

**CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION APRIL 2010
OFFICE MANAGEMENT & SECRETARIAL PRACTICE**

PAPE IV – ACCOUNTS, POSTAL & BANKING TRANSACTIONS

Time: 3 Hrs

Max. Marks: 70

PART – A

1. Fill in the blanks.**10x1=10**

- The bank reconciliation statement is prepared by the _____ .
- Entries in ledger are derived from the entries in the _____.
- The _____ is prepared with the object of ascertaining the financial position of a business.
- In case of ATM, 'PIN' stands for _____ .
- _____ machine is used to indicate the amount of postage, date & place of posting.
- The minimum amount that can be sent through Instant Money Order is _____
- _____ is also known as 'Plastic Money'.
- _____ is a financial arrangement under which the current account holder is allowed an advance.
- _____ refers to properties owned by a concern.
- NSC stands for _____

UNIT – I

2. Answer any one of the following**1x5=5**

- What do you mean by Double Entry System of book-keeping? Explain its rules.
- Explain the kinds of accounts with the rules of debit and credit.

3. Journalise the following transactions in the books of Rahul and write out the Cash Account Purchases and Sales Account.**1x10=10**

2000

- Jan 1 Commenced business with cash Rs.30,000
- " 3 Bought goods for cash Rs.10,000
- " 5 Sold goods for cash Rs.5,000
- " 6 Bought goods from Murthy on credit Rs.2000
- " 7 Sold goods to Suresh Rs.400
- " 9 Bought Office Furniture for cash Rs.1,000
- " 11 Paid rent to landlord Rs.600
- " 12 Returned goods to Murthy Rs.500
- " 13 Suresh returned goods Rs.400
- " 16 Purchased Stationary Rs.100

UNIT – II

4. Sundar's Trial Balance appeared as follows on 31st December 2004.**15**

Capital	92,000	Cash at Bank	14,534
Creditors	18,852	Bills Receivable	5,844
Bills Payable	6,930	Purchases	85,522
Sales	1,21,850	Carriage Inwards	1,291
Reserve for Doubtful Debts	1,320	Carriage Outwards	800
Interest	340	General Expenses	6,085

Buildings	70,000	Insurance	783
Motor Trucks	12,000	Bad Debts	613
Furniture	1,640	Audit Fees	400
Debtors	15,600	Traveling Expenses	325
Opening Stock	15,040	Discounts	620
Cash in hand	988	Sales Returns	285
		Investments	8,922

Prepare the Trading and Profit and Loss Account for the year ending 31st December, 2004 and a Balance Sheet as on that date after making the following adjustments.

1. Stock on 31st December, 2004 was valued at Rs.15,500
2. Depreciation has been provided for Motor Trucks by 10% and Furniture by 5%.
3. Write off a further Rs.140 as Bad Debts and maintain reserve at 5% on Debtors.
4. Insurance unexpired Rs.150.
5. Interest on investment outstanding Rs.120.

UNIT – III

5. Answer any one of the following. **5x1=5**

- a. Explain the advantages of Franking Machine.
- b. Write a note on FAX.

6. Answer any one of the following. **1x10=10**

- a. What are the postal services rendered by the Post Office? Explain.
- b. Which are the different postal savings schemes? Explain.

UNIT – IV

7. Answer any one of the following. **5x1=5**

- a. Explain the features of Savings Bank Account.
- b. Write a note on core banking.

8. Answer any one of the following. **10x1=10**

- a. Define Cheque. Explain the essential features of a cheque.
- b. Explain the meaning of ATM. Describe the operations, merits and demerits of ATM.

**CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION APRIL 2012
SECRETARIAL PRACTICE**

PAPE IV – ACCOUNTS, POSTAL & BANKING TRANSACTIONS

Time: 3 Hrs

Max. Marks: 70

1.A. Answer the following:**5x1=5**

- a. What is Nominal Account?
- b. Expand MIS.
- c. A cheque is a negotiable instrument. State true or false.
- d. What is trading account?
- e. What is a Journal?

B. Fill in the blanks.**5x1=5**

- a. _____ are properties of business.
- b. All the transactins are first recorded in a single book called _____.
- c. Purchase returns shows _____ balance in Trial Balance.
- d. Debts which cannot be recovered are called _____ .
- e. The stock of goods remaining unsold at the end of the trading period is called _____

UNIT – I**2. Answer any ONE of the following:****1x5=5**

- a) Define Journal. What are the points to be noted while passing journal entries?
- b) Explain any five concepts of Accounting.

