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**Reg. No. :** .....

**Code No. : 12487 E      Sub. Code : SABA 41**

B.B.A. (CBCS) DEGREE EXAMINATION, APRIL 2021.

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. A company must have a whole time secretary if \_\_\_\_\_ is Rs. 50 lakhs.  
(a) Authorised Capital    (b) Paid up Capital  
(c) Unpaid Capital        (d) Issued Capital
  
2. The statutory rules regarding appointment and qualification of the secretary came into force from  
(a) 1993                      (b) 1988  
(c) 1957                      (d) 1990

3. In case of a tie, Chairman could exercise
- (a) Deliberate vote      (b) Casting vote
  - (c) Proxy vote            (d) Member vote
4. Underwriters specifying a fixed number of shares, even it is oversubscribed is called
- (a) Underwriting commission
  - (b) Fixed underwriting
  - (c) Firm underwriting
  - (d) Company underwriting
5. Meeting can be adjourned when there
- (a) Lacks quorum
  - (b) Agenda is lacking
  - (c) Motions are not seconded
  - (d) Resolutions are passed
6. Shares issued at a price greater than face value is called
- (a) at premium            (b) at par
  - (c) at discount            (d) market value

7. Debentures are paid
- (a) Dividend
  - (b) Bonus
  - (c) Interest
  - (d) Stock
8. In a poll, members cast votes based on
- (a) one member one vote
  - (b) one member two votes
  - (c) one members by number of shares held
  - (d) number of debentures held
9. Statutory meeting must be convened under Sec \_\_\_\_\_.
- (a) 156
  - (b) 165
  - (c) 561
  - (d) 651
10. \_\_\_\_\_ refers to the minimum number needed for legally transacting a business.
- (a) Agenda
  - (b) Resolution
  - (c) Quorum
  - (d) Proxy

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b) in about 250 words.

11. (a) Spell out the qualification of a Company Secretary.

Or

- (b) Brief the legal position of secretaries.

12. (a) Illustrate the powers of a secretary.

Or

- (b) Specify the termination procedure of a Secretary.

13. (a) Narrate the allotment procedure.

Or

- (b) Briefly explain about “Forfeiture of Shares”.

14. (a) Mention the secretary’s duty regarding dividend issue.

Or

- (b) Illustrate the features of a debenture.

15. (a) Specify the provisions relating 'Quorum'.

Or

(b) Classify the different kinds of Resolutions.

PART C — (5 × 8 = 40 marks)

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

Answer the following in about 600 words.

16. (a) Discuss the qualification of a Company Secretary.

Or

(b) Detail the different types of Company Secretary.

17. (a) Explain the duties of the secretary.

Or

(b) Elucidate the appointment procedure of a Company Secretary.

18. (a) Mention the different kinds of shares.

Or

(b) Detail the procedure for issue of prospectus and its contents.

19. (a) Illustrate the different kinds of debentures.

Or

(b) Discuss the procedures for declaration of dividend.

20. (a) Explain the secretary's duties regarding preparation of "Resolution".

Or

(b) Define "Notice". Illustrate the contents of a Notice.

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