

**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 2016
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. Define a company secretary.
2. What is a blank transfer?
3. What do you mean by surrender of shares?
4. What is a share warrant?
5. Give the meaning of the term “Quorum”.
6. Who is a Practising Secretary?
7. State the registers to be maintained by a secretary.
8. What do you understand by Dissenting shareholder?
9. Who can file petition of winding up?
10. What are the requirements of a valid meeting?

Section B

Answer Any FIVE questions.

(5 x 6 = 30)

11. Discuss the various types of secretaries.
12. Distinguish between transfer of shares and transmission of shares.
13. Explain the role of a company secretary in the issue of Bonus Share.
14. Write short notes on: a) Notice b) Agenda of a meeting.
15. Who are the individuals eligible to become a company secretary?
16. Explain the conditions to be adopted by the secretary for recording minutes.
17. Explain the circumstances under which a secretary can be dismissed.

Section C

Answer Any TWO questions.

(2 x 20 = 40)

18. Discuss the procedure for appointment of a company secretary.
19. Discuss the duties of a company secretary with regard to a statutory meeting and filing of a statutory report.
20. Explain the statutory and non-statutory duties of a company secretary.
21. What is dividend? Explain the procedure relating to payment of dividend.
