

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.
(For candidates admitted during the academic year 2019– 2020 and thereafter)

SUBJECT CODE: 19CO/MC/SP53

B.COM.(C.S) DEGREE EXAMINATION NOVEMBER 2022
CORPORATE SECRETARYSHIP
FIFTH SEMESTER

COURSE : MAJOR – CORE
PAPER : SECRETARIAL PRACTICE
TIME : 3 HOURS

MAX. MARKS: 100

SECTION – A

ANSWER ALL QUESTIONS:

(10 x 2 = 20)

1. Define a Secretary.
2. Who will appoint the first Secretary?
3. What is meant by Meeting?
4. Write a note on quorum.
5. Define Listing.
6. What is a Prospectus?
7. What is meant by register of members?
8. Write a note on Agenda.
9. What do you understand by the term Winding up of a Company?
10. What is Compulsory Winding up?

SECTION – B

ANSWER ANY FIVE QUESTIONS:

(5 x 8 = 40)

11. Discuss the legal position of the Secretary.
12. Write a note on Secretarial Standard on Proxies to a General Meeting.
13. What is the role of the Secretary in the Incorporation stage?
14. Describe the duties of a Secretary regarding notice of a meeting.
15. Discuss the work to be done by the Secretary relating to Board Meetings.
16. What are the duties of a Company Secretary in respect of the Compulsory Winding up?
17. Write a note on consequences of Winding up Order.

SECTION – C

ANSWER ANY TWO QUESTIONS:

(2 x 20 = 40)

18. Explain in detail the duties of a Secretary.
19. Write a detailed note on Prospectus.
20. Enumerate the requisites of a valid meeting.
21. What are the duties of the Liquidator?
