



*Sample Paper
&
Question Paper Pattern*

2023
2024

GOA BOARD

SYLLABUS AND MARKS WEIGHTAGE TO THE CONTENT AREA

BOARD EXAMINATION-2023-2024

SUBJECT: SECRETARIAL PRACTICE

MAX.MARKS: 80

STD: XII

TIME DURATION: 21/2 HOURS

SR.NO.	NAME OF THE UNIT	MARKS
1.	ISSUE OF SHARES	12
2.	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY (A) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)	08
3.	CORRESPONDENCE OF A COMPANY SECRETARY WITH BANKS	10
4.	CORRESPONDENCE OF A COMPANY SECRETARY WITH INSURANCE COMPANIES	10
5.	ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	08
6.	STOCK EXCHANGE	06
7.	COMPANY MEETINGS	10
8.	MINUTES WRITING	08
9.	REPORT WRITING	08
	TOTAL	80

QUESTION-WISE DISTRIBUTION OF MARKS

BOARD EXAMINATION-2023-2024

SUBJECT: SECRETARIAL PRACTICE

MAX.MARKS: 80

STD: XII

TIME:21/2 HOURS

SR.NO.	NAME OF THE UNIT	VSA	SA1	SA2	LA	MARKS
1.	ISSUE OF SHARES	1(3)	2(1)	3(1)	4(1)*	12
2.	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY(A) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)	1(1) 1(1)	2(1)		4(1)*	08
3.	CORRESPONDENCE OF COMPANY SECRETARY WITH BANKS	1(1)	2(1)	3(1)	4(1)	10
4.	CORRESPONDENCE OF COMPANY SECRETARY WITH INSURANCE COMPANIES	1(3)		3(1)*	4(1)	10
5.	ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	1(2)		3(2)		08
6.	STOCK EXCHANGE	1(3)		3(1)		06
7.	COMPANY MEETINGS	1(4)	2(1)		4(1)	10
8.	MINUTES WRITING	1(1)	2(1)		5(1)	08
9.	REPORT WRITING	1(1)	2(1)		5(1)*	08
	TOTAL	20	12	18	30	80

NOTE:

1. (*) INDICATE CHOICE OF QUESTIONS

2. FIGURES INSIDE THE BRACKET INDICATE THE NUMBER OF QUESTIONS

3. FIGURES OUTSIDE THE BRACKET INDICATE THE NUMBER OF MARKS

4.IN UNIT 2 QUESTION OF 2 MARKS MAY BE TESTED EITHER FROM SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY (A) OR FROM SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)

5.IN UNIT 2 QUESTION OF 4 MARKS ie.DRAFTING OF A LETTER MAY BE TESTED EITHER FROM SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY OR FROM SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY(B)

SUBJECT: SECRETARIAL PRACTICE

MAX.MARKS: 80

STD: XII

TIME :21/2 HOURS

TOTAL NO. OF QUESTIONS: 39

INSTRUCTIONS: 1. All questions are compulsory

2.Question nos.**1** to **10** are MCQ and are of **1** mark each

3.Question nos. **11** to **20** are to be answered in a word or a phrase and are of **1** mark each

4.Question nos.**21** to **26** are of **2** marks

5.Question nos.**27** to **32** are of **3** marks each

6.Question nos.**33** to **37** are of **4** marks each

7.Question nos. **38** to **39** are of **5** marks each

8.Internal choice has been provided in question no.**29** of **3** marks, question no. **33** and **34** of **4** marks and question no.**39** of **5** marks

1. The mode of raising capital in which securities are offered to the public for the first time is called _____ 1
 - Private placement
 - Initial Public Offer
 - Employees stock option plan
 - Book Building process
2. Conversion of physical certificates of shares into electronic data at the request of the investor is called _____ 1
 - Rematerialisation of shares
 - Listing of shares
 - Dematerialization of shares
 - Transfer of shares
3. Voluntary sale of shares by a shareholder to another person is called _____ 1
 - Calls on shares
 - Transmission of shares
 - Allotment of shares
 - Transfer of shares

