



QP CODE: 21101188

Reg No :

Name :

B.COM DEGREE (CBCS) EXAMINATION, APRIL 2021

Sixth Semester

B.Com Model III Office Management & Secretarial Practice

Optional Core - CO6OCT07 - SECRETARIAL PRACTICE

2017 Admission Onwards

DBD53EEA

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. Explain the features of a company secretary.
2. What are the statutory duties of company secretary?
3. Who is a promoter?
4. What is Forfeiture of shares?
5. What is share certificate?
6. What is share transfer?
7. Explain annual return.
8. Explain Balancesheet of Holding company.
9. What is resolution?
10. What is explanatory statement?
11. What is dividend?explain.
12. Difference between claimed dividend and unclaimed dividend.

(10×2=20)





Part B

Answer any **six** questions.

Each question carries **5** marks.

13. Explain the secretarial functions and non secretarial functions of a company secretary.
14. What is Incorporation? Explain the duties of secretaray relating to incorporation.
15. State the Secretarial functions relating to capital subscription.
16. What are statutory books? Specify atleast four.
17. Explain the legal provisions and duites in mainatining books of accounts.
18. Give a specimen of minutes of AGM of a company with any four resolution.
19. Draft the agenda of the board meeting.
20. What are the powers of Board of Directors regarding Dividends?
21. Whata are the steps in dividnet Programme?

(6×5=30)

Part C

Answer any **two** questions.

Each question carries **15** marks.

22. Define company secretary and also explain the appointment procedure and dismissal of company secretary.
23. Explain Secretarial Duties in issue of share certificate and share warrant.
24. Prepare a sample notice for a board meeting.
25. Detail the factors which shoud be born in mind while recommending dividents.

(2×15=30)

