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FOR GOA CLASS 12 PREPARATION

Goa Board Class 12 Sample Paper 2027 Secretarial Practice

EXAM	YEAR	TYPE	SUBJECT
Goa Class 12	2027	Sample Paper	Secretarial Practice

SYLLABUS AND MARKS WEIGHTAGE TO THE CONTENT AREA

BOARD EXAMINATION-2026-2027

SUBJECT: SECRETARIAL PRACTICE MAX.MARKS: 80

STD: XII TIME DURATION: 3 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-2026-2027

SUBJECT: SECRETARIAL PRACTICE MAX.MARKS: 80

STD: XII TIME:3 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)

GOA BOARD MODEL QUESTION PAPER 2026-2027

SUBJECT: SECRETARIAL PRACTICE MAX.MARKS: 80

STD: XII TIME :3 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 incase 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 a 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 incase 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 Extra-ordinary 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 incase 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.

PROJECT (20 marks)

1.Visit and interview a stock analyst/broker / financial advisor and gather information with the help of a questionnaire on the procedure to open a demat account,documents required,trading on demat.

2.Visit a bank and collect information with regards to types of bank accounts,forms of lending,documents required to open a bank account,schemes available at the bank

3.Prepare a report of CSR by any 5 companies.

4.Conduct a survey of any 5 business organisations in your locality and gather details of their insurance policy with the help of a questionnaire.

5.Conduct a survey on the impact of e-banking on any ten customers in your locality with the help of a questionnaire

6.Make a study of any five companies merged/amalgamated/liquidated.

7.With the help of a notice and agenda conduct a mock meeting in the class.

8.Attend any two meetings of any two organisations and write the minutes.

9.Conduct a survey of a particular product which is having drop in sales with the help of a questionnaire.

10.Imagine a product to be launched. Find out the potential market for the product with the help of a questionnaire.

CRITERIA FOR EVALUATION

1.WRITING OF REPORT -5 MARKS

2.CONTENT- 5 MARKS

3.PRESENTATION -5 MARKS

4.VIVA-2 MARKS

5.CERTIFICATION -3 MARKS

NOTE: A TEACHER MAY USE HIS/HER DISCRETION TO SUGGEST TOPICS OTHER THAN MENTIONED ABOVE,HOWEVER IT SHOULD BE WITHIN THE SCOPE OF THE SYLLABUS.