

STD.XI: SECRETARIAL PRACTICE CWSN-2026-2027**FIRST FORMATIVE TEST****MARKS WEIGHTAGE TO CONTENT AREA**

SR.NO.	NAME OF THE UNIT	MARKS
1.	SECRETARY	10
2.	TYPES OF SECRETARIES	10
	TOTAL	20

QUESTIONWISE DISTRIBUTION OF MARKS-FIRST FORMATIVE TEST

SR.NO.	NAME OF THE UNIT	VSA	SAI	SAII	MARKS
1.	SECRETARY	1(6)	1(2)	2(1)*	10
2.	TYPES OF SECRETARIES	1(6)	1(2)	2(1)*	10
	TOTAL				20

NOTE:1.(*) Indicates choice of questions

2.Figures inside the brackets indicate the no.of questions

3.Figures outside the brackets indicate the no.of marks

MODEL QUESTION PAPER SECRETARIAL PRACTICE CWSN 2026-2027

FIRST FORMATIVE EXAM

MAX.MARKS:20

TOTAL NO. OF QUESTIONS:18

DURATION:90 MINUTES

INSTRUCTIONS:1.All questions are compulsory

2.Figures to the right indicate marks

3.Follow the instructions given

4.Answer in the space provided

5.Internal choice has been provided in Section A question no.III (3) and in Section B of question no. III (2) and are of 2 marks each

SECTION A

1 **Select and write the correct alternative from those given below**

1 The latin word for a confidential writer entrusted with secrets and records is 1

- _____
- A.Chitnis
 - B.Secretarius
 - C. Amatya
 - D.Secretary

Ans. _____

2 Knowledge of Acts and Laws refers to _____ 1

- A.Knowledge of computers
- B.Legal knowledge
- C.Knowledge of office management
- D.Knowledge of accountancy

Ans. _____

3 The secretary acts as a link between the management and staff and so is known as 1

- _____
- A.Manager
 - B.Liaison officer
 - C.Public relation officer
 - D.Officer

Ans. _____

II **State whether the following statements are true or false**

1. A Company secretary must be a member of the Institute of Companies Secretaries of India. 1

Ans. _____

2. The statutory function of a secretary is to file the returns statement with the Registrar. 1

Ans. _____

- 3 Financial statements are prepared only by profit making organisations 1

Ans _____

III. **Answer the following questions**

1. State the function of a secretary where he gives valuable guidance to the management on all the problems faced by it. 1

Ans. _____

- 2 Give the term for the persons who are guided and motivated by the secretary to work 1

Ans _____

3. Explain any two qualities required for an efficient Secretary 2

Ans. _____

OR

- . Explain any two features of a secretary? 2

Ans. _____

SECTION B

I **Select and write the correct alternative from those given below**

- 1 The first secretary of the company is appointed by the _____ 1

Shareholders

A Promoters

B Auditors

C Managers

D Ans. _____

- 2 The return on investment received by the members of a Cooperative society is called 1

A Interest

B Dividend

C Commission

D Profit

Ans. _____

3 The secretary has to fix appointments for his employer by considering the convenient time of the _____ 1

A Employer

B Client

C Employer and client

D Secretary

Ans. _____

II **State whether the following statements are true or false**

1 The secretary must be a good stenographer in order to take dictation to type letters 1
Ans. _____

2 The secretary is the agent of his employer in dealing with his clients 1
Ans. _____

3 Organisations promoting education are registered according to the Societies Regulation Act. 1
Ans. _____

4 Name the authority controlling the cooperatives? 1
Ans. _____

III **Answer the following question**

1 State one duty of the secretary relating to meetings? 1
Ans. _____

2 Explain any two duties of a Chief Secretary 2
Ans. _____

OR

. Explain any two duties of a secretary of a local Body 2
Ans. _____

STD: XI SECRETARIAL PRACTICE CWSN 2026-2027
FIRST TERMINAL EXAMINATION
MARKS WEIGHTAGE TO CONTENT AREA

SR.NO	NAME OF THE UNIT	MARKS
1	SECRETARY	10
2	TYPES OF SECRETARIES	15
3	SECRETARIAL CORRESPONDENCE	15
4	MEETINGS-FORMALITIES	10
5A	JOINT STOCK COMPANY	08
5B	KINDS OF COMPANIES	15
6	COMPANY FORMATION AND PROMOTION	07
	TOTAL	80