4. Number of days within which the sum of final dividend must be deposited in a Schedule bank from the date of declaration is _____ 1
- 3 days
 - 4 days
 - 5 days
 - 6 days
5. A Director must vacate his office if he remains absent for a period of _____ 1
- 3 months
 - 6 months
 - 8 months
 - 12 months
6. A facility given to a current account holder to draw over and above his own balance upto a certain agreed amount is called _____ 1
- Overdraft
 - Cash credit
 - Bill discounting
 - Demand loan
7. Type of fire policy issued on works of art, pictures, sculptures, and whose value cannot be easily determined is _____ 1
- Specific policy
 - Valued policy
 - Floating policy
 - Declaration policy
8. The time period within which the insured must submit a claim to the insurer in case of goods lost by fire is _____ 1
- 15 days
 - 25 days
 - 50 days
 - 75 days
9. A type of marine loss wherein the cost of repairing the subject matter insured would be greater than the value of property saved is called _____. 1
- Actual total loss
 - General average loss
 - Constructive total loss
 - Particular Average loss
10. Who supervises the administration of various companies in the state? 1
- Official liquidator
 - Registrar of companies
 - Tribunal
 - Central government
11. State the number of days in which the Registrar may convey to the central government the objections or suggestions to a merger of companies. 1
12. State the type of order given by a client to his broker to buy or sell securities at a particular price. 1

13. Name the place on the floor of the exchange where trading of shares takes place 1
14. A defaulter in the stock market who is unable to settle his dues within a specified date as mentioned by the broker. 1
15. Name the type of meeting of the company in which a proxy is not allowed to attend 1
16. State the time period within which a company must hold its first Annual General meeting from the date of closing of the first financial year. 1
17. Name the meeting of the company which is held to transact only special business. 1
18. What is the quorum required in a public limited company if the total number of members exceed 5000? 1
19. Who can order an immediate inspection of the minutes book in case of refusal to provide a copy of the minutes? 1
20. Which part of the report contains the result of the research conducted? 1
21. Explain any two provisions for the allotment of shares. 2
22. Explain any two precautions to be taken by the company secretary while corresponding with members. 2
23. Explain any two functions of a Commercial Bank. 2
24. Explain any two duties of a company secretary during the conduct of an Extraordinary General Meeting. 2
25. Distinguish between Minutes by resolution and Minutes by Narration with reference to method of writing, usefulness. 2
26. State any four requisites of a good report. 2
27. Explain any three features of Book Building process. 3
28. Explain any three types of cheques. 3
29. Explain any three implied warranties of fire insurance. 3

OR

Explain any three principles of insurance.

30. State any six duties of a company liquidator. 3
31. State any three circumstances for the winding up of the company by the Tribunal. 3
32. Explain any three functions of a Stock Exchange. 3
33. Explain the procedure to make calls on shares. 4

OR

Explain the procedure for the transmission of shares in case the legal representative opts to be a registered member of the company.

34. As a Secretary of SUNLIGHT COMPANY LTD., Vasco-Goa write a letter to a member, Mr. Sanjay Madgaonkar, Canacona-Goa informing him about the approval of the transfer of shares. 4

OR

As a Secretary of MAHAVIR HOTELS LTD., Industrial Estate, Verna-Goa write a letter to the Director, Mr. Amar Sharma, Sports Complex Road, Panaji-Goa informing him about the termination of his directorship in the company.

35. As a Secretary of SUNSHINE COMPANY LTD., Margao-Goa draft a letter to the Manager, Bank of Baroda, Margao-Goa requesting the bank to underwrite the issue of shares. 4

- | | |
|--|---|
| 36. As a Secretary of NEHA ELECTRONICS LTD.,Kamat Shade,Panaji-Goa draft a letter to the Manager, Oasis Insurance Co.Ltd.,Dadar, Mumbai intimating about the marine loss and making a claim for the goods lost at sea. | 4 |
| 37. Draft the Notice and Agenda of the 10th.Annual General Meeting of CITIZEN ELECTRONICS LTD.,Mapusa-Goa | 4 |
| 38. Draft the Minutes of the Extra-ordinary General Meeting of PIXELS PAINTS CO.LTD., Ponda-Goa | 5 |
| 39. A committee was appointed by LOTUS INDIA LTD., Panjim-Goa to study the drop in sales of rainwear in the state of Goa. As a secretary of the committee draft a committee report. | 5 |

OR

Draft the Progress Report of AMOL ICECREAM LTD., Mapusa-Goa which has completed ten years successfully.

