



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

**B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP**

**FIFTH SEMESTER – NOVEMBER 2014**

**BC 5505 - SECRETARIAL PRACTICE**

Date : 30/10/2014  
Time : 09:00-12:00

Dept. No.

Max. : 100 Marks

**PART-A**

**ANSWER ALL QUESTIONS:**

**10 X 2 = 20 MARKS**

1. What do you mean by Secretary of a Government Department?
2. Who appoints the first secretary of a company?
3. Define the term "allotment of shares".
4. What is Bonus Share?
5. What do you mean by transmission of shares?
6. What is Blank transfer of shares?
7. When is a Statutory meeting of a company held?
8. What is Notice?
9. What do you understand by "agenda"?
10. What do you mean by Special Resolution?

**PART-B**

**ANSWER ANY FIVE QUESTIONS:**

**5 X 8 = 40 MARKS**

11. Describe the qualifications a Company Secretary.
12. Explain the steps to be taken by the secretary in connection with the allotment of shares.
13. Can a company buy its own shares? If so, what are the provisions?
14. Explain the powers of directors to reject transfer.
15. What is a Statutory Report and what are its contents?
16. How is the Chairman of a general meeting of a company usually appointed? What are his duties?
17. What do you mean by Minutes? What are its contents?

**PART-C**

**ANSWER ANY TWO QUESTIONS:**

**2 X 20 = 40 MARKS**

19. What are the rights and liabilities of a Company Secretary.
20. What are the SEBI Guidelines to be complied with regard to issue of shares?
21. What is the work that the secretary has to do before, at and after an Annual General Meeting?
22. Explain the kinds of Resolutions.

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