MARKS WEIGHTAGE TO CONTENT AREA
SECRETARIAL PRACTICE CWSN
STD: XI

FIRST TERMINAL EXAMINATION 2026-2027
MAX.MARKS: 80
TIME: 3 HOURS

SR.NO.	NAME OF THE UNIT	MCQ	TRUE OR FALSE	FILL IN THE BLANKS	ONE SENTENCE ANSWER	TWO SENTENCES ANSWER	TOTAL
1	SECRETARY	1(8)	-----	-----	-----	2(1)	10
2.	TYPES OF SECRETARIES	-----	1(12)	-----	1(1)	2(1)	15
3.	SECRETARIAL CORRESPONDENCE	1(12)	-----	-----	1(1)*	2(1)	15
4.	FORMALITIES OF COMPANY MEETINGS	-----	1(10)	-----	-----	-----	10
5.A	JOINT STOCK COMPANY	-----	-----	1(8)	-----	-----	08
5.B	KINDS OF COMPANIES	1(2)	1(1)	1(10)	-----	2(1)	15
6	FORMATION OF A COMPANY	-----	-----	1(5)	-----	2(1)*	7
	TOTAL						80

NOTE:1.(*) INDICATE CHOICE OF QUESTIONS

2. FIGURES INSIDE THE BRACKET INDICATE THE NUMBER OF QUESTIONS

3. FIGURES OUTSIDE THE BRACKET INDICATE THE NUMBER OF MARKS

4. DRAFTING OF SPECIMENS SHOULD NOT BE TESTED

SECRETARIAL PRACTICE CWSN 2026-2027

FIRST TERMINAL EXAMINATION

STD: XI

TOTAL NO. OF QUESTIONS: 75

MAX.MARKS: 80

TIME:3 HOURS

INSTRUCTIONS

1. All questions are compulsory
2. Figures to the right indicate marks
3. Follow the instructions given
4. Answer in the space provided
5. Internal choice has been provided in question no.IV(2) of 1 mark and in question no.V (5) of 2 marks

I SELECT AND WRITE THE CORRECT ALTERNATIVE FROM THOSE GIVEN BELOW

1 Quality of a secretary that refers to doing things at the right time is called 1

- Accuracy
- Patience
- Punctuality
- Loyalty

Ans._____

2 A secretary is a _____ 1

- Person
- Firm
- Association
- Public body

Ans._____

3 The term secretary is derived from the latin word _____ 1

- Chitnis
- Sachiv
- Amatya
- Secretaries

Ans._____

4 A secretary is appointed to assist in the secretarial work of the organisation as _____ 1

- Director
- Manager
- Employee
- Employer

Ans. _____

5 Having a place for everything and everything in its place is known as _____ 1

- accuracy
- orderliness
- patience
- loyalty

Ans. _____

6 The quality of the secretary that combines kindness and consideration is known as _____ 1

- courtesy
- patience
- loyalty
- initiative

Ans. _____

7 Adjusting to new situations, new duties and people is known as _____ 1

- initiative
- adaptability
- orderliness
- loyalty

Ans. _____

8 Quality of a secretary of providing information and data consisting of facts and figures to the superiors is known as _____ 1

