

V.V. M'S
R.M. Salgaocar Higher Secondary School, Margao
First Term Examination, 2025
SUB: Secretarial Practice

STD: XIth

Date:06/10/2025

Max Marks: 80

Time: 3 Hour

INSTRUCTIONS:

- All questions are compulsory.
- Question No. 1 to Question No. 10 are of MCQ and are of 1 mark each.
- Question No. 11 to Question No. 20 are to be answered in a word or a phrase and are of 1 mark each.
- Question Nos. 21 to 28 are of 2 marks each.
- Question Nos. 29 to 36 are of 3 marks each.
- Question Nos. 37 to 41 are of 4 marks each.
- Internal choice has been provided in question no.39 and question no. 41 of 4 marks each

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1. The quality of a secretary which focus on to carry out work cheerfully with pleasing manners. combined with kindness. _____
 - a. Adaptability
 - b. Courtesy
 - c. Patience
 - d. Loyalty
 2. The authority that controls the Cooperative Societies in the state. _____
 - a. Registrar of Cooperative Societies
 - b. State Cooperative Societies
 - c. Registrar of Company
 - d. Central Cooperative Societies
 3. The principle of business correspondence that focuses on concept of "You Attitude"

 - a. Conversational
 - b. Clarity
 - c. Conciseness
 - d. Courtesy
 4. Which part of letter that helps the receiver to know quickly what the letter is about

 - a. Salutation
 - b. Inside address
 - c. Subject
 - d. Date

5. Essential of valid meeting, which keeps written record of business transacted at a duly convened and conducted meeting. _____
- Notice
 - Agenda
 - Point of order
 - Minutes
6. The term notice is derived from the Latin word _____
- Notitia
 - Notia
 - Notary
 - Notative
7. The feature of Joint Stock Company which states that a shareholder is limited to amount unpaid on their shares and their personal property cannot be used to satisfy the debts of the company. _____
- Large membership
 - Common seal
 - Limited liability
 - Perpetual succession
8. "Life Insurance Corporation of India" was registered under Special Act of Parliament, LIC Act 1956. Identify the kind of company mentioned above. _____
- Chartered company
 - Statutory company
 - Registered company
 - Private company
9. Companies Act, 2013 introduced the new concept of OPC an expert committee of _____
- DR. J.J IRANI 2005
 - DR. J.J IRANI 2006
 - DR. J.J IRANI 2007
 - DR. J.J IRANI 2008
10. "Certificate of Incorporation" are issued in electronic format by _____
- Ministry of Corporate Affairs
 - Ministry of Communication Services
 - Ministry of Corporate Administration
 - Ministry of Central Affairs
11. Give a word for secretary during Ancient Indian Literature.

12. "Miss Reena newly appointed secretary was selected based on one of the qualities related to her Personality; due to her healthy physical appearance and an energetic disposition. Identify the quality of secretary in above situation.
13. What is companies paid up share capital, that compulsorily require to appoint a whole-time company secretary under section 383A of Companies Act, 2013.
14. List out any one qualification for secretary of political party.
15. What is the main source of maintaining a bond with the customers for developing, success and growth of business?
16. Name the part of letter which required when the letter writer wants to add some important matter after letter writing is finished.
17. Name the concept when a proposed motion is accepted by the meeting with the requisite majority of votes by the members.
18. What is the maximum number of members allowed in private company?
19. "EXPO Ltd is company which is incorporated in Korea but recently being established in Delhi." Which kind of company is highlighted in above statement.
20. Give Abbreviation for NBFI.
21. Explain Appointment and qualification required for Government Secretary.
22. Explain any two parts of body of the letter.
23. List out four layouts of a letter.
24. What is quorum required as per section 174 of the Companies Act for a General meeting for both private and public company?
25. "Meeting enables the management to arrive at the correct and thoughtful solutions to the problem." Justify the above statement by giving any four points.
26. "Even after having so many advantages Joint Stock Company faces some demerits." State any four.
27. How One Person Company is different from Sole Proprietorship with respect to (i) Tax Payment; (ii) Liability.
28. To obtain DIN, concern authority asks for submission of necessary documents attached along DIR-3 form. Give any four such documents that need to be submitted in case of Indian Nationals.
29. Identify and explain the characteristics of Secretary highlighted below:
 - a. Mr. Rakesh was appointed by Goa Textiles Ltd to assist in secretarial work of the Organisation and hence he is paid monthly salary for his work.
 - b. Miss Jayshree, a secretary of "Ahuja Ltd" handles companies' important data and information secretly without leaking out to other.
 - c. "Balaji Ltd" wants to appoint secretary who is loyal, tact and punctual with Bachelor's degree in concern field with having knowledge in administration, computer work, and legal law.
30. State any six functions carried out by secretary of Non-Profit Association.

31. Explain any three functions of Personal secretary.
32. Draft specimen of Outward Register with its content.
33. Explain Amendment and mention its four forms of Motion/Amendment.
34. Explain any three characteristics of "Super National Enterprises."
35. Explain the kinds of the company based on liability.
36. Explain the following stages of Incorporation:
 - a. Selection of name
 - b. Payment of ROC Fees & Stamp Duty
 - c. Verification of documents
37. Explain the role of a secretary in accordance with the position of a secretary of each organisation or office.
38. Explain any four functions of Government Secretary.
39. "Secretary is responsible for the business correspondence of the organisation and has to handle all drafting and filing of the incoming and outgoing mail in systematic manner." Explain the above statement with any four points.

OR

"Letter which are received from other organisation or individual are to be maintained properly by all business organisation which involves series of steps to be followed." Justify the above statement with four steps.

40. Explain the following features of Joint Stock Company:
 - a. Common Seal
 - b. Incorporated association
 - c. Distinct Legal entity
 - d. Artificial Person
41. Difference between Private and Public company with reference to:
 - i. Issue of Prospectus
 - ii. Minimum paid up capital
 - iii. Transfer of Share
 - iv. Name

OR

Explain the following types of company with an example:

- i. Chartered Company
- ii. Registered Company
- iii. Holding Company
- iv. Subsidiary Company
