
- OR
- Explain the procedure involved for the transfer of all physical shares. (4)
34. As a Secretary of MANGESH DEVELOPERS LTD., LAXMI TOWER PONDA-GOA, draft a letter to the Shareholder Mr. Vipul Naik, Vijaya Niwas, Shiroda- Goa, informing him about the approval of transfer of shares. (4)

OR

As a Secretary of ROYAL MOTORS LTD. SHIVAM BUILDING, Margao Goa. Draft a Letter to Mrs. Veena Dessai, 18, Kamat Towers, Siolim -Goa intimating her about Termination of Directorship.

(4)

35. As a Secretary of GOA ALUMINIUM LTD. 15, JAYA BHAVAN, MAPUSA-GOA, draft a letter to The Manager, State Bank of India, Mapusa- Goa, requesting the bank for an Overdraft facility.(4)

36. As a Secretary of INDIAN GAS LTD. INDUSTRIAL ESTATE, PONDA-GOA, draft a letter to The Manager, National Insurance Company Ltd. Margao Goa about the change of premises of the warehouse.

(4)

37. Draft the Notice and Agenda of 10th Annual General Meeting of GENERAL FOODS LTD. Panaji-Goa.

(4)

38. As a Secretary of PHARMA PRODUCTS LTD. Verna-Goa. Draft the Minutes of Board Meeting.(5)

39. A Committee was appointed by ALPHA TILES LTD., Supreme Estate Verna-Goa, to study the potential market for its new Alpha Tiles, in the the state of Goa. Draft the Committee report. (5)

OR

Draft the Progress Report of RAJESH TRANSPORT LTD. Curchorem Goa which has completed 5 years of successful working.

(5)