

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

SUBJECT CODE: 11CM/MC/SP44

B.Com. (CS) DEGREE EXAMINATION APRIL 2015
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. Who is a private secretary?
2. Give the meaning of partial allotment.
3. What is meant by transmission of shares?
4. What is a “Loophole Agendum”?
5. Give the meaning of unclaimed dividend.
6. How is a Company Secretary appointed?
7. What is meant by forfeiture of shares?
8. What is forged transfer?
9. List some of the contents of the statutory report.
10. Who is a liquidator?

Section B

Answer Any FIVE questions.

(5 x 6 = 30)

11. Discuss the position of a company secretary.
12. What are the general guidelines issued by SEBI relating to Public Issue?
13. Write a note on the secretarial procedure relating to allotment of shares.
14. Explain the rules relating to Notice.
15. Bring out the provisions relating to Minutes book.
16. Briefly explain the statutory duties that are to be performed by a Company Secretary.
17. Discuss the procedure involved in the issue of Duplicate Share Certificate.

Section C

Answer Any TWO questions.

(2 x 20 = 40)

18. What are the Qualities required for a person to be appointed as a Company Secretary?
19. Explain in detail the requisites of a valid meeting.
20. Discuss the rules relating to payment of dividend.
21. Examine the duties of a secretary relating to transfer of shares.
