

Subject Code : H-5657	Subject : Secretarial Practice (CWSN)
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HOLLOW CRAFT STICKER

SEAT NO.	BAR CODE
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Centre :

Seat No. (in fig.).....

(in words).....

.....

Candidate's Signature :

Supervisor's Signature with date :

Subject Code	H-5657
Subject	Secretarial Practice (CWSN)
Date	2025-02-27

FOR OFFICE USE

Subject Code	
Subject	
Date	
Main Answer Book = 1	
Specific remarks of centre conductor regarding malpractices (in Red Ink)	

Examiner	Moderator	Chief Moderator
Total in Figures =	=	=
Total in Words		
Signature		
Apptt.No. :		

- Mobile Phones and other electronic gadgets are strictly prohibited inside the examination hall.
- Use of non-programmable calculator is allowed ONLY in some subjects.
- Writing in any form on the Hollow craft sticker and Bar code sticker is strictly prohibited.
- Only blue ink/ball pen is to be used for writing the answers. Black lead pencil may be used for drawing figures, diagrams and graphs. Use of any other colour pencil/pen is strictly prohibited.
- Disclosing of identify on the answer book (except in the space provided) in any form is strictly prohibited.
- Candidate should check that the printed seat number is correct and verify that the answer book has all pages serially numbered before filling all other details.

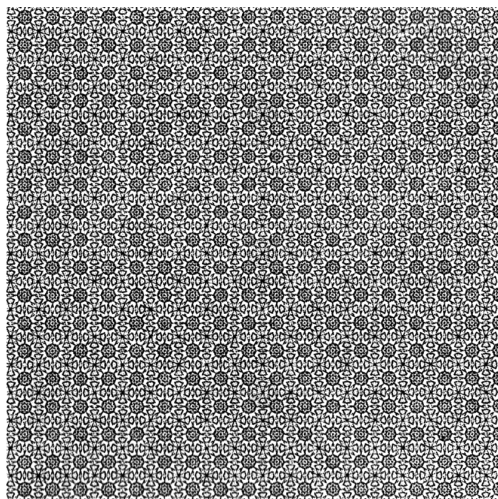
INSTRUCTIONS TO CANDIDATES

The Candidate shall

1. Produce the admission card on demand to competent authorities during the examination.
2. Enter the seat number and other particulars in the space provided on every main answer book and supplement.
3. Verify that the Block Supervisor has signed in the appropriate space on the main answer book and also the supplements.
4. Not be allowed to leave the examination hall during the first ONE HOUR and also the last TEN minutes of the examination.
5. Not damage/scribble the seat no./ barcode sticker.
6. Not indulge in any malpractice like.
 - Carrying written material into the examination hall.
 - Communicating in any manner with other candidates in the examination hall.
 - Passing slips of paper, answer book or supplements to other candidates.
 - Impersonating another candidates.
 - Attaching currency notes to the answer books.
 - Copying from another candidate or vice versa.
 - Leaving the examination hall without submitting answer book to the supervisor.
 - Using of coloured thread to tie answer books.
7. Abide by the rules of discipline.
8. Stop writing on the answer book after the ringing of the final bell.
9. Stick the hollow craft sticker on the main answer book as well as on the supplement after the final bell.
10. Not leave the seat till all answer books are collected and counted by the supervisor.

NOTE :

Candidate shall be liable for penalty imposed by the board for the violation of any or all of the above clauses.



Pg No.	Examiner	Moderator	Chief Moderator
03			
04 & 05			
06 & 07			
08 & 09			
10 & 11			
12 & 13			
14 & 15			
16 & 17			
18 & 19			
20 & 21			
22 & 23			
24			
TOTAL			
Total in words			
Apptt. No.			
Sign			
Verification			

2025 II 27

0930

Marks	E	M	CM	3
Pg. 3				

Time : 3 Hours

SECRETARIAL PRACTICE

(CWSN)

Subject Code

H	5	6	5	7
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Total No. of Questions : 75

(Printed Pages : 24)

Maximum Marks : 80

INSTRUCTIONS : (i) All questions are compulsory.

(ii) Figures to the right indicate marks.

(iii) Follow the instructions given below.

(iv) Answer in the space provided.

(v) Internal choice has been provided in two questions in Question V(1) and Question V(2) of *two* marks each.

I. Select the correct alternative from the options given below. Write only the answer .

(1) The very first sale of securities, issued by a company to the public in the primary market is known as 1

- Book building process
- Private placement
- Initial public offer
- Employees stock option plan

Ans.

