

M.Com(CS) DEGREE EXAMINATION, APRIL 2020
I Year II Semester
Company Secretarial Practice

Time : 3 Hours

Max.marks :75

Section A ($10 \times 2 = 20$) Marks

Answer any **TEN** questions

1. Define the term Secretary.
2. What are the grounds for dismissal of Company Secretary?
3. What are Ultra vires borrowings?
4. Define Share certificate.
5. Who can be a chairman of AGM?
6. Who are authorized to convene of Extra Ordinary General Meeting(EGM)?
7. What is Agenda?
8. Can directors appoint directors?
9. Who are independent director?
10. Who can be manager?
11. Define the term compromise.
12. Define the expression Winding Up.

Section B ($5 \times 5 = 25$) Marks

Answer any **FIVE** questions

13. State the qualifications of a company secretary.
14. Explain the powers of the secretary.
15. State the conditions to be fulfilled before forfeiting shares.
16. Describe the procedure for holding a board meeting.
17. Explain the procedure for appointment of auditor.
18. How will you settle the list of contributory?
19. Explain the procedure for issue of duplicate share certificate.

Section C ($2 \times 15 = 30$) Marks

Answer any **TWO** questions

20. Enumerate the duties and liabilities of a Secretary.
21. Explain the various kinds of Company meeting. Describe each one of them briefly.
22. Describe the powers, Duties and liabilities of director.
23. Explain the legal provisions regarding the various kinds of winding up.

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