



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com.DEGREE EXAMINATION –CORPORATE SECRETARYSHIP

FIFTH SEMESTER – APRIL 2019

BC 5505– SECRETARIAL PRACTICE

Date: 15-04-2019
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

SECTION-A

ANSWER ALL THE QUESTIONS

(10x2=20Marks)

1. What is meant by share capital?
2. Who is called private secretary?
3. Define the term “company Secretary?.
4. What is an agenda?
5. What do you mean by quorum?
6. State the few objectives of annual meeting.
7. How are meetings classified?
8. State the meaning of dividend.
9. What is blank transfer?
10. Define share warrant.

SECTION-B

ANSWER ANYFOUR QUESTIONS

(4x10=40Marks)

- 11.State the liabilities of a company secretary.
- 12.Discuss the different types of secretaries.
- 13.What are the various kinds of preference shares?
- 14.What are the contents of minutes of board meeting?
- 15.State the role of a company secretary in practice.
- 16.State the conditions for recording minutes.
- 17.What are the various kinds of company meeting?

SECTION-C

ANSWER ANY TWO QUESTIONS

(2x20=40Marks)

- 18.What are the rights and duties of a company secretary?
- 19.Describe the duties of company secretary in conducting board meeting.
- 20.What are the guidelines issued by SEBI with regards to issue of shares?
- 21.Explain the various requirements for a valid meeting.

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