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SYLLABUS AND MARKS WEIGHTAGE TO THE CONTENT AREA
FIRST QUARTERLY EXAMINATION 2023-2024

SUBJECT: SECRETARIAL PRACTICE

MAX.MARKS: 20

STD: XII

TIME DURATION: 1 HOUR

SR.NO.	NAME OF THE UNIT	MARKS
1.	ISSUE OF SHARES	12
2.	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY (A) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)	08
	TOTAL	20

QUESTION-WISE DISTRIBUTION OF MARKS

SR.NO.	NAME OF THE UNIT	VSA	SA1	SA2	LA	MARKS
1.	ISSUE OF SHARES	1(3)	2(1)	3(1)	4(1)*	12
2.	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY(A) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)	1(1) 1(1)	 2(1)	 _____	 4(1)*	08

NOTE:1.(*) INDICATE CHOICE OF QUESTIONS

2. FIGURES INSIDE THE BRACKET INDICATE THE NUMBER OF QUESTIONS

3. FIGURES OUTSIDE THE BRACKET INDICATE THE NUMBER OF MARKS

FIRST QUARTERLY MODEL QUESTION PAPER 2023-2024

SUBJECT: SECRETARIAL PRACTICE

MAX.MARKS: 20

STD: XII

TIME: 1 HOUR

TOTAL NO. OF QUESTIONS: 10

INSTRUCTIONS: 1.All questions are compulsory

2. Question nos.1 to 3 are MCQ and are of 1 mark each

3. Question nos. 4 and 5 are to be answered in a word or a phrase and are of 1 mark each

4. Question nos.6 and 7 are of 2 marks

5. Question no. 8 is of 3 marks

6. Question nos.9 to 10 are of 4 marks each.

- | | | |
|---|---|---|
| 1 | When shares are included in the official list of a recognized stock exchange for trading it is known as _____ | 1 |
| | <ul style="list-style-type: none">• Listing of shares• Rematerialisation of shares• Private Placement• Dematerialisation of shares | |
| 2 | The distribution of shares to the share applicant by the company in response to their application is called _____ | 1 |
| | <ul style="list-style-type: none">• Calls on shares• Application of shares• Allotment of shares• Transfer of shares | |
| 3 | Employment Stock Option Plan is also referred to as _____ | 1 |
| | <ul style="list-style-type: none">• Equity shares• Sweat Equity shares• Qualification shares• Preference shares | |
| 4 | Name the type of dividend which is paid at the end of the financial year | 1 |
| 5 | Name the meeting which must be conducted when a director must disclose his personal Interest in a contract. | 1 |
| 6 | State any four provisions to make calls on shares | 2 |
| 7 | State any four provisions regarding payment of dividend | 2 |
| 8 | Explain any three features of Private Placement | 3 |
| 9 | Explain the procedure of Dematerialisation of shares | 4 |

OR

Explain the procedure of Application of shares.

- 10 As a Secretary of MOONLIGHT ELECTRICALS LTD., Cuncolim Industrial Estate, 4 Cuncolim, Goa, draft a letter to a shareholder, Mr. Rajesh Naik, House No. 234, Comba, Margao- Goa informing him that his share certificate is ready for delivery.

OR

As a Secretary of MANDIVI CERAMICS LTD., M.G. Road, Panaji –Goa, draft a letter to the director Mr. Mahesh Desai, House No. 543, Zuarinagar – Goa, requesting him to disclose his personal interest in an agreement.

SYLLABUS AND MARKS WEIGHTAGE TO THE CONTENT AREA

SECOND QUARTERLY EXAMINATION 2023-2024

SUBJECT: SECRETARIAL PRACTICE

MAX.MARKS: 20

STD: XII

TIME DURATION: 1 HOUR

SR.NO.	NAME OF THE UNIT	MARKS
1.	CORRESPONDENCE OF A COMPANY SECRETARY WITH BANKS	10
2.	CORRESPONDENCE OF A COMPANY SECRETARY WITH INSURANCE COMPANIES	10

QUESTION-WISE DISTRIBUTION OF MARKS

SECOND QUARTERLY EXAMINATION 2023-2024

STD:XII

SR.NO.	NAME OF THE UNIT	VSA	SA1	SA2	LA	MARKS
1.	CORRESPONDENCE OF COMPANY SECRETARY WITH BANKS	1(1)	2(1)	3(1)	4(1)*	10
2.	CORRESPONDENCE OF COMPANY SECRETARY WITH INSURANCE COMPANIES	1(1)	<u>2(1)</u>	3(1)	4(1)*	10

NOTE:1.(*) INDICATE CHOICE OF QUESTIONS

2. FIGURES INSIDE THE BRACKET INDICATE THE NUMBER OF QUESTIONS

3. FIGURES OUTSIDE THE BRACKET INDICATE THE NUMBER OF MARKS.

SECOND QUARTERLY EXAM MODEL QUESTION PAPER 2023-2024

SUBJECT: SECRETARIAL PRACTICE

MAX.MARKS: 20

STD: XII

TIME: 1 HOUR

TOTAL NO. OF QUESTIONS: 08

INSTRUCTIONS:

