

I SEMESTER EXAM 2017-18

Sub: Secretarial Practice

STD: XI Com.
DATE: 13/10/2017

MARKS: 50
TIME: 1 Hour 30 Mins

Q.1) A) Select the proper option from the possible choices given below and rewrite the sentences. (3)

1. _____ is the foundation on which the structure of a company is built up.
a) Articles b) Memorandum c) Prospectus
2. The usual margin is _____ on both the sides and at the bottom.
a) 1.5” b) 2.5” c) 0.5”
3. The _____ can issue certificate of incorporation.
a) Registrar b) Central Government c) Company law board

B) Match the correct pairs. (3)

Group A

- 1) Ministry of corporate affairs
- 2) Official Liquidator
- 3) Company law board

Group B

- a) winding up proceedings
- b) 1st February, 1964
- c) 1st February, 1954
- d) Supreme authority for administration
- e) Appointment by central Government

C) Write word/term or phrase for the following statements. (3)

1. A clause in which it is not possible to make alterations or any kind of changes.
2. The ‘creator’ of the company.
3. A word which refers to politeness.

Q.2) Distinguish between the following. (Any 2) (8)

1. Certificate of incorporation and certificate of commencement of business.
2. Personal secretary and company secretary.
3. Sole trading concern and partnership firm.

Q.3) Write short notes on the following. (Any 2) (10)

1. Need for monitoring mechanism.
2. Explain the features of co-operative society.
3. Features of a secretary.

Q.4) State with reasons whether the following statements are True or False. (Any 2) (8)

1. Prospectus is issued by private company.
2. Every company has its own articles of association.
3. Company law board is constituted as quasi-judicial body.

Q.5) Write short answers for the following (Any 1)

(5)

1. Explain in brief the capital raising stage.
2. Explain the features of a Joint Stock Company.

Q.6) Long answer type question (Any 1)

(10)

1. Explain the layout of a business letter.
2. Explain the qualities of head and heart of a secretary.