



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – APRIL 2017

BC 5505- SECRETARIAL PRACTICE

Date: 20-04-2017
Time: 01:00-04:00

Dept. No.

Max. : 100 Marks

SECTION - A

Answer all questions:

(10x2=20 Marks)

1. Who is an Executive?
2. List the different stages involved in issue of shares.
3. Who is a part-time secretary?
4. What is Minimum Subscription?
5. What do you mean by Blank transfer?
6. What is Nomination of shares?
7. What is a proxy?
8. What is Quorum?
9. What do you mean by Board of Resolution?
10. What is an Agenda

SECTION - B

Answer any four questions:

(4x10=40 Marks)

11. Explain the provisions relating to appointment of Secretary.
12. Write the SEBI guidelines to Bonus shares
13. Brief out the provisions relation to issue of shares at discount.
14. Discuss the secretarial duties in connection with transmission of shares.
15. State the provisions relating to Statutory Meeting.
16. Explain the contents of the minutes of the Board Meeting.
17. Distinguish between transfer and transmission of shares

SECTION - C

Answer any two questions:

(2x20=40 Marks)

18. Discuss the legal position of a Company Secretary
19. Write the provisions of the Act relating to Transfer of shares and also explain Secretarial duties relating to it
20. Explain the provisions relating to company secretarial work relating to extra ordinary general meeting.
21. Explain the provision relating to Agenda. Also explain different types of resolution with examples.