1. All questions are compulsory
2. Question no. 1 and 2 are to be answered in a word or a phrase and are of 1 mark each
3. Question no. 3 and 4 are of 2 marks
4. Question no. 5 and 6 are of 3 marks each
5. Question no. 7 and 8 are of 4 marks each
6. Internal choice has been provided in question no.7 and question no. 8 of 4 marks

- | | | |
|---|--|---|
| 1 | Name the account which is opened for a fixed period by depositing a particular amount for a specified period. | 1 |
| 2 | The basic principle of insurance which states that compensation will be paid equal to the actual loss suffered. | 1 |
| 3 | State any four advantages of e-banking | 2 |
| 4 | Explain any two types of Marine insurance policies | 2 |
| 5 | Explain any three functions of a Commercial bank | 3 |
| 6 | Explain the claim procedure in Fire Insurance Policy | 3 |
| 7 | As a Secretary of GAS INDIA LTD., Margao-Goa, draft a letter to the Manager, Bank of Baroda, Margao -Goa, requesting the bank for an overdraft facility. | 4 |

OR

As a Secretary of ANIL AGENCIES LTD., BICHOLIM -GOA, draft a letter to the Manager, Bank of India, Bicholim – Goa, requesting the bank to open a bank account.

- | | | |
|---|---|---|
| 8 | As a Secretary of GEMMA PLASTICS LTD., M.G.Road, Panaji-GOA draft a letter to the Manager, Fire Insurance Co. Ltd., Panaji – Goa, informing him about the goods lost by fire and making a claim for the damages | 4 |
|---|---|---|

OR

As a Secretary of MEENA READYMADES LTD., Kamat Sadan, PANAJI-GOA draft a letter to the Manager, Oasis Insurance Co.Ltd., Panaji – Goa, requesting him to issue a floating marine policy.

GUIDELINES FOR EVALUATION OF THE ASSIGNMENT OF THE INNOVATIVE TEST (20 marks)

The evaluation of the assignment could be based on any of the following ways on the topic STOCK EXCHANGE

- 1.VIDEO PRESENTATION
- 2.POWER POINT PRESENTATION
- 3.POSTER
- 4.ESSAY
- 5.PUZZLE
- 6.CROSSWORD

NOTE: A teacher is permitted to use her/his discretion to evaluate the student in any other innovative form other than those mentioned above

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GUIDELINES FOR EVALUATION OF THE ASSIGNMENT OF THE INNOVATIVE TEST (20 marks)

The evaluation of the assignment could be based on any of the following ways on the topic STOCK EXCHANGE

- 1.VIDEO PRESENTATION
- 2.POWER POINT PRESENTATION
- 3.POSTER
- 4.ESSAY
- 5.PUZZLE
- 6.CROSSWORD

NOTE: A teacher is permitted to use her/his discretion to evaluate the student in any other innovative form other than those mentioned above

SUBJECT :SECRETARIAL PRACTICE (CWSN)2023-2024 FIRST TEST STD:XII		
		MAX.MARKS :20 TIME :1 HOUR
	MARKS WEIGHTAGE TO CONTENT AREA	
SR NO.	NAME OF THE UNIT	MARKS
1	ISSUE OF SHARES	12
2A	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF THE COMPANY	08
B	SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY	
	TOTAL	20

QUESTION WISE DISTRIBUTION OF MARKS BLUE PRINT FIRST TEST 2023-2024 SUBJECT: SECRETARIAL PRACTICE STD.XII							
SR.NO.	NAME OF THE UNIT	MCQ	TRUE/ FALSE	FILL IN THE BLANKS	ONE SENTENCE ANSWER	TWO SENTENCE ANSWER	MARKS
1	ISSUE OF SHARES	1(4)	1(3)	1(2)	1(1)	2(1)*	12
2 A	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY	1(1)	1(2)	1(2)	---	----	08
B	SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY	1(1)	1(1)	1(1)			
	TOTAL	06	06	05	01	02	20
Note 1. (*) Indicates the choice of questions 2. Figures inside the bracket indicate the number of questions 3. Figures outside the bracket indicate the number of marks.							

MODEL QUESTION PAPER OF SECRETARIAL PRACTICE CWSN 2023-2024

STD: XII

FIRST TEST

TIME : 1 Hour

TOTAL NO. of QUESTIONS :19

MAX.MARKS: 20

INSTRUCTIONS

- 1 All questions are compulsory.
- 2 Figures to the right indicate marks.
- 3 Follow the instructions given below.
- 4 Answer in the space provided.
- 5 Internal choice has been provided in Question No.V(1).

I Select the correct alternative from the options given below. Write only the answer.

