

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

B.COM.(C.S.) DEGREE EXAMINATION NOVEMBER 2024
CORPORATE SECRETARYSHIP
FIFTH SEMESTER

COURSE : MAJOR – CORE
PAPER : SECRETARIAL PRACTICE
SUBJECT CODE : 19CO/MC/SP53
TIME : 3 HOURS **MAX. MARKS: 100**

SECTION – A

ANSWER ALL QUESTIONS: (10 x 2 = 20)

1. Who is a pro tem secretary?
2. List the qualifications for appointment of a secretary.
3. State the need for Secretarial Standards.
4. Write a short note on “Register on Employee stock options” as per SS4.
5. Bring out the differences between shelf prospectus and red herring prospectus.
6. What are the stages involved in the formation of a company?
7. How frequently a board meeting is to be held in a company?
8. Write a note on Agenda.
9. Who is an official liquidator?
10. What is statement of affairs?

SECTION – B

ANSWER ANY FIVE QUESTIONS: (5 x 8 = 40)

11. “The secretary is a link between the directors and the shareholders of a company” comment on this statement and explain how the secretary of a company is appointed.
12. Discuss briefly the duties of a company secretary.
13. Write in detail about the provisions of minutes as per SS5.
14. State the duties of a company secretary with regard to issue of bonus shares.
15. Explain the duties of company secretary in holding extraordinary general meeting.
16. Describe the persons who are entitled to present a petition for winding up of a company by tribunal and the circumstances in which each may present the petition.
17. Distinguish between Members’ winding up and Creditors’ winding up.

SECTION – C

ANSWER ANY TWO QUESTIONS: (2 x 20 = 40)

18. Define secretary. Explain the types of secretaries and the functions performed by them.
19. Explain the Secretarial Standards on meetings of board of directors as per SS1.
20. Describe the statutory provisions relating to annual general meeting and the duties of a company secretary in holding annual general meeting.
21. Explain the procedure for voluntary winding up and the duties of secretary in respect of voluntary winding up.
