



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

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

**FOURTH SEMESTER – APRIL 2015**

**BC 4201 - CORPORATE SECRETARIAL PRACTICE**

Date : 25/04/2015

Dept. No.

Max. : 100 Marks

Time : 09:00-12:00

**PART – A**

Answer **all** the questions

**10 x 2 = 20 Marks**

1. Define a Company Secretary.
2. Bring out any two objectives of Incorporation.
3. What is meant by Preference shares?
4. Give the meaning of SM.
5. What is an Ordinary Resolution?
6. Bring out any two duties of a Company Secretary?
7. When can a private company commence its business?
8. What is meant by Bonus shares?
9. What is a Proxy?
10. Give the meaning of Loophole Agendum.

**PART – B**

Answer any **four** questions

**4 x 10 = 40 Marks**

11. Discuss the Rights of a Company Secretary.
12. Briefly discuss the rules relating to Statutory Meetings.
13. Draft (a) An ordinary resolution appointing the Auditors of your Company  
(b) A Special resolution altering and approving the change of Name of the company.
14. What are the duties of a Secretary during the promotion and Incorporation of a Company?
15. Who are the persons who can become members of a company?
16. Write short notes on (a) Private Secretary  
(b) Secretary of an Association or a Club.
17. Discuss the powers and duties of a Chairman in Meetings.

**PART – C**

Answer any **two** questions

**2 x 20 = 40 Marks**

18. What are classifications of meetings.
19. Discuss the rights of Members.
20. Discuss the importance of Company Secretary and explain his legal position.
21. What are the rules relating to AGM? Draft a Notice and Agenda of the 15<sup>th</sup> AGM of your company.

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