



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION - CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2015

BC 5505 - SECRETARIAL PRACTICE

Date : 03/11/2015

Dept. No.

Max. : 100 Marks

Time : 09:00-12:00

PART-A

ANSWER ALL QUESTIONS:

(10x2=20 marks)

1. State the various types of secretary.
2. Define company secretary.
3. What is a “share”?
4. Give the meaning of buyback of shares.
5. What do you mean by transmission of shares?
6. What is blank transfer?
7. Explain statutory meeting?
8. What is quorum?
9. What do you mean by agenda?
10. Define resolution.

PART-B

ANSWER ANY FOUR QUESTIONS:

(4x10=40 marks)

11. Briefly state how a company secretary is appointed. Also state his liabilities.
12. Can a company buy back its share? If so, what are the provisions?
13. List out the differences between transfer and transmission of shares.
14. What are the requisites for a valid meeting?
15. What is meant by minutes? What are the provisions/rules to be observed relating to minutes?
16. What is a statutory report and what are its contents?
17. What are the guidelines for issue of bonus shares?

PART-C

ANSWER ANY TWO QUESTIONS:

(2x20=40 marks)

18. Explain the rights and duties of a secretary.
19. Discuss in detail the duties of company secretary in relation to annual general meeting.
20. Explain in detail, with examples:
 - a) ordinary resolution
 - b) special resolution
 - c) resolution requiring special notice.
21. What are the SEBI guidelines to be compiled with regard to issue of shares?

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