3. From the following particulars write an Analytical Petty Cash Book on the imprest system.**1x10=10**

2011

- | | | |
|-----|----|--------------------------------------------|
| Jan | 1 | Received Rs. 500 for petty cash |
| " | 3 | Spent for postage Rs. 45 |
| " | 6 | Taxi hire for secretary Rs. 50 |
| " | 8 | Paid X & Co Rs. 35 |
| " | 10 | Ink & Stationery Rs. 85 |
| " | 11 | Sent a telegram Rs. 10 |
| " | 15 | Entertainment expenses for visitors Rs. 62 |
| " | 20 | Paid for carriage Rs. 85 |
| " | 26 | Tips paid to peon on Republic Day Rs. 55 |
| " | 30 | Paid Telephone bill Rs. 40 |
| " | 31 | Paid to Y and Co. Rs. 20 |

UNIT – II

4. From the following Receipts and Payments of Canara Club, prepare an Income and Expenditure Account for the year ended 31st March, 2011. 15

Receipts	Rs.	Payments	Rs.
To Opening Balance		By Salaries	9,000
in Hand	400	By Rent	1,200
at Bank	3,200	By Printing & Stationery	300
To Subscriptions		By Govt. Bonds	8,000
2009 – 2,000		By Help to poor students	2,000
2010 – 10,000		By Prize Awarded	4,000
2011 – 1,000	13,000	By Electricity Charges	200
To Sale of Old Newspapers	100	By Sports Materials Purchased	2,000
To Sale of Old furniture	400	By Telephone	300
(Book value 600)		By Sundry Expenses	800
To Interest on Investments	600	By Subscription to Periodicals	500
To legacies	5,000	By closing Balance	
To Life Members fees	3,000	in Hand	400
To Donation for Prize Fund	5,000	at Bank	5,000
To Grants from Govt.	3000		
	33,700		33,700

UNIT – III

5. Answer any one of the following: 1x5=5
- Explain the procedure of RPAD and mention its advantages
 - What is iMO? What are its advantages?
6. Answer any one of the following: 1x10=10
- Senior Citizen Savings Scheme
 - NSC

UNIT – IV

7. Answer any one of the following: 1x5=5
- Explain the types of security for advantages and the repayment options.
 - Briefly explain SB Account.
8. Answer any one of the following: 1x10=10
- Elaborate on the Banking Services provided for NRI's in India.
 - Define cheque. Explain the features of cheque.

**CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION APRIL 2012
SECRETARIAL PRACTICE**

PAPE IV – ACCOUNTS, POSTAL & BANKING TRANSACTIONS

Time: 3 Hrs

Max. Marks: 80

1.A. Answer the following:

5x2=10

- a. What is Nominal Account?
- b. Expand MIS.
- c. A cheque is a negotiable instrument. State true or false.
- d. What is trading account?
- e. What is a Journal?

B. Fill in the blanks.

5x2=10

- a. _____ are properties of business.
- b. All the transactins are first recorded in a single book called _____.
- c. Purchase returns shows _____ balance in Trial Balance.
- d. Debts which cannot be recovered are called _____.
- e. The stock of goods remaining unsold at the end of the trading period is called _____

UNIT – I

2. Answer any ONE of the following:

1x5=5

- a) Define Journal. What are the points to be noted while passing journal entries?
- b) Explain any five concepts of Accounting.

3. From the following particulars write an Analytical Petty Cash Book on the imprest system.

1x10=10

2011

- | | | |
|-----|----|--------------------------------------------|
| Jan | 1 | Received Rs. 500 for petty cash |
| " | 3 | Spent for postage Rs. 45 |
| " | 6 | Taxi hire for secretary Rs. 50 |
| " | 8 | Paid X & Co Rs. 35 |
| " | 10 | Ink & Stationery Rs. 85 |
| " | 11 | Sent a telegram Rs. 10 |
| " | 15 | Entertainment expenses for visitors Rs. 62 |
| " | 20 | Paid for carriage Rs. 85 |
| " | 26 | Tips paid to peon on Republic Day Rs. 55 |
| " | 30 | Paid Telephone bill Rs. 40 |
| " | 31 | Paid to Y and Co. Rs. 20 |

