

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.
(For candidates admitted during the academic year 2011-12)

SUBJECT CODE : 11CM/MC/SP44

B.Com(CS) DEGREE EXAMINATION APRIL 2013
CORPORATE SECRETARYSHIP
FOURTH SEMESTER

COURSE : MAJOR – CORE
PAPER : SECRETARIAL PRACTICE
TIME : 3 HOURS **MAX. MARKS : 100**

Section A

Answer ALL questions. (10 x 3 = 30)

1. A secretary is as good as his boss- Do you agree? Why?
2. Under what circumstances can a Company Secretary be dismissed?
3. What is meant by listing of securities?
4. What are letters of regret?
5. What is meant by call on shares?
6. State the formality to issue a duplicate share certificate.
7. What is quorum?
8. When can, a meeting held with shorter notice be valid?
9. Who has the proper authority to convene a meeting?
10. Explain the rule regarding unclaimed dividend.

Section B

Answer Any FIVE questions. (5 x 6 = 30)

11. What are the formalities to be complied with for appointing a whole time secretary?
12. List down the various types of secretaries found in business?
13. State the rules for forfeiture of shares and their reissue.
14. What is a forged transfer? What are the legal effects?
15. What are the requisites of a valid meeting?
16. Discuss the secretarial duties regarding minutes.
17. Describe the secretarial practice relating to payment of dividend.

Section C

Answer Any TWO questions. (2 x 20 = 40)

18. *While Directors are said to be the brain of the company, the company secretary is said to be the limbs to carry out the instructions for the Directors – Discuss*
19. What is meant by issue of bonus shares? Explain the conditions and procedure for issue of bonus shares.
20. What do you mean by transfer of shares? Describe the secretarial duties regarding transfer and transmission of shares.
21. What is a statutory meeting? Discuss the role of a company secretary in a statutory meeting.
