

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



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

**FIFTH SEMESTER – APRIL 2016**

**BC 5505 – SECRETARIAL PRACTICE**

Date: 26-04-2016

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

**PART – A**

Answer **ALL** the questions:

(10 x 2 = 20 marks)

1. Define the term Secretary.
2. Who is a Secretary of a Trade Union?
3. What is meant by buy back of shares?
4. What do you mean by Transmission of Shares?
5. What is Blank Transfer?
6. What is Share Warrant?
7. Who can Appoint Proxy?
8. What is Quorum?
9. Define Minutes.
10. What is Special Resolution?

**PART – B**

Answer any **FOUR** questions:

(4 x 10 = 40 marks)

11. Briefly explain the duties and liabilities of the Company Secretary.
12. Briefly explain the requirements of allotment of shares.
13. Explain the procedure involved in Transfer of Shares.
14. What do you mean by minutes? Discuss the Provisions relating to minutes.
15. What are the Contents of Statutory Report? - Explain
16. What are the powers & duties of a chairman?
17. Explain the qualifications of Company Secretary.

**PART – C**

Answer any **TWO** questions

(2 x 20 = 40 marks)

18. Explain the kinds of Secretary.
19. Explain the provisions relating to issue of Bonus shares. Also explain the secretarial duties.
20. Explain the kinds of Resolutions in the General Meeting with examples.
21. Explain the different kinds of meetings.

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