1 The very first sale of securities by the company to the Public is known as _____ 1

- Private Placement
- Initial Public offer
- Employees Stock option Plan
- Book building

Ans _____

2 Shares of a Public Company are transferable in the manner provided by the _____ 1

- Prospectus
- Memorandum of Association
- Statement in Lieu of Prospectus
- Articles of Association

Ans _____

3 Who enters the call details in the call list and in the Register of members? 1

- Registrar
- Company Secretary
- Director
- Shareholder

Ans _____

4 The passing of title in the shares by the operation of law on death of a shareholder is called _____ 1

- Transfer of shares
- Calls on shares
- Transmission of shares
- Allotment of Shares

Ans _____

5 The final dividend after it is declared must be deposited in a separate account in a scheduled Bank within _____ 1

- 5 days
- 7 days
- 15 days
- 30 days

Ans _____

- 6 Responding to correspondence without unnecessary delay refers to _____ 1
- Courtesy
 - Punctuality
 - Tactful
 - Reliable

Ans _____

II State whether the following statements are TRUE or FALSE

- 1 A Call notice of 14 days must be sent to the members by the company. 1

Ans _____

- 2 The lower price in the price range in the Book building process is called Floor price. 1

Ans _____

- 3 Conversion of physical securities into electronic form is called Rematerialisation. 1

Ans _____

- 4 Dividend is a part of the profit of a company distributed to its shareholders. 1

Ans _____

- 5 Interim dividend is declared at the Board of Directors meeting of a Company. 1

Ans _____

- 6 A Director can be disqualified if he is of unsound mind. 1

Ans _____ -

III Select the correct answer from the bracket given below and write the answer in the blanks provided.

(30 days , Tribunal, Dividend Mandate ,90 days, Dividend Warrant)

- 1 A Prospectus must be filed with the Registrar of companies within _____ 1

Ans _____

- 2 A Return as to Allotment must be filed with the Registrar of Companies within _____ 1

Ans _____

- 3 An instruction from a shareholder to the company to pay dividend to his bank account is called _____ 1

Ans _____

- 4 An order given by the company on its bank for payment of dividend to its shareholder is called _____ 1

Ans _____

- 5 The order to disqualify the Director of the company must be passed by the _____ 1

Ans _____

- 1V Answer the following question.
1. What is meant by listing of shares? 1

- V Answer any one of the following questions
1. State any two provisions for Transfer of Shares. 2

OR

State any two provisions relating to Transmission of shares.

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SUBJECT: SECRETARIAL PRACTICE (CWSN)2023-2024 SECOND TEST		
STD:XII		MAX.MARKS :20 TIME :1 HOUR
	MARKS WEIGHTAGE TO CONTENT AREA	
SR NO.	NAME OF THE UNIT	MARKS
1	CORRESPONDENCE OF COMPANY SECRETARY WITH BANKS	10
2	CORRESPONDENCE OF COMPANY SECRETARY WITH INSURANCE COMPANIES	10
	TOTAL	20

QUESTION WISE DISTRIBUTION OF MARKS BLUE PRINT SECOND TEST2023-2024 SUBJECT: SECRETARIAL PRACTICE							
STD.XII							
SR.NO.	NAME OF THE UNIT	MCQ	TRUE/ FALSE	FILL IN THE BLANKS	ONE SENTENCE ANSWER	TWO SENTENCE ANSWER	MARKS
1	CORRESPONDENCE OF COMPANY SECRETARY WITH BANKS	1(3)	1(2)	1(2)	1(1)	2(1)*	10
2	CORRESPONDENCE OF COMPANY SECRETARY WITH INSURANCE COMPANIES	1(3)	1(2)	1(2)	1(1)	2(1)*	10
	TOTAL						20
Note (*) Indicates the choice of questions - Figures inside the bracket indicate the number of questions - Figures outside the bracket indicate the number of marks.							

MODEL QUESTION PAPER OF SECRETARIAL PRACTICE CWSN 2023-2024

STD :XII

SECOND TEST

TIME : 1 Hour

TOTAL NO. of QUESTIONS :18

MAX.MARKS : 20

INSTRUCTIONS

- 1 All questions are compulsory.
- 2 Figures to the right indicate marks.
- 3 Follow the instructions given below.
- 4 Answer in the space provided.
- 5 Internal choice has been provided in two questions , in Question No.V(1) and V(2).

I Select the Correct alternative from the options given below. Write only the answer.

