

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2019

BC 5505 – SECRETARIAL PRACTICE

Date: 29-10-2019

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

Section - A

Answer ALL the Questions (10x2=20 Marks)

1. Define company secretary.
2. Define Share.
3. Write short note on Transmission of Shares.
4. What is meeting?
5. What is Resolution?
6. Who is a Proxy?
7. What is Buy Back of Shares?
8. Who is Called promoter?
9. Define Floating Charge.
10. Define Minutes.

Section - B

Answer Any FOUR Questions (4x10=40 Marks)

11. State the qualities of a Company Secretary.
12. List out and explain the types of Shares.
13. What are the duties of company secretary before allotment of Shares?
14. Explain the types of resolution.
15. What are the requisites of valid meeting.
16. Distinction between Transfer and transmission of shares.
17. Can one member constitute a quorum? State the exceptions.

Section - C

Answer Any TWO Questions (2x20=40 Marks)

18. Explain the different types of secretaries and their functions
19. State the SEBI Guidelines for disclosure and Investor protection pertaining to Bonus Issue.
20. What is EGM? And who may call EGM?
21. State the provisions relating to minutes of General Meeting.
