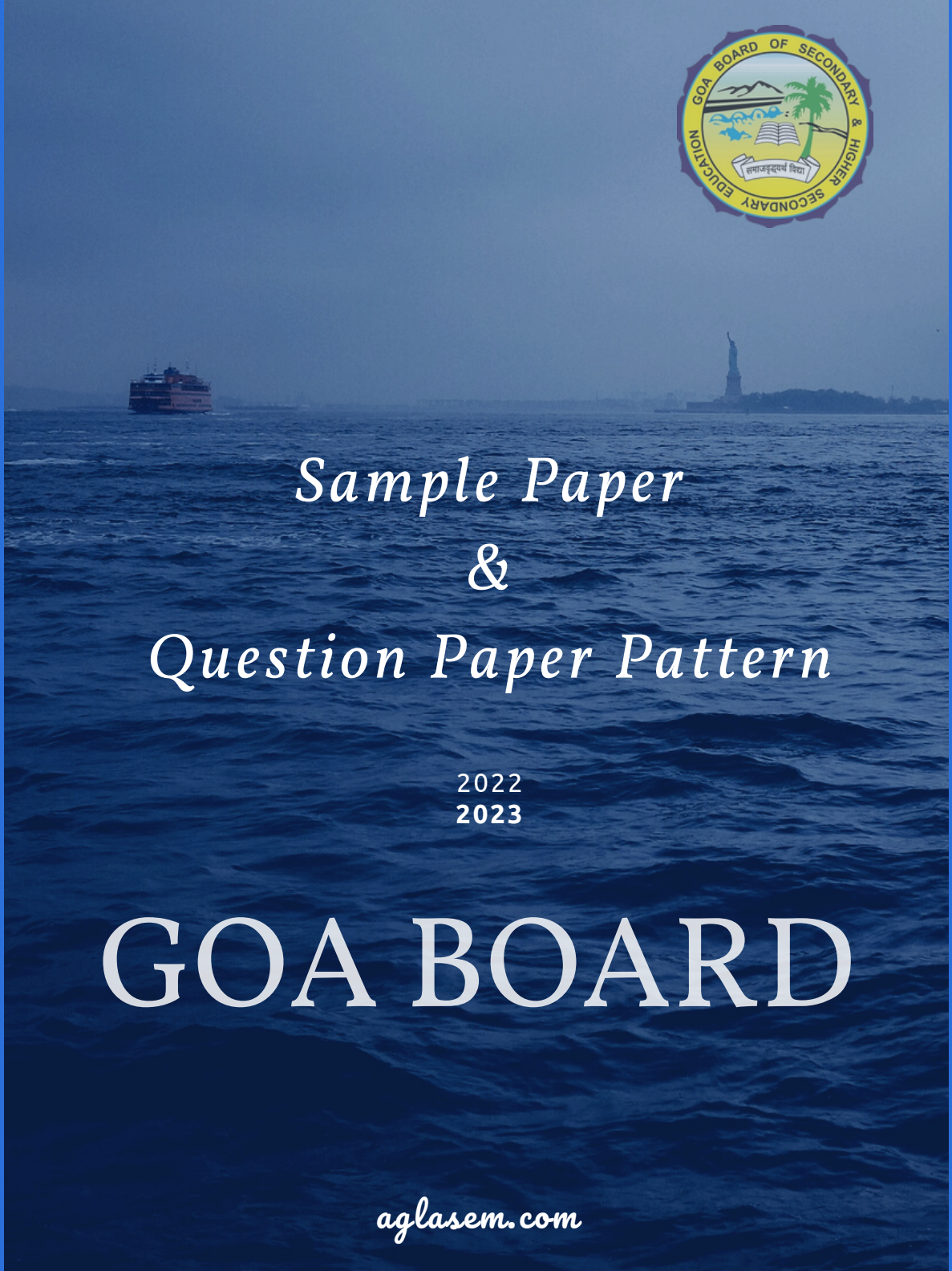


Sample Paper
&
Question Paper Pattern

2022
2023

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FIRST TEST/FIRST FORMATIVE TEST -2022-2023

STD: XI MAX.MARKS: 20

SUBJECT: SECRETARIAL PRACTICE DURATION: 1 HOUR

MARKS WEIGHTAGE TO CONTENT AREA

SR.NO.	NAME OF THE UNIT	MARKS
1.	SECRETARY	10
2.	TYPES OF SECRETARIES	10
	TOTAL	20

FIRST INTERNAL TEST/FIRST FORMATIVE TEST- 2022-2023

QUESTIONWISE DISTRIBUTION OF MARKS

SR.NO.	NAME OF THE UNIT	VSA	SA1	SAII	LA	TOTAL
1	SECRETARY	1(1)	2(1)	3(1)	4(1)	10
2.	TYPES OF SECRETARIES	1(1)	2(1)	3(1)	4(1)*	10
	TOTAL					20

NOTE:1.(*) INDICATE CHOICE OF QUESTIONS

2.FIGURES INSIDE THE BRACKET INDICATE THE NO. OF QUESTIONS

3.FIGURES OUTSIDE THE BRACKET INDICATE THE NO. OF MARKS

SUBJECT: SECRETARIAL PRACTICE-2022-2023

FIRST TERMINAL EXAMINATION

STD: XI MAX.MARKS: 40

TOTAL NO.OF QUESTIONS:40 DURATION: 90 MINUTES

MARKS WEIGHTAGE TO CONTENT AREA

SR.NO.	NAME OF THE UNIT	MARKS
1	SECRETARY	05

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2.	TYPES OF SECRETARIES	05
3.	SECRETARIAL CORRESPONDENCE	10
4.	FORMALITIES OF COMPANY MEETINGS	05
5A	JOINT STOCK COMPANY	04
5B	KINDS OF COMPANIES	06
6	FORMATION OF A COMPANY	05
	TOTAL	40