- 1 Commercial Banks were nationalised by the government of India in _____ 1
- 1950
 - 1956
 - 1969
 - 1971
- Ans _____
- 2 The type of account in which a fixed amount is deposited every month for a fixed period is _____ 1
- Saving account
 - Fixed Deposit account
 - Current Account
 - Recurring Deposit account
- Ans _____
- 3 The Bank which deals with other Banks and not with the general public is _____ 1
- Commercial Bank
 - Industrial Bank
 - Reserve Bank of India
 - Exchange Bank
- Ans _____
- 4 In India the number of General Insurance Companies owned by the government is _____ 1
- 4
 - 5
 - 6
 - 7
- Ans _____
- 5 The process of transferring rights from the insured to the insurance company when the insured is compensated for the financial loss is _____ 1
- Subrogation

- Utmost Good Faith
- Indemnity
- Contribution

Ans _____

6 The insured has to inform the insurance company about the loss by fire within _____ 1

- 7 days
- 15 days
- 30 days
- 45 days

Ans _____

II State whether the following statements are TRUE or FALSE

1 NEFT stands for National Electrical Funds Transfer in the banking sector. 1

Ans _____

2 E-banking offers speed banking and long queues are avoided. 1

Ans _____

3 Insurance Regulatory Development Authority of India issues directions and guidelines to insurance companies. 1

Ans _____

4 Qualified experts sent by the insurance company to inspect the property to be insured and to determine the risk involved are called surveyors. 1

Ans _____

III Select the correct answer from the bracket given below and write the answer in the blanks provided.

(Specific Policy, Crossed cheque, Post dated cheque, Floating Policy)

1 A cheque which bears two parallel lines drawn on the face of the cheque is a _____ 1

Ans _____

2 A cheque which is issued with a future date on it is a _____ 1

Ans _____

3 The policy which covers a single shipment is _____ 1

Ans _____

4 The policy suitable to a producer who has goods lying in lots in different place is ----- 1

Ans _____

V Answer the following questions 1

1. State any one feature of Cash Credit.

2 What is meant by Mitigation of loss in Fire insurance? 1

V Answer the following questions

1. State any two features of Bill Discounting Facilities. 2

Ans: _____

OR

State any two features of Demand Draft.

Ans _____

2. State any two points of importance of Insurance. 2

Ans _____

OR

State any two reasons for Denial of claim in Fire Insurance .

SYLLABUS AND MARKS WEIGHTAGE TO THE CONTENT AREA-2023-24

SUBJECT: SECRETARIAL PRACTICE(CWSN)

MAX.MARKS :80

STD: XII

TIME: 3 HOURS

SR.NO.	NAME OF THE UNIT	MARKS
1.	ISSUE OF MARKS	12
2.	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY (A) SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)	08
3.	CORRESPONDENCE OF A COMPANY SECRETARY WITH BANKS	10
4.	CORRESPONDENCE OF A COMPANY SECRETARY WITH INSURANCE COMPANIES	10
5.	ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	08
6.	STOCK EXCHANGE	06
7.	COMPANY MEETINGS	10
8.	MINUTES WRITING	08
9.	REPORT WRITING	08
	TOTAL	80

QUESTION -WISE DISTRIBUTION OF MARKS-BLUE PRINT

SUBJECT: SECRETARIAL PRACTICE CWSN-2023-24

MAX.MARKS: 80

STD : XII

TIME : 3 HOURS

SR.NO.	NAME OF THE UNIT	MCQ	TRUE OR FALSE	FIB	ONE MARKS SENT-ENCE ANSWER	TWO MARKS SENT-ENCE ANSWER	TOTAL
1.	ISSUE OF SHARES	1(10)	_____	_____	_____	2(1)*	12
2.	SECRETARIAL CORRESPONDENCE WITH MEMBERS OF A COMPANY (A)	_____	1(4)	_____	_____	_____	08
	SECRETARIAL CORRESPONDENCE WITH DIRECTORS OF A COMPANY (B)	_____	1(4)	_____	_____	_____	
3.	CORRESPONDENCE OF COMPANY SECRETARY WITH BANKS	1(8)	_____	_____	_____	2(1)*	10
4.	CORRESPONDENCE OF COMPANY SECRETARY WITH INSURANCE COMPANIES	1(8)	_____	_____	_____	2(1)	10
5.	ROLE OF REGISTRAR OF COMPANIES AND COMPANIES ACT 2013	_____	1(7)	_____	1(1)	_____	08
6.	STOCK EXCHANGE	_____	_____	1(4)	1(2)	_____	06
7.	COMPANY MEETINGS	1(9)	_____	1(1)	_____	_____	10
8.	MINUTES WRITING	_____	_____	1(5)	1(1)	2(1)	08
9.	REPORT WRITING	_____	_____	1(5)	1(1)	2(1)	08
	TOTAL	35	15	15	05	05	80