H-5657

P.T.O.

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- (2) An offer can be made under a private placement offer letter to not more than 1

- 100 People
- 150 People
- 200 People
- 250 People

Ans.

- (3) A company shall file with the Registrar a return of allotment within 1

- 15 days
- 30 days
- 60 days
- 90 days

Ans.

- (4) Any share issued under the Employees stock option plan shall be locked in for a period of 1

- 1 year
- 2 years
- 3 years
- 4 years

Ans.

Marks	E	M	CM	5
Pg. 4 & 5				

(5) National Securities Depository Limited (NSDL) is the largest depository based in 1

- Delhi
- Mumbai
- Chennai
- Hyderabad

Ans.

(6) The cap price cannot exceed the floor price by 1

- 5%
- 20%
- 25%
- 90%

Ans.

(7) The act of distribution of shares to the share applicants by the company in response to their application is called 1

- Application of shares
- Allotment of shares
- Prospectus
- Calls on shares

Ans.

(8) On the receipt of application money, the shares are allotted with in 1

- 10 days
- 30 days
- 60 days
- 90 days

Ans.

(9) A voluntary act of shareholder is 1

- Transmission of shares
- Transfer of shares
- Call on shares
- Allotment of shares

Ans.

(10) Conversion of physical certificates of shares into electronic data is 1

- Dematerialization
- Rematerialisation
- Allotment of shares
- Transmission of shares

Ans.

Marks	E	M	CM	7
Pg. 6 & 7				

(11) Industrial bank is also known as 1

- Land development banks
- Co-operative banks
- Development banks
- Exchange banks

Ans.

(12) 14 Commercial banks were nationalized by the Government of India in the year 1

- 1912
- 1956
- 1969
- 1999

Ans.

(13) The bank that controls currency and maintains financial stability in the country is 1

- Commercial Banks
- Reserve Bank of India
- Exchange Bank
- Land Development Bank

Ans.

(14) The facility which enables a customer to draw over and above his own balance is 1

- Overdraft
- Term loan
- Cash credit
- Demand loan

Ans.

(15) A financial instrument which can be transferred to another party by simply endorsing it is 1

- Bill discounting
- Cheque
- Demand draft
- Cash credit

Ans.

(16) If three months have passed since the date of issue of cheque, it is called as 1

- Ante dated cheque
- Crossed cheque
- Bearer cheque
- Stale cheque

Ans.

Marks	E	M	CM
Pg. 8 & 9			

9

(17) An electronic form of funds transfer where the transmission takes place on real time basis is 1

- RTGS
- NEFT
- NPCI
- IMPS

Ans.

(18) The type of bank accounts where withdrawals are allowed subject to certain bank restriction is 1

- Fixed deposit account
- Recurring deposit account
- Savings account
- Current account

Ans.

(19) The principle which is applied when there are multiple insurance policies covering the same property or loss is the principle of 1

- Contribution
- Indemnity
- Subrogation
- Insurable interest

Ans.

(20) The process of transferring the trade risks to the insurance company in return for a consideration is called 1

- Contract
- Insurance
- Claim
- Premium

Ans.

(21) Under fire insurance, “all insurance policy” is also called as 1

- Declaration policy
- Valued policy
- Comprehensive package policy
- Consequential loss policy

Ans.

(22) The insured has to inform the insurer promptly about the loss by fire within 1

- 12 days
- 14 days
- 15 days
- 30 days

Ans.

Marks	E	M	CM	11
Pg. 10 & 11				

(23) The policies that covers the loss to the cargo due to perils at sea is called as 1

- Fire insurance
- Marine insurance
- Life insurance
- Motor insurance

Ans.

(24) Open policy is also known as 1

- Floating policy
- Open cover
- Annual policy
- Special declaration policy

Ans.

(25) An amount which the insured pays regularly to the insurer is 1

- Claim
- Sum assured
- Profit
- Premium

Ans.

(26) The type of marine loss when cargo is thrown overboard to save the ship and cargo is 1

- Particular average loss
- General average loss
- Actual total loss
- Constructive total loss

Ans.

(27) The time gap between two annual general meetings shall not exceed 1

- 3 months
- 6 months
- 15 months
- 18 months

Ans.

(28) The person who enjoys the power to convene the Board meeting is the 1

- Chairman of the Board
- Secretary
- Directors
- Tribunal

Ans.

Marks	E	M	CM	13
Pg. 12 & 13				

(29) The quorum of annual general meeting in a private company is 1

- 2
- 5
- 15
- 30

Ans.

