



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.B.A. & B.COM DEGREE EXAMINATION – BUSINESS ADMIN. & COMMERCE

FOURTH SEMESTER – APRIL 2016

BC 4201 - CORPORATE SECRETARIAL PRACTICE

Date: 27-04-2016
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

SECTION – A

Answer all the questions:

10 x 2 = 20 marks

1. Who is a Practicing Company Secretary?
2. Give the meaning of a promoter.
3. What is meant by Authorised capital?
4. Give any four duties of a Company Secretary relating to notice.
5. What is an Agenda?
6. Bring out any 2 circumstances when a company secretary can be removed from service.
7. What is a pre incorporation contract?
8. Give the meaning of Loophole Agendum.
9. List out any four rules relating to proxy.
10. Draft a special resolution.

SECTION – B

Answer any four:

4 x 10 = 40 marks

11. What are the Liabilities of a company secretary?
12. What are the duties of a Company secretary at the Incorporation stage?
13. Discuss the various kinds of shares issued by a company.
14. Explain the provisions relating to Annual General Meetings.
15. Explain with examples the various kinds of resolutions.
16. Discuss the rules relating to Quorum.
17. Write a note on the circumstances by which a member ceases to be a member of the company.

SECTION – C

Answer any two;

2 x 20 = 40 marks

18. Explain in detail the different types of a company secretaries.
19. Discuss the stages in the formation of a company.
20. What are the different types of meeting that are held in companies?
21. Draft a Notice and Agenda for the 25th AGM of your company. Also draft the corresponding resolutions.