NOTE : 1.(*)Indicate choice of questions

2.Figures inside the bracket indicate the number of questions

3.Figures outside the bracket indicate the number of marks

MODEL QUESTION PAPER OF SECRETARIAL PRACTICE CWSN 2023-24

STD :XII

TIME : 3 HOURS

TOTAL NO. OF QUESTIONS: 75

MAX.MARKS:80

INSTRUCTIONS :

1. All questions are compulsory
2. Figures to the right indicate marks
3. Follow the instructions given below
4. Answer in the space provided
5. Internal choice has been provided in two questions in Question V (1) and Question V (2) of two marks each

I.Select the correct alternative from the options given below. Write

Only the answer

1. An offer can be made under a private placement to not more than 1

- _____
- 100 persons
 - 200 persons
 - 300 persons
 - 400 persons

Ans. _____

2. The lowest price in the price range in a Book building process is 1

- _____
- Cap price
 - Floor price
 - Cut off price
 - Market price

Ans. _____

3. The link between the depository and the investor is _____ 1

- Secretary
- Board of directors
- Depository participant
- Registrar of companies

Ans. _____

4. A return of allotment must be filed with the Registrar of companies within _____ 1

- 30 days
- 60 days
- 80 days
- 120 days

Ans. _____

5. Distribution of shares to the share applicants by the company in response to the application is called _____ 1

- Calls on shares
- Allotment of shares
- Transmission of shares
- Transfer of shares

Ans. _____

6. The list of defaulters must be placed for consideration before the _____ 1

- Secretary
- Board of directors
- Shareholder
- Bankers

Ans. _____

7. A person appointed by the court as a legal representative for the transmission of shares in case of lunacy of a shareholder is _____ 1

- guardian
- executor
- administrator
- transferor

Ans. _____

8. Any shares issued by the company shall be locked in for a period of one year from the date of allotment under _____ 1

- private placement
- Book building process
- Employees stock option plan

- Initial public offer

Ans. _____

9. Conversion of physical certificates of shares into electronic data at the request of the investor is called _____ 1

- Rematerialisation of shares
- Dematerialization of shares
- Transmission of shares
- Transfer of shares

Ans. _____

10. Inclusion of securities of a company in the official list of a recognized stock exchange for trading is called _____ 1

- placement
- listing
- dematerialization of shares
- offer

Ans. _____

11. There is no restriction on the number of deposits and withdrawals in case of _____ 1

- savings account
- current account
- fixed deposit account
- recurring deposit account

Ans. _____

12. A cheque issued with a future date is _____ 1

- ante dated cheque
- stale cheque
- post dated cheque
- crossed cheque

Ans. _____

13. A facility designed for meeting the working capital needs of the borrower is _____ 1

- overdraft
- cash credit
- bill discounting

- demand loan

Ans. _____

14. An account in which a fixed amount is deposited every month for a fixed period is called _____ 1

- Fixed deposited account
- Recurring deposit account
- Savings account
- Current account

Ans. _____

15. Government of India nationalized 14 commercial banks in the year _____ 1

- 1959
- 1969
- 1970
- 1971

Ans. _____

16. The bank that formulates, implements, and mentors the monetary policy in the country is _____ 1

- Exchange bank
- Commercial bank
- Reserve bank of India
- Industrial bank

Ans. _____

17. A negotiable instrument drawn by a bank upon its branch to pay a certain sum of money to the payee is called _____ 1

- Bearer cheque
- Crossed cheque
- Demand draft
- Overdraft

Ans. _____

18. Type of bank that functions at the local, district and state level is _____ 1

- commercial bank
- exchange bank
- cooperative bank

- industrial bank

Ans. _____

19. A request for an insurance cover is called _____ 1

- Declaration statement
- Proposal form
- Claim form
- Fire policy

Ans. _____

20. In India the number of General Insurance Companies owned by the government are _____ 1

- 5
- 4
- 3
- 2

Ans. _____

21. Motor insurance is covered under _____ 1

- Fire insurance
- Marine insurance
- Life insurance
- Miscellaneous

Ans. _____

22. Headquarters of IRDA is in the state of _____ 1

- Maharashtra
- Telangana
- Bengal
- Bihar

Ans. _____

23. Insurance cannot be used to make a profit in the principle of _____ 1

- Indemnity
- Contribution
- Subrogation
- Insurable interest

Ans. _____

24. Fire insurance policy which covers a single consignment and is valid for a particular voyage is _____ 1

- Open policy
- Annual policy
- Open cover policy
- Specific policy

Ans. _____

25. The peril not covered under fire insurance is _____ 1

- Riots
- Explosion
- Burglary
- Storms

Ans. _____

26. Incase of theft the insured should submit to the insurer a copy of _____ 1

- proposal form
- FIR
- Fire policy
- Marine policy

Ans. _____

27. Elected representatives of a company are called _____ 1

- Shareholders
- Bankers
- Board of directors
- Auditors

Ans. _____

28. Board meeting must be held once in every _____ 1

- 2 months
- 3 months
- 4 months
- 5 months

Ans. _____

29. Name the meeting in which proxies are not allowed to attend 1

- Extra-ordinary general meeting
- Board meeting
- Committee meeting
- Annual general meeting

