

2025 II 27

0930

Seat No.

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Time : 3 Hours

SECRETARIAL PRACTICE

Subject Code

H	4	6	5	4
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Total No. of Questions : 39 (Printed Pages : 8)

Maximum Marks : 80

INSTRUCTIONS : (i) All questions are compulsory.

(ii) Question Nos. 1 to 10 are MCQs and are of 1 mark each. Select and write the correct alternative from the options given.

(iii) Question Nos. 11 to 20 are to be answered in a word or a phrase and are of 1 mark each.

(iv) Question Nos. 21 to 26 are of 2 marks each.

(v) Question Nos. 27 to 32 are of 3 marks each.

(vi) Question Nos. 33 to 37 are of 4 marks each.

(vii) Question Nos. 38 to 39 are of 5 marks each.

(viii) Internal choice has been provided in question No. 29 of 3 marks, Question Nos. 33 and 34 of 4 marks and question No. 39 of 5 marks.

1. The mode of capital raising by a Company where securities are offered to a selected group of persons is 1
 - Initial Public Offer
 - Private Placement
 - Book Building Process
 - Employees Stock Option Plan
2. The process of conversion of physical share certificates into electronic data at the request of investors is called 1
 - Dematerialisation of Shares
 - Listing of Shares
 - Rematerialisation of Shares
 - Transmission of Shares
3. The legal representative who is entitled to receive the shares of a Shareholder who dies leaving a 'WILL' is 1
 - Administrator
 - Official Assignee
 - Guardian
 - Executor

4. The dividend declared by the directors of the company after the completion of first half of financial year is 1
- Annual Dividend
 - Unclaimed Dividend
 - Interim Dividend
 - Unpaid Dividend
5. Avoiding irrelevant matter and providing brief information while corresponding with the company directors is 1
- Punctuality
 - Reliable
 - Tactful
 - Precise
6. The cheque which is issued with a future date on it is 1
- Bearer Cheque
 - Post Dated Cheque
 - Stale Cheque
 - Ante Dated Cheque

7. The fire insurance policy which aims at giving maximum cover to avoid over insurance is 1
- Specific Policy
 - Valued Policy
 - Floating Policy
 - Delcaration Policy
8. The Insured can claim for the loss by fire, if he intimates the Insurance Company within 1
- 5 days of loss
 - 15 days of loss
 - 30 days of loss
 - 60 days of loss
9. The principle of insurance which states that the right of ownership of property is transferred to Insurance Company when insured is compensated for financial loss is 1
- Subrogation
 - Indemnity
 - Utmost Good Faith
 - Contribution

10. Who is empowered by the Central Government to register the Companies in each state ? 1
- Controller of Estate
 - Judicial Member
 - Registrar of Companies
 - Official Liquidator
11. Name the authority whose sanction is required for the Merger and Amalgamation of companies. 1
12. State the type of order given by the client to his broker to buy or sell securities at a particular price. 1
13. Name the defaulter in the Stock Market who is unable to settle his dues within specified date as mentioned by the broker ? 1
14. State the authority which is set up by the Government of India to control and regulate the Stock Exchanges in India. 1
15. Who presides over the Board Meetings of the Company ? 1
16. Who is empowered to call the Annual General Meeting in case of default by the Company ? 1
17. What is the quorum required for General Meetings of a Public Limited Company when the total number of members are upto 1000 ? 1

18. Name the kind of meeting which is attended only by a particular group of Shareholders whose rights and privileges are affected ? 1
19. State the number of days within which minutes must be written after the conclusion of company meetings. 1
20. Which part of the report informs about the method used for obtaining information ? 1
21. State the *four* features of Initial Public Offer (IPO). 2
22. Explain any *two* legal provisions for the payment of Dividend. 2
23. State the *four* advantages of Mobile Banking. 2
24. Explain any *two* duties of a Company Secretary during the conduct of Extra Ordinary General Meeting. 2
25. Distinguish between Minutes by Resolution and Minutes by Narration with reference to : 2
 - Method of Writing
 - Popularity
26. Explain any *two* points of significance of Report Writing. 2
27. Explain any *three* features of Book Building Process. 3
28. Explain any *three* functions of Commercial Banks. 3
29. Explain *three* Implied Warranties in Fire Insurance. 3

Or

Explain *three* Implied Warranties in Marine Insurance.

30. State any *six* special resolutions to be filed with the Registrar of Companies. 3

31. State any *six* powers of Company Liquidator. 3
32. Explain any *three* functions of Stock Market. 3
33. Explain the procedure for the Allotment of Shares. 4

Or

Explain the procedure for making Calls on Shares.

34. As a Secretary of NESTLE INDIA Ltd., Cuncolim Industrial Estate, Cuncolim, Salcete-Goa, draft a letter to the Shareholder Mr. Rajesh Naik, Gogol, Margao-Goa, informing him that his request for transfer of shares is rejected. 4

Or

As a Secretary of HIER ELECTRONICS LTD., Verna Industrial Estate, Verna, Salcete-Goa, draft a letter to the Director, Mr. Mahesh Pradhan, Dessai Apartment, Ponda-Goa, intimating about his Termination of Directorship.

35. As a Secretary of VENUS CHEMICALS LTD., Bicholim Industrial Estate, Bicholim-Goa, draft a letter to the Manager, Canara Bank, Bicholim Branch, Bicholim-Goa, requesting it to act as the Banker for the issue of Shares. 4

36. As a Secretary of INDIAN TERRAIN GARMENTS LTD., Thivim Industrial Estate, Thivim, Bardez-Goa, draft a letter to the Manager, New India Assurance Co. Ltd., Patto-Plaza, Panaji-Goa, requesting it to issue floating Marine Insurance Policy. 4

37. Draft the Notice and Agenda of 10th Annual General Meeting of ISHAAN LOGISTIC LTD., Khorlim, Mapusa-Goa. 4

38. Draft the Minutes of Board Meeting of UNICHEM PHARMACEUTICALS LTD., Pilerne Industrial Estate, Pilerne, Bardez-Goa. 5

39. A Committee was appointed by ANMOL NATURALS ICE-CREAMS LTD., Juhu Street, Mumbai to study the potential market for its product in the state of Goa. As a Secretary draft the Committee Report. 5

Or

Draft the Progress Report of HINDUSTAN FOODS LTD., Kundaim Industrial Estate, Kundaim, Ponda-Goa, which has just completed its fifteen years successfully.