

SYLLABUS AND MARKS WEIGHTAGE TO THE CONTENT AREA-2026-27

SUBJECT: SECRETARIAL PRACTICE(CWSN)

MAX.MARKS :80

STD: XII

TIME: 3 HOURS

SR.NO.	NAME OF THE UNIT	MARKS
1.	ISSUE OF MARKS	12
2.	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY (A) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)	08
3.	CORRESPONDENCE OF A COMPANY SECRETARY WITH BANKS	10
4.	CORRESPONDENCE OF A COMPANY SECRETARY WITH INSURANCE COMPANIES	10
5.	ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	08
6.	STOCK EXCHANGE	06
7.	COMPANY MEETINGS	10
8.	MINUTES WRITING	08
9.	REPORT WRITING	08
	TOTAL	80

QUESTION -WISE DISTRIBUTION OF MARKS-BLUE PRINT

SUBJECT: SECRETARIAL PRACTICE CWSN-2026-27

MAX.MARKS: 80

STD : XII

TIME : 3 HOURS

SR.NO.	NAME OF THE UNIT	MCQ	TRUE OR FALSE	FIB	ONE MARKS SENT-ENCE ANSWER	TWO MARKS SENT-ENCE ANSWER	TOTAL
1.	ISSUE OF SHARES	1(10)	_____	_____	_____	2(1)*	12
2.	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY (A)	_____	1(4)	_____	_____	_____	08
	SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)	_____	1(4)	_____	_____	_____	
3.	CORRESPONDENCE OF COMPANY SECRETARY WITH BANKS	1(8)	_____	_____	_____	2(1)*	10
4.	CORRESPONDENCE OF COMPANY SECRETARY WITH INSURANCE COMPANIES	1(8)	_____	_____	_____	2(1)	10
5.	ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	_____	1(7)	_____	1(1)	_____	08
6.	STOCK EXCHANGE	_____	_____	1(4)	1(2)	_____	06
7.	COMPANY MEETINGS	1(9)	_____	1(1)	_____	_____	10
8.	MINUTES WRITING	_____	_____	1(5)	1(1)	2(1)	08
9.	REPORT WRITING	_____	_____	1(5)	1(1)	2(1)	08
	TOTAL	35	15	15	05	05	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

MODEL QUESTION PAPER OF SECRETARIAL PRACTICE CWSN 2026-27

STD :XII

TIME : 3 HOURS

TOTAL NO. OF QUESTIONS: 75

MAX.MARKS:80

INSTRUCTIONS :

1. All questions are compulsory
2. Figures to the right indicate marks
3. Follow the instructions given below
4. Answer in the space provided
5. 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. An offer can be made under a private placement to not more than 1

- 100 persons
- 200 persons
- 300 persons
- 400 persons

Ans._____

2. The lowest price in the price range in a Book building process is 1

- Cap price
- Floor price
- Cut off price
- Market price

Ans._____

3. The link between the depository and the investor is 1

- Secretary
- Board of directors
- Depository participant
- Registrar of companies

Ans._____

4. A return of allotment must be filed with the Registrar of companies within 1

- 30 days
- 60 days
- 80 days
- 120 days

Ans. _____

5. Distribution of shares to the share applicants by the company in response to the application is called _____ 1

- Calls on shares
- Allotment of shares
- Transmission of shares
- Transfer of shares

Ans. _____

6. The list of defaulters must be placed for consideration before the _____ 1

- Secretary
- Board of directors
- Shareholder
- Bankers

Ans. _____

7. A person appointed by the court as a legal representative for the transmission of shares in case of lunacy of a shareholder is _____ 1

- guardian
- executor
- administrator
- transferor

Ans. _____

8. Any shares issued by the company shall be locked in for a period of one year from the date of allotment under _____ 1

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

Ans. _____

9. Conversion of physical certificates of shares into electronic data at the request of the investor is called_____ 1

- Rematerialisation of shares
- Dematerialization of shares
- Transmission of shares
- Transfer of shares

Ans. _____

10 Inclusion of securities of a company in the official list of a recognized stock exchange for trading is called _____ 1

- placement
- listing
- dematerialization of shares
- offer

Ans. _____

11 There is no restriction on the number of deposits and withdrawals in case of _____ 1

- savings account
- current account
- fixed deposit account
- recurring deposit account

