



24000988

QP CODE: 24000988

Reg No :

Name :

**B.COM DEGREE (CBCS) REGULAR / REAPPEARANCE EXAMINATIONS, MARCH
2024**

Sixth Semester

B.Com Model III Office Management & Secretarial Practice

Optional Core - CO6OCT07 - SECRETARIAL PRACTICE

2017 Admission Onwards

DDD20CE7

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. What do you mean by secretary?
2. Explain the qualifications of company secretary.
3. Who is a promoter?
4. What is Certificate of commencement of business?
5. Define share warrant.
6. What is Transmission of shares?
7. What is meant by Statutory books?
8. What do you mean by national advisory committee on accounting standard?
9. What is resolution by circulation?
10. What do you mean by quorum?
11. Describe dividend Programme.
12. What are the modes of payment of dividend?

(10×2=20)

Part B

*Answer any **six** questions.*

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





13. What are the importance of secretary in a company?
14. What is Incorporation? Explain the duties of secretaray relating to incorporation.
15. What are the various types of share capital? Explain.
16. What is statistical books? Specify any four.
17. What are the form and contents of an annual return of a company?
18. Define Board meeting. Explain frequency and notice of the meeting.
19. What is board meeting? Expain the secretarial duties after the meeting.
20. Can a company pay interest out of capital? Discuss the procedure relates payment of interim 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. Define company secretary and also explain the appoinment procedure and dismissal of company secretary.
23. What is the procedure for issue of duplicate share certificate?
24. Explain in detail the different types of meeting by a company.
25. Describe the secretarial work in relation to unclaimed dividend.

(2×15=30)

