



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com., B.B.A. DEGREE EXAMINATION – COMMERCE & BUSI. ADMIN.

FOURTH SEMESTER – APRIL 2017

BC 4201- CORPORATE SECRETARIAL PRACTICE

Date: 29-04-2017
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

Section A

Answer ALL the questions

(10x2=20 Marks)

1. Who is Company Secretary?
2. Define certificate to commence business.
3. What is bonus Share?
4. Define Quorum.
5. Who is Proxy?
6. Define Notice.
7. Define Agenda.
8. What is ordinary resolution?
9. Who is a promoter?
10. What is sweat equity Share?

Section B

Answer any FOUR questions

(4x10=40 Marks)

11. Briefly explain the rights and duties of a company secretary.
12. Explain the stages in the formation of a company.
13. State the powers of a chairman in meetings.
14. What are the rights of members?
15. Define resolution. And explain its types.
16. What are the legal provisions regarding minutes of the meetings.
17. Discuss the various kinds shares issued by a company.

Section C

Answer any TWO questions

(2x20=40 Marks)

18. Discuss in detail the various kinds of meeting.
19. Explain the duties of company secretary in stages of incorporation of a company.
20. Explain in detail the qualification and disqualification of a Company secretary.
21. Define loophole agendum. And Draft an Agenda of the 10th AGM of your company.

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