- loyalty
- accuracy
- patience
- courtesy

Ans. _____

9 Part of the letter which is written after the heading is known as _____ 1

- date
- reference number
- inside address
- subject

Ans. _____

10 Using of minimum words with maximum message is called _____ 1

- conciseness
- clarity
- completeness

- consideration

Ans. _____

11 When all aspects of the product are covered in a letter it is known as _____ 1

- completeness
- correctness
- conciseness
- clarity

Ans. _____

12 Part of the letter which states the topic of the letter in a nutshell is _____ 1

- date
- signature
- subject
- heading

Ans. _____

13 Part of the letter which is used to formally greet the reader is called _____ 1

- signature
- enclosures
- complimentary close
- salutation

Ans. _____

14 Part of the letter used to politely conclude a letter is known as _____ 1

- signature
- enclosures
- complimentary close
- post script

Ans. _____

15 Final part of the letter is called _____ 1

- post script
- signature
- enclosures
- heading

Ans. _____

16 Attachments sent alongwith the letter are called _____ 1

- signature
- enclosures
- heading
- post script

Ans. _____

17 Any message not included in the body of the letter but written after the signature is known as _____ 1

- subject
- date
- post script

- salutation

Ans. _____

18 Part of the letter which contains the actual message of the sender is known as 1

- salutation
- body of the letter
- subject
- reference no.

Ans. _____

19 Reader centered writing is known as _____ 1

- courtesy
- clarity
- correctness
- you attitude

Ans. _____

20 Part of the letter which contains the name and address of the sender is known as 1

- heading
- subject
- inside address
- salutation

Ans. _____

21 A government company is when the central government or any state government holds share capital of not less than _____ 1

- 20%
- 30%
- 41%
- 51%

Ans. _____

22 In order to start a private company the minimum number of members required is 1

- 2
- 3
- 4
- 5

Ans. _____

II STATE WHETHER THE FOLLOWING STATEMENTS ARE TRUE OR FALSE

1 Secretary appointed by an individual is known as Personal secretary 1

Ans. _____

2 Secretary appointed to carry out the secretarial task of the Lok Sabha and Rajya Sabha is called Parliament secretary 1

Ans. _____

3 Secretary of a political party plans election campaigns for the party 1

- Ans. _____
- 4 Company secretary is the backbone of a progressive corporate. 1
Ans. _____
- 5 Secretary appointed for the gram panchayat belongs to the Local body 1
Ans. _____
- 6 A department secretary performs an advisory function. 1
Ans. _____
- 7 Service provided by the secretary with respect e-filing of various documents can be 1
classified as banking services.
Ans. _____
- 8 Every joint stock company must appoint a company secretary when its paid up 1
capital exceeds Rs. 5 crores
Ans. _____
- 9 A Personal secretary must be graduate. 1
Ans. _____
- 10 A non-profit association is formed by persons working for the benefit of the 1
society.
Ans. _____
- 11 A Cooperative society is an association of 10 or more members registered under 1
the Cooperative Societies Act
Ans. _____
- 12 Secretary is a vital link between the shareholders and public. 1
Ans. _____
- 13 A company meeting is an assembly of persons connected with the organisation 1
gathered to discuss and decide matters related to it.
Ans. _____
- 14 Notice is a list of items of business to be transacted at the meeting. 1
Ans. _____
- 15 Notice contains the nature of the meeting, date, time and place of the meeting. 1
Ans. _____
- 16 Quorum is the minimum number of members required to be present throughout 1
the meeting.
Ans. _____
- 17 Proxy is a representative of the absent member appointed to attend and vote on 1
behalf of the absent member.
Ans. _____
- 18 Minutes is a written record of the business transacted at the duly convened 1
meeting
Ans. _____
- 19 A proposed alteration in the motion that is under discussion is known as 1
amendment
Ans. _____
- 20 An objection raised by a member regarding any irregularity in the conduct of a 1
meeting is called resolution

- Ans. _____
- 21 Motion passed with the required majority of votes by the members is called resolution 1
- Ans. _____
- 22 There are four types of resolutions. 1
- Ans. _____
- 23 In a public company a shareholder is allowed to transfer the shares 1
- Ans. _____

II SELECT AND WRITE THE CORRECT ANSWER FROM THOSE GIVEN IN THE BRACKET
I TO COMPLETE THE SENTENCE

(self-attested, 5 Lacs, private, promotion, board of directors, artificial, Statutory, promoters, Company limited by guarantee, common seal, Registrar of companies, 30, digital signature certificate, shareholders, 20, scattered, 7, foreign, succession, large, incorporated association, One person company, Chartered companies)

