



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2017

BC 5505 – SECRETARIAL PRACTICE

Date: 01-11-2017

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

SECTION- A

Answer all the questions

(10X2=20)

1. Define 'Secretary'.
2. How is a company secretary dismissed?
3. Write a note on buy back of shares.
4. Mention the conditions for issue of shares at discount.
5. What is share warrant?
6. Give any two differences between transfer and transmission of shares.
7. List the duties of a Chairman.
8. Define notice.
9. Define Proxy.
10. What is an agenda?

SECTION- B

Answer Any Four questions

(4X10=40)

11. Enumerate the rights and duties of a company secretary.
12. Bring out the provisions relating to application and allotment of shares.
13. Describe the procedures for effecting transfer of shares.
14. Give a brief account of various types of shares.
15. Explain the provisions relating to Annual General Meeting.
16. Give the statutory provisions relating to proxies.
17. What are the requirements of the Companies Act regarding minutes of a meeting?

SECTION- C

Answer any two questions

(2X20=40)

18. What are the different types of secretary? Explain the role of the secretary in conducting meetings.
19. Discuss the SEBI guidelines for issue of shares at par and issues of bonus shares.
20. What are the requisites of a valid meeting?
21. Define resolution and explain its types
