



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

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

**FIFTH SEMESTER – NOVEMBER 2016**

**BC 5505 – SECRETARIAL PRACTICE**

Date: 01-11-2016

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

**PART-A**

**ANSWER ALL QUESTIONS:**

**(10 x 2 = 20 Marks)**

1. What is share capital? State its kinds.
2. What are bonus shares?
3. Define “share certificate”.
4. What do you understand by transfer of shares?
5. What is equity share?
6. What is an extra-ordinary general meeting?
7. What do you mean by quorum?
8. What are ordinary resolutions?
9. Define the term ‘minutes’.
10. Define the term secretary.

**PART-B**

**ANSWER ANY FOUR QUESTIONS:**

**(4 x10 = 40 Marks)**

11. Explain briefly the procedure for issue of shares.
12. Distinguish between transfer and transmission.
13. Distinguish between shares and stocks.
14. What is annual general meeting? State its objects.
15. Explain the different kinds of resolutions.
16. What are the essentials of good minutes?
17. State the duties of the secretary.

**PART-C**

**ANSWER ANY TWO QUESTIONS:**

**(2 x 20 = 40 Marks)**

18. Describe briefly the procedure for transferring the shares of a joint stock company.
19. Enumerate the legal provisions regarding the board meeting.
20. How is the secretary in a company appointed? Also state how the secretary can be dismissed?
21. Explain different kinds of meetings?

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