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B.B.A. (CBCS) DEGREE (Special Supplementary)
EXAMINATION, APRIL 2020.

Fourth Semester

Business Administration – Allied

SECRETARIAL PRACTICE

(For those who joined in July 2017 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer.

1. Secretary
 - (a) is the promoter of a company
 - (b) is the administrative officer
 - (c) is the director of a company
 - (d) has no link with outsiders

2. A Secretary may be
 - (a) Ministerial Secretary
 - (b) Secretary of an Embassy
 - (c) Secretary of a local body
 - (d) All of the above
3. Removal of a Secretary
 - (a) is done by Board of Directors
 - (b) can be done by workers
 - (c) is not at all possible
 - (d) is carried out by shareholders
4. Statutory duties of a Secretary include
 - (a) issue of share certificate
 - (b) keeping of minutes of general meetings
 - (c) both (a) and (b)
 - (d) appointment of Managers
5. Before making allotment of shares
 - (a) they have to be listed in stock exchange
 - (b) dividend has to be paid
 - (c) letter of allotment is sent
 - (d) share certificate need to be issued

6. Equity shareholders
- (a) are the owners of a company
 - (b) can attend general meetings
 - (c) have the right to vote
 - (d) all of the above
7. Acknowledgement of debt of a company is
- (a) dividend (b) debenture
 - (c) profit (d) prospectus
8. Dividend payment made in between two ordinary general meetings is
- (a) interest
 - (b) interim dividend
 - (c) charges
 - (d) salary
9. Ordinary resolution is required for
- (a) declaration of dividend
 - (b) election of directors
 - (c) both (a) and (b)
 - (d) change of name of the company

10. Minimum number of days required for notice for general meetings is
- | | |
|--------|--------|
| (a) 21 | (b) 10 |
| (c) 20 | (d) 15 |

PART B — ($5 \times 5 = 25$ marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 250 words.

11. (a) State the qualification of a Company Secretary.

Or

- (b) Discuss the functions of a Private Secretary.

12. (a) Why is a Secretary terminated?

Or

- (b) Bring out the liabilities of Company Secretary.

13. (a) How does forfeiture of shares take effect?

Or

- (b) Discuss briefly contents of prospectus.

14. (a) What are convertible debentures?

Or

- (b) What is Dividend? State its importance.

15. (a) Discuss Secretary's duties regarding notice for the meeting of Shareholders.

Or

- (b) What is Quorum?

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) Describe the importance of Secretary.

Or

- (b) Explain the legal position of Company Secretary.

17. (a) How is a Company Secretary appointed?

Or

- (b) What are the general duties of a Company Secretary?

18. (a) Explain different kinds of shares.

Or

(b) Discuss the duties of a Secretary related to allotment of shares in a company.

19. (a) How does a Secretary facilitate payment of dividend?

Or

(b) Explain the importance of debentures in a company.

20. (a) What is a Special resolution? When it is required?

Or

(b) Explain the duties of a Secretary relating to resolutions at the general meetings of a company.