Ans. _____

12 A cheque issued with a future date is _____ 1

- ante dated cheque
- stale cheque
- post dated cheque
- crossed cheque

Ans. _____

13 A facility designed for meeting the working capital needs of the borrower is _____ 1

- overdraft
- cash credit
- bill discounting
- demand loan

Ans. _____

14 An account in which a fixed amount is deposited every month for a fixed period is called _____ 1

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

Ans. _____

15 Government of India nationalized 14 commercial banks in the year _____ 1

- 1959
- 1969
- 1970
- 1971

Ans. _____

16 The bank that formulates, implements, and mentors the monetary policy in the country is _____ 1

- Exchange bank
- Commercial bank
- Reserve bank of India
- Industrial bank

Ans. _____

17 A negotiable instrument drawn by a bank upon its branch to pay a certain sum of money to the payee is called _____ 1

- Bearer cheque
- Crossed cheque
- Demand draft
- Overdraft

Ans. _____

18 Type of bank that functions at the local, district and state level is _____ 1

- commercial bank
- exchange bank
- cooperative bank
- industrial bank

Ans. _____

19 A request for an insurance cover is called _____ 1

- Declaration statement
- Proposal form
- Claim form
- Fire policy

Ans. _____

20 In India the number of General Insurance Companies owned by the government are _____ 1

- 5
- 4
- 3
- 2

Ans. _____

21 Motor insurance is covered under _____ 1

- Fire insurance
- Marine insurance
- Life insurance
- Miscellaneous

Ans. _____

22 Headquarters of IRDA is in the state of _____ 1

- Maharashtra
- Telangana
- Bengal
- Bihar

Ans. _____

23 Insurance cannot be used to make a profit in the principle of _____ 1

- Indemnity
- Contribution
- Subrogation
- Insurable interest

Ans. _____

24 Fire insurance policy which covers a single consignment and is valid for a particular voyage is _____ 1

- Open policy

- Annual policy
- Open cover policy
- Specific policy

Ans. _____

25 The peril not covered under fire insurance is _____ 1

- Riots
- Explosion
- Burglary
- Storms

Ans. _____

26 Incase of theft the insured should submit to the insurer a copy of _____ 1

- proposal form
- FIR
- Fire policy
- Marine policy

Ans. _____

27 Elected representatives of a company are called _____ 1

- Shareholders
- Bankers
- Board of directors
- Auditors

Ans. _____

28 Board meeting must be held once in every _____ 1

- 2 months
- 3 months
- 4 months
- 5 months

Ans. _____

29 Name the meeting in which proxies are not allowed to attend _____ 1

- Extra-ordinary general meeting
- Board meeting
- Committee meeting
- Annual general meeting

Ans. _____

30 Plans and policies of the company are framed by the _____ 1

- - Secretary
 - Shareholders
 - Board of directors
 - Auditors

Ans. _____

31 The quorum for a private company meeting must be _____ 1

- - 1
 - 2
 - 3
 - 4

Ans. _____

32 Appointment of Auditors is done at the _____ 1

- - Annual general meeting
 - Board meeting
 - Class meeting
 - Committee meeting

Ans. _____

33 One copy of the notice of the Annual general meeting must be filed with the _____ 1

- - Banker
 - Auditor
 - Registrar
 - Directors

Ans. _____

34 Urgent matters are discussed at the _____ 1

- - Annual general meeting
 - Committee meeting
 - Class meeting
 - Extra-ordinary meeting