UNIT – II

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Receipts	Rs.	Payments	Rs.
To Opening Balance		By Salaries	9,000
in Hand	400	By Rent	1,200
at Bank	3,200	By Printing & Stationery	300
To Subscriptions		By Govt. Bonds	8,000
2009 – 2,000		By Help to poor students	2,000
2010 – 10,000		By Prize Awarded	4,000
2011 – 1,000	13,000	By Electricity Charges	200
To Sale of Old Newspapers	100	By Sports Materials Purchased	2,000
To Sale of Old furniture	400	By Telephone	300
(Book value 600)		By Sundry Expenses	800
To Interest on Investments	600	By Subscription to Periodicals	500
To legacies	5,000	By closing Balance	
To Life Members fees	3,000	in Hand	400
To Donation for Prize Fund	5,000	at Bank	5,000
To Grants from Govt.	3000		
	33,700		33,700

UNIT – III

5. Answer any one of the following: 1x5=5
- Explain the procedure of RPAD and mention its advantages
 - What is iMO? What are its advantages?
6. Answer any one of the following: 1x10=10
- Senior Citizen Savings Scheme
 - NSC

UNIT – IV

7. Answer any one of the following: 1x5=5
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 - Briefly explain SB Account.
8. Answer any one of the following: 1x10=10
- Elaborate on the Banking Services provided for NRI's in India.
 - Define cheque. Explain the features of cheque.

SEP 401(R)

CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION APRIL 2013
SECRETARIAL PRACTICE

Paper IV – Accounts, Postal and Banking Transactions

Time: 3 Hrs

Max. Marks: 80

1. A. Answer the following: 5x2=10
- What is accounting equation?
 - What is a Demand Draft?
 - Expand VPP.
 - The arithmetical accuracy of the entries in the ledger is verified by preparing a Trial Balance – state whether true or false.
 - What is meant by narration in a journal book?
- B. Match the following: 5x2=10
- | | |
|-------------------------|--------------------------|
| a. Real account | 1. Revenue Income |
| b. Sales returns | 2. Sundry debtors |
| c. Debit note | 3. Machinery |
| d. Interest on deposits | 4. Return Inwards |
| e. Bad debts | 5. Purchase returns book |

UNIT – I

2. Answer any ONE of the following: 1x5=5
- Briefly explain the classification of accounts.
 - Define Book – Keeping and explain its objectives.
3. Journalise the following transactions in the books of Mr. Suresh. 1x10=10
2011
- May 1 Suresh commenced business with cash `10,000
- ” 2 Paid into Bank `5,000
- ” 4 Purchased goods from Krishna `4,000
- ” 5 Sold goods to Raman `2,000
- ” 8 Returned goods to Krishna `100
- ” 10 Cash Sales `300
- ” 12 Purchased stationery `30
- ” 25 Drew for office use `1,000

- ”26 Bought office furniture `2,000
 ” 30 Paid rent `100

UNIT – II

4. From the following Trial Balance of Sachin as on 31 –12–2010, prepare final accounts. (15)

Particulars	Dr.	Cr.
Capital account		1,20,000
Drawings Account	15,000	
Bills Receivable	22,000	
Machinery	20,000	
Debtors and creditors	60,000	58,000
Wages	39,000	
Purchases and Sales	2,52,000	3,55,000
Commission		5,500
Rent and Taxes	6,000	
Stock on 1 -1 – 2005	90,000	
Salaries	10,500	
Travelling expenses	2,000	
Insurance	600	
Repairs	3,400	
Bad debts	3,500	
Furniture	9,000	
Returns	5,000	2,000
Cash in hand	500	
Cash at bank	2,000	
	5,40,500	5,40,500

Adjustments:

1. Stock on hand on 31 – 12 – 2010 was `1,00,000
2. Create 5% provision for doubtful debts
3. Prepaid insurance amounts to `100
4. Commission earned but not received amounts to `500
5. Wages and salaries are unpaid to the extinct of `1,000 and `1,500 respectively
6. Depreciate machinery by 5% and furniture by 10% p.a.

