

**II SEMESTER EXAM 2017-18**

**Sub: Secretarial Practice**

**STD: XI Com.**

**MARKS: 80**

**DATE: 09/04/2018**

**TIME: 3 Hours**

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**Q.1) A) Select the proper option from the possible choices given below and rewrite the sentences. (5)**

1. The principle of indemnity is not applicable to \_\_\_\_\_ insurance.  
a) Life      b) fire      c) marine
2. The appointment of banker is usually made by \_\_\_\_\_.  
a) Chairman      b) Board Of Directors      c) Registrar
3. Annual return is to be submitted within \_\_\_\_\_ from the date of annual General meeting.  
a) 10 days      b) 30 days      c) 60 days
4. Secretary is \_\_\_\_\_ to directors.  
a) Owner      b) servant      c) member
5. \_\_\_\_\_ is a programme of meeting.  
a) Agenda      b) Minutes      c) none of these

**B) Match the correct pairs. (5)**

**Group A**

**Group B**

- |                       |                              |
|-----------------------|------------------------------|
| 1) Fire Insurance     | a) Is a contract             |
| 2) Marine Insurance   | b) paid by insured           |
| 3) Insurance          | c) loss of property          |
| 4) Accident Insurance | d) sea perils                |
| 5) Insurance Premium  | e) loss by fire              |
|                       | f) Insurer to insurer        |
|                       | g) Contract of non-indemnity |
|                       | h) Paid by insurer           |

**C) Write word/term or phrase for the following statements. (5)**

1. A document containing terms and conditions of insurance contract.
2. A slip used for depositing money or cash in bank account.
3. An authority that issues certificate of Incorporation.
4. The head of Joint Hindu family firm.
5. The person who presides over meeting.

**Q.2) Distinguish between the following. (Any 3) (15)**

1. Fire insurance and Marine insurance
2. Loan and overdraft
3. Current account and saving account
4. Fixed deposit and recurring deposit
5. Sole trading concern and Partnership firm

**Q.3) Write short notes on the following. (Any 3) (15)**

1. Write a letter to insurance company informing about the loss of goods due to fire.
2. What are the merits of Joint stock Company?
3. Write a letter to bank to stop the payment of cheque.
4. What are the agency functions of a bank?
5. Write a letter to registrar of companies informing him about the alteration in the memorandum of association.

**Q.4) State with reasons whether the following statements are True or False. (Any 3) (15)**

1. A Joint Stock Company is voluntary Association of individuals.
2. Joint Stock Company opens a saving account.
3. Company secretary need not attend the board meeting.
4. Director can take decision individually.
5. No interest is paid by the bank on current account.

**Q.5) Answer in brief: (Any 2) (10)**

1. What are the types of marine insurance?
2. Write a letter of notice and agenda of a routine board meeting.
3. Write a letter to insurance company requesting for settlement of claim under fire insurance.
4. Write a note on importance of an Agenda.

**Q.6) Answer the following: (Any 1) (10)**

1. What are the primary functions of bank?
2. What are the principles of insurance?