- 1 Joint stock company has a perpetual _____ 1
- 2 Registration of a joint stock company under the Companies Act makes it an _____ 1
- 3 Signature of a company is called _____ 1
- 4 Capital of a joint stock company is _____ 1
- 5 Elected representatives in a joint stock company are called _____ 1
- 6 Owners of the company are called _____ 1
- 7 Membership of a Joint stock company is _____ all over the country 1
- 8 A joint stock company is an _____ person 1
- 9 A company having a single person as a director is called _____ 1
- 10 Minimum membership in public company is _____ 1
- 11 Public company has minimum paid up capital of _____ 1
- 12 A company incorporated outside India but which establishes a place of business within India is _____ 1
- 13 Foreign company must file its documents with the Registrar of companies within _____ days 1
- 14 Companies which are formed by a royal charter by a king or queen is called _____ 1
- 15 A company registered under a special Act of parliament is called _____ 1
- 16 One person company can be registered only as _____ company 1
- 17 A company in India must be registered with the _____ 1
- 18 Company that is formed to promote art, literature sports etc. is called _____ 1
- 19 Stage of conceiving an idea and its working is called _____ 1
- 20 Maximum number of companies in which a person can be appointed as director at one time is _____ 1
- 21 Experts who help in the formation of a company are called _____ 1

22 Documents submitted by directors for the purpose of obtaining the DIN need to be 1

23 Full form of DSC is _____ 1

IV. ANSWER THE FOLLOWING QUESTIONS

1 State any one duty of the secretary of a Cooperative Society. 1

Ans. _____

2 Explain any one qualification of a secretary 1

OR

Explain any one function of the secretary with regards to business correspondence.

Ans. _____

V ANSWER THE FOLLOWING QUESTIONS

1 State any two points of importance of business correspondence. 2

Ans. _____

2 State any two functions of a Personal secretary. 2

Ans. _____

3 State any two types of layouts of a business letter. 2

Ans. _____

4 State any two characteristics of a multinational company. 2

Ans. _____

5 State any two documents required for DIR-3 application form incase of an Indian national. 2

Ans. _____

OR

State any 2 forms to be uploaded on the MCA website while filing e-forms with Registrar of companies.

Ans. _____

STD: XI SECRETARIAL PRACTICE
THIRD INTERNAL INNOVATIVE TEST 2025-26
MARKS WEIGHTAGE TO CONTENT AREA

SR.NO.	NAME OF THE UNIT	MARKS
1.	DOCUMENTS PREPARED BY A COMPANY/COMPANY MANAGEMENT/ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY(A,B)	20
	TOTAL	20

GUIDELINES FOR EVALUATING THE THIRD INTERNAL INNOVATIVE TEST

The evaluation of the student could be based on any of the following work done on the above-mentioned topics

- a.video presentation
- b. power point presentation
- c. poster
- d. puzzle
- e.essay

NOTE: A Teacher is permitted to use her or his discretion to evaluate the student in any other innovative form other than those mentioned above.

STD: XI SECRETARIAL PRACTICE CWSN 2025-2026
SECOND TERMINAL EXAMINATION
MARKS WEIGHTAGE TO THE CONTENT AREA

SR.NO	NAME OF THE UNIT	MARKS
1	COMPANY DOCUMENTS	20
2	COMPANY MANAGEMENT	20
3.	ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY (A)	20
4.	ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY(B)	20
	TOTAL	80

QUESTION-WISE DISTRIBUTION OF MARKS -BLUE PRINT

SR.NO.	NAME OF THE UNIT	MCQ	TRUE/ FALSE	FIB	ONE SENT- ENCE ANSWER	TWO SENT- ENCE ANSWER	MARKS
1	COMPANY DOCUMENTS	1(5)	1(6)	1(6)	1(1)	2(1)	20
2	COMPANY MANAGEMENT	1(5)	1(6)	1(6)	1(1)	2(1)	20
3	ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY (A)	1(5)	1(6)	1(6)	1(1)	2(1)*	20
4	ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY	1(5)	1(6)	1(5)	_____	2(1)*	20
	TOTAL						80

SECRETARIAL PRACTICE CWSN 2025-2026

SECOND TERMINAL EXAMINATION

STD: XI

TOTAL NO. OF QUESTIONS: 75

MAX.MARKS: 80

TIME:3 HOURS

INSTRUCTIONS

1. All questions are compulsory
2. Figures to the right indicate marks
3. Follow the instructions given
4. Answer in the space provided
5. Internal choice has been provided in question no.V(1) and V(2) of 2 marks each .