UNIT – III

5. Write short notes on any ONE of the following: 1x5=5

5

- a. Book Post
- b. Courier services.

6. Answer any ONE of the following: 1x10=10

- a. Briefly explain the advantages and disadvantages of Franking Machine.
- b. Explain E – post in detail.

UNIT – IV

7. Answer any ONE of the following: 1x5=5

- a. Briefly explain the current trends followed by bank in Loan Schemes.
- b. Write a brief note on Internet Banking.

8. Answer any ONE of the following:

1x10=10

- a. Explain the procedure of operating ATM.
- b. What is Debit Card? What are its advantages?

SEP 401(R)

CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION APRIL 2013
SECRETARIAL PRACTICE
(2007 – 2009 Admission)

Paper IV – Accounts, Postal and Banking Transactions

Time: 3 Hrs

Max. Marks: 70

1. A. Answer the following: 5x1=5
- a. What is accounting equation?
 - b. What is a Demand Draft?
 - c. Expand VPP.
 - d. The arithmetical accuracy of the entries in the ledger is verified by preparing a Trial Balance – state whether true or false.
 - e. What is meant by narration in a journal book?
- B. Match the following: 5x1=5
- | | |
|-------------------------|--------------------------|
| a. Real account | 1. Revenue Income |
| b. Sales returns | 2. Sundry debtors |
| c. Debit note | 3. Machinery |
| d. Interest on deposits | 4. Return Inwards |
| e. Bad debts | 5. Purchase returns book |

UNIT – I

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- a. Briefly explain the classification of accounts.
 - b. Define Book – Keeping and explain its objectives.
3. Journalise the following transactions in the books of Mr. Suresh. 1x10=10
- 2011
- | | | |
|-----|---|---------------------------------------------|
| May | 1 | Suresh commenced business with cash `10,000 |
| | ” | 2 Paid into Bank `5,000 |
| | ” | 4 Purchased goods from Krishna `4,000 |
| | ” | 5 Sold goods to Raman `2,000 |
| | ” | 8 Returned goods to Krishna `100 |
| | ” | 10 Cash Sales `300 |
| | ” | 12 Purchased stationery `30 |
| | ” | 25 Drew for office use `1,000 |

- ”26 Bought office furniture `2,000
 ” 30 Paid rent `100

UNIT – II

4. From the following Trial Balance of Sachin as on 31 –12–2010, prepare final accounts. (15)

Particulars	Dr.	Cr.
Capital account		1,20,000
Drawings Account	15,000	
Bills Receivable	22,000	
Machinery	20,000	
Debtors and creditors	60,000	58,000
Wages	39,000	
Purchases and Sales	2,52,000	3,55,000
Commission		5,500
Rent and Taxes	6,000	
Stock on 1 -1 – 2005	90,000	
Salaries	10,500	
Travelling expenses	2,000	
Insurance	600	
Repairs	3,400	
Bad debts	3,500	
Furniture	9,000	
Returns	5,000	2,000
Cash in hand	500	
Cash at bank	2,000	
	5,40,500	5,40,500

Adjustments:

1. Stock on hand on 31 – 12 – 2010 was `1,00,000
2. Create 5% provision for doubtful debts
3. Prepaid insurance amounts to `100
4. Commission earned but not received amounts to `500
5. Wages and salaries are unpaid to the extinct of `1,000 and `1,500 respectively
6. Depreciate machinery by 5% and furniture by 10% p.a.

UNIT – III

5. Write short notes on any ONE of the following: 1x5=5

5

- a. Book Post
- b. Courier services.

6. Answer any ONE of the following: 1x10=10

- a. Briefly explain the advantages and disadvantages of Franking Machine.
- b. Explain E – post in detail.

UNIT – IV

7. Answer any ONE of the following: 1x5=5

- a. Briefly explain the current trends followed by bank in Loan Schemes.
- b. Write a brief note on Internet Banking.

8. Answer any ONE of the following:

1x10=10

- a. Explain the procedure of operating ATM.
- b. What is Debit Card? What are its advantages?

CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION APRIL 2013**SECRETARIAL PRACTICE****PAPER IV – COMPANY SECRETARY AND COMPANY MEETINGS**

Time: 3 Hrs

Max. Marks: 80

SECTION – A

- 1. A) Match the following:** **5x1=5**
- | | |
|----------------------------|-------------------------------------------|
| a) Voting by show of hands | a) Company Secretary |
| b) ICSI | b) Democratic method |
| c) Special Resolution | c) Judge of admissibility |
| d) General Proxy | d) Transacting special business |
| e) Chairperson | e) Can vote for or against any motion |
| | f) Attending and voting on other's behalf |
- B) State whether the following statements are TRUE or FALSE.** **5x1=5**
- Secretary is not Born but is made.
 - AGM may be called by giving a notice of not less than 21 days.
 - Statement of the business to be transacted at the meeting is called Minutes.
 - Any business transacted at a meeting without a quorum is invalid.
 - Special Resolutions can be passed by a simple majority of votes.

SECTION – B

- 2. Answer any TEN of the following:** **10x2=20**
- State any two questions required by a company secretary.
 - Define Company Secretary.
 - Who is the proper Authority to convene a meeting of a company?
 - State any two aspects of a Formal Motion.
 - What is meant by "One member Quorum"?
 - State two types of proxy.
 - Explain the term "Agenda".
 - What is meant by "Points of Order"?
 - State any two merits of voting by show of hands.
 - What is meant by Ordinary Resolution?
 - Mention the two kinds of Minutes.
 - State any two circumstances under which a meeting may be adjourned.

SECTION – C

3. Answer any FOUR of the following:

4x5=20

- a) Explain the statutory duties of a Company Secretary.
- b) State the circumstances under which the Resolution becomes invalid.
- c) Explain the Secretary's duties relating to Meetings.
- d) Explain the powers of a Chairperson of a meeting.
- e) Draft a specimen of Special Resolution.

SECTION – D

4. Answer any THREE of the following:

10x3=30

- a) Explain the various functions of a Company Secretary.
- b) Specify the various provisions relating to the Quorum of a General Meeting.
- c) Write brief notes on (i) requisites of a valid Motion
(ii) Amendments to the Motion
- d) As Secretary, draft a Notice AGM of Abhinandan Pvt. Ltd., Bangalore.

SEP 401(1)

Reg. No.

CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION

APRIL 2014

SECRETARIAL PRACTICE - IV

Accounts, Postal & Banking Transactions

Time: 3 Hrs

Max. Marks: 70

Instructions to candidates:

1. Answer all the questions strictly observing the internal choice provide.
 2. Write your Register Number on the question paper in the space provided only.
 3. Do not scribble or make any kind of markings on the Question Paper.
-

1. Match the following:

10x1=10

- | | |
|---------------------|--------------------------|
| a. Asset | 1. E-banking |
| b. Credit | 2. A day book |
| c. MIS | 3. Capital |
| d. FAX | 4. Advance |
| e. Liabilities | 5. What goes out |
| f. ATM | 6. Postal Service |
| g. Franking Machine | 7. Properties |
| h. Journal | 8. Postal Savings Scheme |
| i. RPAD | 9. Telephone Lines |
| h. Overdraft | 10. Red ink impression |

UNIT - I

2. Answer any ONE of the following:

5x1=5

- a. What is Book-keeping? Explain any 4 objectives of Book-keeping.
- b. State and explain any 5 Accounting Concepts.

3. Enter the following transaction in the columnar Petty Cash Book of a cashier who was given `2,000 on 1st March 2000, on the imprest system.

(10)

2000

March 1	Postage Stamps	100
5	Cooly Charges	60
6	Stationary Purchased	20
8	Travelling Expenses to Salesman	26
10	Envelopes and Letter heads	60
12	Printing address on above	20

14 1 Box samples	20
15 Taxi fare to Manager	24
15 Refreshment to customers	36
16 Cable charges to Mr. Murthy	60
17 Cartage and cooly	20
17 Railway freight	160
19 Newspaper subscription	36
19 1 Bottle ink	14
22 Advertisement	100
23 Sent registered notice to landlord	120
24 Repairs to furniture	60
26 Railway fare to Manager	260
27 Revenue stamp	30
31 Postage Stamps	70
31 Purchased scribbling books	60

UNIT – II

4. On 31st December, 2004, the following Trial Balance was extracted from the books of a merchant.

(15)

