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B.COM DEGREE (CBCS) REGULAR / REAPPEARANCE / MERCY CHANCE EXAMINATIONS, FEBRUARY 2025

Sixth Semester

B.Com Model III Office Management & Secretarial Practice

Optional Core - CO6OCT07 - SECRETARIAL PRACTICE

2017 Admission Onwards

5B706964

Time: 3 Hours   Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What is meant by' Routine Secretary'?

2. Pointout the methods of appoinment of a company secretary.

3. What is meant by Memorandum of Association?

4. What is Certificate of commencement of business?

5. What is calls in arrears?

6. What is Transmission of shares?

7. What is meant by Statutory books?

8. What do you mean by national advisary committee on accounting standard?

9. What is Board Meeting?

10. Explain any four duties of chairman.

11. What do you mean by dividend warrant?

12. Describe divident Programme.

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. A Qualified and well trained secretary is an asset of the company'.Elucidate.

14. Explain Secretarial proceedings in promtion stage.

15. What is the procedure for Issue of duplicate share certificate?

16. What is statistical books? Specify any four?

17. What are the form and contents of an annual return of a company?

18. Prepare a sample resolution for keeping and maintaining books of accounts. Give any five resolution.

19. What is agenda of the meeting? How it is prepared?

20. What do you mean by unpaid dividend? Explain the provisions regarding unpaid dividend.

21. What are the powers of Board of Directors regarding Dividends?

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Company secretary is a mere servant '.Discuss the role and importance of company secretary.

23. Explain Secretarial Duties in issue of share certificate and share warrant.

24. What is annual general body meeting? Explain secretarial duties (a) Before the meeting (b) at the meeting (c) after the meeting.

25. Detail the factors which shoud be born in mind while recommending dividents.

(2×15=30)