I SELECT AND WRITE THE CORRECT ALTERNATIVE FROM THOSE GIVEN BELOW

1 Document prepared by a company whenever they do not prepare Articles of association 1
is _____

- Prospectus
- Memorandum of association
- Table A
- Statement in lieu of prospectus

Ans. _____

2 Document that contains the object for which the company is formed is _____ 1

- Memorandum of association
- Articles of association
- Prospectus
- Statement in lieu of prospectus

Ans. _____

3 The clause which states the place where the company's registered office is located is 1

- Capital clause
- Domicile clause
- Name clause
- Liability clause

Ans. _____

4 Incase of private company during registration memorandum must be signed by atleast 1

- 2 members
- 3 members
- 4 members

- 5 members

Ans. _____

5 A document issued by a company to the public inviting offers for the subscription is called _____ 1

- Share warrant
- Prospectus
- Memorandum of association
- Articles of association

Ans. _____

6 When a member expires, his shares are transferred to the _____ 1

- Company
- Director
- Legal assignee
- Manager

Ans. _____

7 Every Director must purchase qualification shares within _____ 1

- 1 month
- 2 months
- 3 months
- 4 months

Ans. _____

8 The first Auditor of the company is appointed by _____ 1

- Board of directors
- Shareholders
- Secretary
- Manager

Ans. _____

9 An individual who examines the accuracy of recorded business transactions is called _____ 1

- Auditor
- Accountant
- Secretary
- Managing Director

Ans. _____

10. A full-time executive officer for day to-day administration of small companies is called _____ 1

- Manager
- Managing Director
- Auditor
- Director

Ans. _____

11. Amount of capital which is called at the time of winding up of the company is called 1

-
- Issued capital
 - Authorised capital
 - Reserved capital
 - Subscribed capital

Ans. _____

12 A share with a face value of Rs 40 if issued at Rs.30 then it is called as issue of share at 1

-
- Par
 - Discount
 - Profit
 - premium

13 Type of shares which are issued by capitalisation of excess reserves are called 1

-
- bonus shares
 - deferred shares
 - equity shares
 - sweat equity shares

Ans. _____

14 Maximum capital which is registered and raised during the lifetime of the company is 1

-
- reserved capital
 - called up capital
 - issued capital
 - subscribed capital

Ans. _____

15 Capital which is called at the time of liquidation of the company _____ 1

- called up capital
- reserved capital
- authorised capital
- issued capital

Ans. _____

16 A registered document issued by a company which confers the title of ownership of shares is _____ 1

- share warrant
- share certificate
- letter of indemnity
- allotment letter

Ans. _____

17 Share warrant can be issued only at the request of a _____ 1

- director
- .

- central government
- shareholder
- secretary

Ans. _____

18 From the date of allotment the share certificate must be issued within _____ months 1

- 2
- 3
- 4
- 5

Ans. _____

19 Share certificate is issued in exchange of _____ 1

- Allotment letter
- Lodgement ticket
- Application
- Letter of indemnity

Ans. _____

20 Issue of share warrant requires the prior permission of _____ 1

- Director
- Secretary
- Central government
- State government

Ans. _____

II STATE WHETHER THE FOLLOWING STATEMENTS ARE TRUE OR FALSE

1 Memorandum of association cannot be changed without the permission of court or government. 1

Ans. _____

2 Capital clause states the nature of liability of the members 1

Ans. _____

3 Company can obtain loan facilities from bank against underwritten shares 1

Ans. _____

4 Procedure to Conduct company meetings is mentioned in the articles of association. 1

Ans. _____

5 Object clause of the memorandum indicates the sphere of company activities 1

Ans. _____

6 Statement in lieu of prospectus must be filed by the company with the Registrar atleast three days before the allotment of shares 1