Ans. _____

30. Plans and policies of the company are framed by the 1

- Secretary
- Shareholders
- Board of directors
- Auditors

Ans. _____

31. The quorum for a private company meeting must be _____ 1

- 1
- 2
- 3
- 4

Ans. _____

32. Appointment of Auditors is done at the _____ 1

- Annual general meeting
- Board meeting
- Class meeting
- Committee meeting

Ans. _____

33. One copy of the notice of the Annual general meeting must be filed with the _____ 1

- Banker
- Auditor
- Registrar
- Directors

Ans. _____

34. Urgent matters are discussed at the _____ 1

- Annual general meeting
- Committee meeting
- Class meeting
- Extra-ordinary meeting

Ans. _____

35. Who checks the quorum at any general meeting? 1

- Shareholder
- Secretary
- Board of directors
- Registrar of companies

Ans. _____

. 1.

II State whether the following statements are true or false

1 Dividend is the returns received by a shareholder. 1

Ans. _____

2. Percentage of reserves out of the profit for that financial year is decided by the shareholders. 1

Ans. _____

3. Using of polite language in writing of letters is known as courtesy. 1

Ans. _____

4. Sum of the final dividend must be deposited in a separate account in a schedule bank. 1

Ans. _____

5. An order disqualifying a director for appointment can be passed by the chairman. 1

Ans. _____

6. Company Secretary is the spokesperson of the board of directors. 1

Ans. _____

7. A person shall not be eligible for appointment as a director of the company if he is declared insolvent. 1

Ans. _____

8. Secretary is expected to be prompt and punctual while corresponding with directors. 1

Ans. _____

9. Registrar of Companies is appointed by the Central government. 1

Ans. _____

10. President is an officer who helps the court in conducting and completing the winding up proceedings. 1

Ans. _____

11. Any objection to amalgamation may be conveyed by the Registrar of companies to the central government. 1

Ans. _____

12. Resolution for the voluntary winding up of the company must be published within 14 days of passing. 1

Ans. _____

13. Technical member shall be a person who is or has been a judge of high court for 5 years. 1

Ans. _____

14. Official Liquidator is appointed in the general meeting of the company. 1

Ans. _____

15. Registrar of companies can impose fines and penalties for any default. 1

Ans. _____

III. Select the correct answer from the bracket given below. Write the answer in the blanks provided.

(Committee, Tribunal, SENSEX, Secretary, Screen based trading, Minutes, NIFTY, Jobber, two, seven Bear, Title, Findings, Progress, Recommendations, Registrar)

1. _____ is the oldest index in our country. 1

2. _____ is an electronic form of trading in stocks 1
3. _____ is a member of the stock exchange who buys and sells securities on his own behalf. 1
4. _____ is a speculator who expects a fall in the price of securities. 1
5. Different resolutions must be filed with the _____ 1
6. _____ can order an immediate inspection of the minutes book. 1
7. _____ drafts the minutes of a company. 1
8. Minutes book must be kept open for inspection for not less than _____ hours 1
9. _____ is a written record of the proceedings of a meeting of any company duly kept in pursuance of law. 1
10. A copy of the minutes must be supplied to a member on request within _____ days 1
11. _____ report is prepared on regular intervals containing the performance of the company. 1
12. _____ represents the theme of the report. 1
13. _____ is basically the result of research conducted. 1
14. _____ report is prepared by a small group of individuals appointed to study a particular problem. 1
15. _____ is an essential part of the report which comprises of suggested future actions 1

IV. Answer the following questions

- I. State any one duty of the Registrar of companies 1

2. State any one feature of NSE 1

3. Explain any one function of the stock exchange 1

4. State any one provision as per the Act regarding minutes 1

5. State any one point of importance of a good report 1

V Answer the following questions

1 State any two conditions to make calls on shares 2

OR

State any two conditions for the allotment of shares

2. State any two advantages of e-banking 2

OR

State any two features of cash credit

State any two implied warranties in fire insurance

3. _____ 2

4. State the two methods of writing minutes _____ 2

5. Give two examples of statutory reports _____ 2

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