(30) The extra ordinary general meeting is convened by the 1

- Registrar
- Shareholders
- Board of directors
- Secretary

Ans.

(31) A written notice of the Board meeting has to be served at least 1

- 7 days
- 21 days
- 30 days
- 45 days

Ans.

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- (32) Proxies cannot be appointed for 1
- Extra ordinary general meeting
 - Class meeting
 - Board meeting
 - Annual general meeting
- Ans.
- (33) The meetings of a particular group of shareholder is 1
- Board meeting
 - Extra ordinary general meeting
 - Class meeting
 - Annual general meeting
- Ans.
- (34) The section that provides the quorum for a meeting of Board of Directors of a company shall be 1/3rd of its total strength or 2 directors whichever is higher is 1
- Sec 98
 - Sec 99
 - Sec 173
 - Sec 174
- Ans.

Marks	E	M	CM	15
Pg. 14 & 15				

- (35) The meeting in which special business or business of an urgent nature are taken is 1

- Class meeting
- Extra ordinary general meeting
- Annual general meeting
- Board meeting

Ans.

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

- (1) The Secretary must avoid the use of any technical jargons while communicating with members. 1

Ans.

- (2) Dividend is paid out of the loss of the company. 1

Ans.

- (3) The Secretary must ensure that he maintains the secrecy of the company. 1

Ans.

- (4) The rate of interim dividend is normally higher than annual dividend. 1

Ans.

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- (5) The directors have a lot of time to read long letters. 1
Ans.
- (6) Secretary needs to be polite and courteous while corresponding with directors. 1
Ans.
- (7) A director will be qualified for appointment if he is declared insolvent. 1
Ans.
- (8) Company Secretary acts as a spokesperson of the Board of Directors. 1
Ans.
- (9) Registrar of Companies is appointed by the State Government. 1
Ans.
- (10) The Registrar have the power to take action when companies do not comply with legal provisions. 1
Ans.
- (11) The Registrar cannot inspect the book of accounts. 1
Ans.
- (12) Merger means uniting two existing companies into one new company. 1
Ans.

Marks	E	M	CM	17
Pg. 16 & 17				

- (13) The Registrar is an officer who helps the Court in conducting and completing the winding up proceedings. 1

Ans.

- (14) The full form of NCLT is National Court Law Tribunal. 1

Ans.

- (15) No company can start its business unless it is registered. 1

Ans.

III. Select the correct answers from the bracket given below. Write the answers in the blank provided.

(Report, class meeting, 25,000, stock exchange, official record, title, screen based trading, minutes, seven days, conclusion, progress report, findings, market order, sensex, past tense)

- (1) is a readymade market where securities are purchased and sold at decided prices. 1

- (2) is an electronic trading in stocks through display unit. 1

- (3) The order given by the client to the broker to buy or sell the shares at current market price is called 1

- (4) The oldest index in our country is 1

- (5) are meetings of a particular group of shareholders . 1

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- (6) acts as a prima facie evidence of the proceedings. 1
- (7) Minutes when entered in minute books and signed by the Chairman becomes an 1
- (8) Minutes must be written in 1
- (9) If the copy of minutes is not provided within the specified time, the company will be liable to pay a penalty of Rs. 1
- (10) A copy of the minutes must be provided within 1
- (11) given an account of what is observed, heard, done or investigated by an appointed person or committee. 1
- (12) Report is incomplete without a 1
- (13) represents the theme of the report. 1
- (14) The report which is prepared weekly, monthly, quarterly, half yearly and more than a year is 1
- (15) is basically the result of the research conducted. 1

Marks	E	M	CM	19
Pg. 18 & 19				

IV. Answer the following questions :

- (1) State *one* duty of Registrar of Companies. 1

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- (2) Explain any *one* type of speculator. 1

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- (3) State any *one* power of SEBI. 1

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- (4) State any *one* method of writing minutes. 1

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- (5) State any *one* importance of a report. 1

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V. Answer the following questions :

- (1) State any *two* features of Initial Public Offer (IPO). 2

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Marks	E	M	CM	21
Pg. 20 & 21				

Or

State the *two* features of employees stock option plan.

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(2) State any *two* features of Industrial Bank. 2

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Or

State any *two* features of Land Development Bank.

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- (3) State any *two* importance of insurance. 2

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- (4) State any *two* provisions regarding minutes. 2

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- (5) State any *two* types of report. 2

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Marks	E	M	CM
Pg. 24			

[illegible]