Ans. _____

35 Who checks the quorum at any general meeting? 1

- - Shareholder

- Secretary
- Board of directors
- Registrar of companies

Ans. _____

1

II State whether the following statements are true or false

1 Dividend is the returns received by a shareholder. 1

Ans. _____

2. Percentage of reserves out of the profit for that financial year is decided by the shareholders. 1

Ans. _____

3. Using of polite language in writing of letters is known as courtesy. 1

Ans. _____

4. Sum of the final dividend must be deposited in a separate account in a schedule bank. 1

Ans. _____

5. An order disqualifying a director for appointment can be passed by the chairman. 1

Ans. _____

6. Company Secretary is the spokesperson of the board of directors. 1

Ans. _____

7. A person shall not be eligible for appointment as a director of the company if he is declared insolvent. 1

Ans. _____

8. Secretary is expected to be prompt and punctual while corresponding with directors. 1

Ans. _____

9. Registrar of Companies is appointed by the Central government. 1

Ans. _____

- 10 President is an officer who helps the court in conducting and completing the winding up proceedings. 1
 .
 Ans. _____
- 11 Any objection to amalgamation may be conveyed by the Registrar of companies to the central government. 1
 .
 Ans. _____
- 12 Resolution for the voluntary winding up of the company must be published within 14 days of passing. 1
 .
 Ans. _____
- 13 Technical member shall be a person who is or has been a judge of high court for 5 years. 1
 .
 Ans. _____
- 14 Official Liquidator is appointed in the general meeting of the company. 1
 .
 Ans. _____
- 15 Registrar of companies can impose fines and penalties for any default. 1
 .
 Ans. _____
- III. Select the correct answer from the bracket given below. Write the answer in the blanks provided.
- (Committee, Tribunal, SENSEX, Secretary, Screen based trading, Minutes, NIFTY, Jobber, two, seven Bear, Title, Findings, Progress, Recommendations, Registrar)
1. _____ is the oldest index in our country. 1
2. _____ is an electronic form of trading in stocks 1
3. _____ is a member of the stock exchange who buys and sells securities on his own behalf. 1
4. _____ is a speculator who expects a fall in the price of securities. 1
5. Different resolutions must be filed with the _____ 1

6. _____ can order an immediate inspection of the minutes book. 1
7. _____ drafts the minutes of a company. 1
8. Minutes book must be kept open for inspection for not less than _____ hours 1
9. _____ is a written record of the proceedings of a meeting of any company duly kept in pursuance of law. 1
- 10 A copy of the minutes must be supplied to a member on request within _____ days 1
- 11 _____ report is prepared on regular intervals containing the performance of the company. 1
- 12 _____ represents the theme of the report. 1
- 13 _____ is basically the result of research conducted. 1
- 14 _____ report is prepared by a small group of individuals appointed to study a particular problem. 1
- 15 _____ is an essential part of the report which comprises of suggested future actions 1
- IV. Answer the following questions
- I. State any one duty of the Registrar of companies 1
- _____
- _____
2. State any one feature of NSE 1
- _____
- _____
3. Explain any one function of the stock exchange 1
- _____
- _____
4. State any one provision as per the Act regarding minutes 1
- _____

5. State any one point of importance of a good report 1

V Answer the following questions

1 State any two conditions to make calls on shares 2

OR

State any two conditions for the allotment of shares

2. State any two advantages of e-banking 2

OR

State any two features of cash credit

3. State any two implied warranties in fire insurance 2

4. State the two methods of writing minutes 2

5. Give two examples of statutory reports 2

PROJECT (20 marks)

1. Visit and interview a stock analyst/broker / financial advisor and gather information with the help of a questionnaire on the procedure to open a demat account, documents required, trading on demat.
2. Visit a bank and collect information with regards to types of bank accounts, forms of lending, documents required to open a bank account, schemes available at the bank
3. Prepare a report of CSR by any 5 companies.
4. Conduct a survey of any 5 business organisations in your locality and gather details of their insurance policy with the help of a questionnaire.
5. Conduct a survey on the impact of e-banking on any ten customers in your locality with the help of a questionnaire
6. Make a study of any five companies merged/amalgamated/liquidated.
7. With the help of a notice and agenda conduct a mock meeting in the class.
8. Attend any two meetings of any two organisations and write the minutes.
9. Conduct a survey of a particular product which is having drop in sales with the help of a questionnaire.
10. Imagine a product to be launched. Find out the potential market for the product with the help of a questionnaire.

CRITERIA FOR EVALUATION

1. WRITING OF REPORT -5 MARKS
2. CONTENT- 5 MARKS
3. PRESENTATION -5 MARKS
4. VIVA-2 MARKS
5. CERTIFICATION -3 MARKS

NOTE: A TEACHER MAY USE HIS/HER DISCRETION TO SUGGEST TOPICS OTHER THAN MENTIONED ABOVE, HOWEVER IT SHOULD BE WITHIN THE SCOPE OF THE SYLLABUS.