Ans. _____

7 A Managing Director is also known as wholetime director 1

Ans. _____

8 The minimum number of directors appointed incase of a public company is two. 1

Ans. _____

9 Nominal value of the qualification shares purchased by a director of a company should not be more than Rs.5000 1

Ans. _____

- 10 In case of a public company maximum there can be 2000 members. 1
Ans. _____
- 11 A Company director need not possess any specific educational qualifications. 1
Ans. _____
- 12 The proportion of remuneration payable to the Managing Director and net profit should not exceed 5% 1
Ans. _____
- 13 Debenture holders are called creditors of the company. 1
Ans. _____
- 14 Return to the shareholder for the amount invested in the company is called interest. 1
Ans. _____
- 15 Part of the authorised capital which is offered for subscription is called issued capital. 1
Ans. _____
- 16 Borrowed capital of the company is called debentures. 1
Ans. _____
- 17 Debenture holders receive fixed rate of dividend. 1
Ans. _____
- 18 Preference shareholders receive fixed rate of dividend. 1
Ans. _____
- 19 A resolution regarding the issue of share certificate is passed in Annual general meeting. 1
Ans. _____
- 20 A share warrant is a bearer document of title to shares. 1
Ans. _____
- 21 A share certificate is a non-negotiable instrument. 1
Ans. _____
- 22 Number of directors who should sign the share certificate is two. 1
Ans. _____
- 23 Dividend payable to the share warrant holder is paid through cheque. 1
Ans. _____
- 24 Resolution for the issue of share warrant must be passed by the board of directors. 1
Ans. _____

III. SELECT AND WRITE THE CORRECT ANSWER FROM THOSE GIVEN IN THE BRACKET TO COMPLETE THE SENTENCE

(fully, memorandum of association, shareholders, creditors, Register, equity, Managing director, two, articles of association, capital, public, record, thirty, individuals, annual, special, bearer, board, non-cumulative, incorporation, group, sweat equity, promoters

- 1 _____ contains the fundamental conditions on which the company is incorporated. 1
- 2 _____ is any written data that is made possible for future use. 1
- 3 _____ are free to choose any name for the company. 1
- 4 Name of the company can be changed by passing a _____ resolution 1

- 5 Address of the registered office of the company shall be given to the Registrar within _____ days 1
- 6 Object clause is divided into _____ parts 1
- 7 _____ are the part owners of the company. 1
- 8 Shares of a _____ company are transferable. 1
- 9 Rights of shareholders can be classified as individual rights and _____ rights. 1
- 10 Only _____ are appointed as company directors. 1
- 11 Directors must submit _____ report of the company. 1
- 12 _____ is a representative of the directors. 1
- 13 Debenture holders are called _____ of the company. 1
- 14 _____ is the net worth of the company which means assets and liabilities. 1
- 15 Shares which are given to the employees as a reward for their hardwork are called _____ shares. 1
- 16 Debentures which are transferred by mere delivery are called _____ Debentures. 1
- 17 _____ preference shares are those whose unpaid dividend is not paid out of the future profits of the company. 1
- 18 _____ shareholders are called risk bearing investors. 1
- . 1
- 19 Share warrant can be issued with respect to _____ paid shares. 1
- . 1
- 20 Issue of share warrant must be authorised by the _____ 1
- . 1
- 21 Share warrant cannot be issued before the _____ of the company. 1
- . 1
- 22 _____ resolution is required for the issue of share certificate 1
- . 1
- 23 A _____ of members is prepared to record the details of the shares allotted 1

IV. ANSWER THE FOLLOWING QUESTIONS

- 1 Explain any one point of importance of the Memorandum of association 1
- . Ans. _____
- 2 Explain any one method of acquiring membership of a company. 1
- . Ans. _____
- 3 State any one condition required to convert share into stock. 1
- . Ans. _____

V ANSWER THE FOLLOWING QUESTIONS

- . 1
- 1 State any two contents of a prospectus. 2
- . Ans. _____

OR

State any two contents of the Articles of association.

Ans. _____

2 State any two powers of the accountant. 2

. Ans. _____

OR

State any two features of a share.

Ans. _____

3 State any two contents of a share certificate. 2

. Ans. _____

4 State any two circumstances when a company can issue a duplicate share certificate. 2

Ans. _____
