

QP CODE: 20100518



Reg No :

Name :

BCOM DEGREE (CBCS) EXAMINATION, MARCH 2020

Sixth Semester

B.Com Model III Office Management & Secretarial Practice

Optional Core - CO6OCT07 - SECRETARIAL PRACTICE

2017 Admission Onwards

1CA26B8F

Time: 3 Hours

Marks: 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What do you mean by one-man company?
2. Point out the methods of appointment of a company secretary.
3. What is meant by Memorandum of Association?
4. What is allotment of shares?
5. Define share warrant?
6. What is register of members?
7. What is meant by Statistical books?
8. What do you mean by national advisory committee on accounting standard?
9. What is Board Meeting?
10. What is meant by minutes of meeting?
11. Explain the term unpaid dividend
12. What do you mean by dividend issue?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. Discuss the qualifications prescribed by an indian government for appointment of the company.
14. Explain Secretarial proceedings in promotion stage.
15. Distinguish Certificate of commencement of business and Certificate of incorporation.





16. Distinguish between statutory and statistical books of a company? Give the contents of register of members?
17. What are the form and contents of an annual return of a company?
18. Prepare a sample resolution for keeping and maintaining books of accounts? Give any five resolution?
19. Who can call extra ordinary general meeting?
20. Distinguish between dividend and interest
21. State the factors deciding dividend.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Discuss the position of the secretary and explain his rights and liabilities
23. Distinguish:(a) Share Certificate and Share Warrant, (b) Transfer of shares and Transmission of shares
24. What is annual general body meeting? Explain secretarial duties (a) Before the meeting (b) at the meeting (c) after the meeting
25. Briefly explain the provisions relating to the declaration and payments of dividend out of profits and reserves.

(2×15=30)

