

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.Com.DEGREE EXAMINATION –CORPORATE SECRETARYSHIP

FIFTH SEMESTER – APRIL 2018

BC 5505– SECRETARIAL PRACTICE

Date: 27-04-2018
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

PART – A

Answer ALL the questions:

(10 x 2 = 20 marks)

1. Define – company secretary.
2. What are the functions of a company secretary?
3. What do you mean by share?
4. What is Issue of shares at premium?
5. What is Transmission of shares?
6. Write short note on “Power of Directors to refuse transfer of shares”.
7. What do you mean by Quorum?
8. Who is a proxy?
9. What is Agenda of a meeting?
10. What is minutes?

PART – B

Answer any FOUR questions:

(4 x 10 = 40 marks)

11. What are the qualifications of a company secretary?
12. State the advantages of Buy Back of shares.
13. What are the provisions related to Transfer of Share?
14. Differentiate transfer of shares from transmission of shares.
15. What are the duties of secretary with regard to annual general meeting?
16. Write short notes on Statutory meeting
17. What are the essentials of a Valid Meeting?

PART – C

Answer any TWO questions:

(2 x 20 = 40 marks)

18. What are the provisions as to appointment of company secretary?
19. Explain the procedure for issue of bonus shares.
20. What is Resolution? And explain its kinds.
21. What is annual general meeting? What are its objectives? What are the business transacted in the AGM?