	Dr. (₹)	Cr. (₹)
Capital		30,000
Drawings	5,000	
Sundry debtors and creditors	20,000	10,000
Loan on Mortgage		9,500
Interest on Loan	300	
Cash in hand	2,000	
Provision for bad debts		700
Stock (1-1-2003)	6,800	
Motor vehicles	10,000	
Cash at bank	3,500	
Land and buildings	12,000	
Bad debts	500	
Purchases and sales	66,000	1,10,000
Purchases returns & sales returns	8,000	1,500
Carriage outward	2,500	
Carriage inward	3,000	
Salaries	9,000	
Rent, taxes and insurance	3,000	
Advertising	3,500	
Discount		
General expenses	3,400	500
Bills receivable	6,000	
Bills payable		
Rent received		2,000
		300
	1,64,500	1,64,500

Prepare Trading and Profit & Loss Account for the year ended 31st December, 2004 and Balance Sheet as on that date after making adjustments of the following:

- i) Depreciate land and buildings at 2 ½ % and Motor vehicles at 20%
- ii) Salaries outstanding `700
- iii) Prepaid Insurance `200
- iv) Provision for Bad Debts in to be maintained at 5% on Sundry Debtors.
- v) Stock in hand on 31st December 2004 was valued at `7,000.

UNIT – III

- 5. Answer any one of the following.** **1x5=5**
- a) Write a note on E-post.
 - b) Explain the services rendered by Speed Post and Courier Service.
- 6. Answer any one of the following.** **1x10=10**
- a) State and explain the different Postal Savings Schemes.
 - b) What is Franking Machine? Explain its advantages and disadvantages.

UNIT – IV

- 7. Answer any one of the following.** **1x5=5**
- a) What is meant by overdraft? What are its advantages?
 - b) Write a note on Electronic Funds Transfer.
- 8. Answer any one of the following.** **1x10=10**
- a) Explain the different types of deposits accepted by banks.
 - b) What is credit card? Explain the advantages and disadvantages of credit card.

SEP 401.1

Reg. No.

**CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION
APRIL 2014**

**SECRETARIAL PRACTICE - IV
Company Secretary and Company Meetings**

Time: 3 Hrs

Max. Marks: 80

Instructions to candidates:

1. Answer all the questions strictly observing the internal choice provide.
 2. Write your Register Number on the question paper in the space provided only.
 3. Do not scribble or make any kind of markings on the Question Paper.
-

SECTION - A

1. A) Match the following:

5x1=5

- | | |
|---------------------|----------------------------------|
| a. Statutory duties | 1. Objection to any irregularity |
| b. Agenda | 2. Sense of the meeting |
| c. Resolution | 3. List of business |
| d. Points of order | 4. Company's Act |
| e. Voting | 5. Definite proposition |
| | 6. Recorded decision |

B) State whether the following statements are True or False:

5x1=5

- a. First chairman of a company is nominated by the promoters.
- b. An auditor of a company can become its secretary.
- c. Special proxy is a person who is not authorized to vote on all motions.
- d. Agenda is an accurate official record of the proceedings of the meeting.
- e. Ordinary resolution is one which is passed by simple majority of votes.

SECTION - B

2. Answer any TEN of the following:

10x2=20

- a. State any two general duties of a company secretary towards the shareholders.
- b. What is 'loophole agendum'?
- c. Mention the two types of proxies.
- d. What is 'Formal Motion'?
- e. State any two merits of 'Voting by poll'.
- f. What is Special Resolution?
- g. Explain the term "Motion".
- h. What is meant by minutes?

- i. Who is the proper authority to convene a meeting of a company?
- j. What is meant by “One member Quorum”?
- k. State any two circumstances under which the resolution becomes invalid.
- l. Specify any two requisites of a Valid Motion.

SECTION – C

3. Answer any FOUR of the following:

4x5=20

- a. “Company secretary is not born, but is made”. Elucidate your answer highlighting this statement.
- b. Explain the secretary’s duties regarding proxy.
- c. What are the qualities to be possessed by the chairman?
- d. State the provisions relating to the quorum for a general meeting.
- e. Explain the secretarial duties relating to Minutes.

SECTION – D

4. Answer any THREE of the following:

3x10=30

- a. Define company secretary. Explain the powers and rights enjoyed by him.
- b. Explain the provisions relating to Proxy.
- c. What are the various methods of ascertaining the sense of meeting of a company?
- d. Draft Minutes of the 20th Annual General Meeting of Sahithya Co. Ltd., Dharwad.

SEP 401.1

Reg. No.

CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION

APRIL 2015

SECRETARIAL PRACTICE - IV

Company Secretary and Company Meetings

Time: 3 Hrs

Max. Marks: 80

Instructions to candidates:

1. Answer all the questions strictly observing the internal choice provided.
 2. Write your Register Number on the question paper in the space provided only.
 3. Do not scribble or make any kind of markings on the Question Paper.
-

SECTION - A

1. A) State whether the following statements are True or False: 5x1=5
- a. Quorum is the minimum number of qualified persons necessary to transact the business at an AGM.
 - b. Formal motion constitutes the legitimate means of interruption to debate.
 - c. A chairman is necessary to conduct the proceedings of the meeting.
 - d. All types of shareholders have equal rights to vote.
 - e. Resolution is a statement of the business to be discussed and transacted at a meeting.
- B) Match the following: 5x1=5
- | | |
|----------------------|------------------------------------------------|
| a. Statutory meeting | 1. Authorized agent for the purpose of voting. |
| b. Proxy | 2. Gist of the proceedings of the meeting. |
| c. Minutes | 3. Opinion about the proposal for or against. |
| d. Voting | 4. First meeting of the company. |
| e. Motion | 5. Proposal placed before the meeting. |

SECTION - B

2. Answer any TEN of the following: 10x2=20
- a. Define Company Secretary.
 - b. Explain any two rights of a secretary.
 - c. What is "loophole agenda"?
 - d. State any two requisites of a valid meeting.
 - e. Differentiate between motion and Resolution.
 - f. What is "Point of Order"?

CREDIT BASED FOURTH SEMESTER B.A. DEGREE EXAMINATION
APRIL 2016
SECRETARIAL PRACTICE – IV
COMPANY SECRETARY AND COMPANY MEETINGS

Time: 3 Hrs

Max. Marks: 80

Instructions: Answer all questions strictly following the choice provided

SECTION – A

1. A) State whether true or false: 5x1=5
- a. A point of order is a statement of the business to be discussed at a meeting.
 - b. Statutory meeting is the first general meeting of the shareholders.
 - c. Proxy form is an instrument appointing a proxy to vote.
 - d. Formal Motion should be in writing.
 - e. Ascertaining the sense of the meeting is done through voting.
- B) Fill in the blanks: 5x1=5
- a. _____ is the minimum number of member required to attend the meeting.
 - b. _____ is the gist of the proceedings of the meeting.
 - c. The authorized agent for the purpose of voting is known as _____.
 - d. _____ is the definite proposal placed before the meeting.
 - e. The formal expression of the decision of a meeting on any motion is known as _____.

SECTION – B

2. Answer any TEN of the following. 10x2=20
- a. State any two rights of a Secretary.
 - b. What is Class meeting?
 - c. What is an 'Agenda'?
 - d. State any two essentials of a valid meeting.
 - e. Distinguish between Resolution and Motion.
 - f. What is meant by one way Proxy form?
 - g. State the importance of a Chairman for the meeting.
 - h. State any 2 essentials of a motion.

- i. What is voting by Poll?
- j. Mention the types of Resolutions.
- k. State the 2 types of Minutes.
- l. State any 2 ways of Amendment to the Motion.

SECTION – C

- 3. Answer any FOUR of the following:** **4x5=20**
- a. What qualifications should a company Secretary possess?
 - b. Explain the provisions relating to Proxy.
 - c. What are the duties and responsibilities of a chairman?
 - d. Draft a specimen agenda for the Annual General meeting of a Public Limited Company.
 - e. What are the provisions relating to minutes of an Annual General Meeting.

SECTION – D

- 4. Answer any THREE of the following:** **3x10=30**
- a. “While the directors are the brains of a Company, the secretary is its ears, eyes and hands”. In the light of this statement discuss the main duties of a Company Secretary.
 - b. What is Quorum? Explain the provisions relating to Quorum.
 - c. Explain the features of different types of Resolutions and circumstances facilitating them.
 - d. Draft Minutes of Twenty-third Annual General Meeting of XYZ Co. Ltd.