FIRST TERMINAL EXAMINATION 2022-2023

QUESTIONWISE MARKS DISTRIBUTION

SUB: SECRETARIAL PRACTICE MAX.MARKS: 40

STD: XI DURATION : 90 MINUTES

SR.NO	NAME OF THE UNIT	VSA	SA1	SAII	LA	TOTAL
1	SECRETARY	------	2(1)	3(1)	-----	05
2.	TYPES OF SECRETARIES	1(1)	------	-------	4(1)	05
3.	SECRETARIAL CORRESPONDENCE	1(1)	2(1)	3(1)	4(1)*	10
4.	FORMALITES OF COMPANY MEETINGS	1(1)	2(2)	------	-------	05
5A	JOINT STOCK COMPANY	------	-------	------	4(1)*	04
5B	KINDS OF COMPANIES	1(2)	-------	------	4(1)	06
6.	FORMATION OF A COMPANY	------	2(1)	3(1)	------	05
	TOTAL					40

SECOND INTERNAL TEST/SECOND FORMATIVE TEST -2022-2023

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STD: XI MAX.MARKS: 20

SUBJECT: SECRETARIAL PRACTICE DURATION: 1 HOUR

MARKS WEIGHTAGE TO CONTENT AREA

SR.NO.	NAME OF THE UNIT	MARKS
1.	DOCUMENTS PREPARED BY COMPANY	10
2.	COMPANY MANAGEMENT	10
	TOTAL	20

SECOND INTERNAL TEST/SECOND FORMATIVE TEST 2022-2023

QUESTIONWISE DISTRIBUTION OF MARKS

SR.NO.	NAME OF THE UNIT	VSA	SA1	SAII	LA	TOTAL
1.	DOCUMENTS PREPARED BY COMPANY	1(1)	2(1)	3(1)	4(1)	10
2.	COMPANY MANAGEMENT	1(1)	2(1)	3(1)	4(1)*	10
	TOTAL					20

NOTE:1.(*) INDICATE CHOICE OF QUESTIONS

2.FIGURES INSIDE THE BRACKET INDICATE THE NO. OF QUESTIONS

3.FIGURES OUTSIDE THE BRACKET INDICATE THE NO. OF MARKS

MARKS WEIGHTAGE TO CONTENT AREA -THIRD INTERNAL (INNOVATIVE TEST)

STD: XI 2022-2023

SUBJECT : SECRETARIAL PRACTICE

SR.NO.	NAME OF THE UNIT	MARKS
1.	DOCUMENTS PREPARED BY A COMPANY/COMPANY MANAGEMENT/ROLE OF	20

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	SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY(A,0R B)	
	TOTAL	20

GUIDELINES FOR EVALUATION THIRD INTERNAL (INNOVATIVE) TEST

The evaluation of the student could be based on any of the following work done on the above-mentioned topic

a. Video presentation
b. Power point presentation
c. Poster
d. Puzzle
e. Essay

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

SECOND TERMINAL EXAMINATION 2022-2023

SUBJECT: SECRETARIAL PRACTICE MAX.MARKS :40

STD: XI TIME DURATION :90 MINUTES

TOTAL NO.OF QUESTIONS :

MARKS WEIGHTAGE TO THE CONTENT AREA

SR.NO	NAME OF THE UNIT	MARKS
1.	DOCUMENTS PREPARED BY COMPANY	10
2.	COMPANY MANAGEMENT	10
3.	ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY(A)	1O
4.	ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY(B)	10
	TOTAL	40

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SECOND TERMINAL EXAMINATION 2022-2023

SUBJECT: SECRETARIAL PRACTICE

STD: XI

SR.NO.	NAME OF THE UNIT	VSA	SA1	SAII	LA	TOTAL
1	DOCUMENTS PREPARED BY COMPANY	1(1)	2(1)	3(1)	4(1)	10
2	COMPANY MANAGEMENT	1(1)	2(1)	3(1)	4(1)	10
3.	ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY(A)	1(1)	2(1)	3(1)	4(1)*	10
4.	ROLE OF SECRETARY IN CAPITAL RAISING OF A JOINT STOCK COMPANY(B)	1(1)	2(1)	3(1)	4(1)*	10
	TOTAL					40

NOTE:1.(*) INDICATE CHOICE OF QUESTIONS

2.FIGURES INSIDE THE BRACKET INDICATE THE NO. OF QUESTIONS

3.FIGURES OUTSIDE THE BRACKET INDICATE THE NO. OF MARKS

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MODEL QUESTION PAPER
FIRST FORMATIVE TEST 2022-2023
SUB: SECRETARIAL PRACTICE

STD. XI COMMERCE **MAX. MARKS : 20**
TOTAL NO. OF QUESTIONS: 08 **DURATION: 1 HOUR.**

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

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1. Name the quality of secretary which helps to adjust to new situation, new duties and people.

2. An association of employees formed to protect their rights and interest.

3. State any four administrative functions of a secretary.

4. Explain any two duties of Departmental secretary of the Government.

5. Explain any three features of a secretary.

6. State any six corporate secretarial services.

7. Explain any four qualifications of a secretary.

8 i) Explain any four functions of Personal secretary.

OR

ii) State any eight duties of secretary of a co-operative society.

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FIRST TERM MODEL QUESTION PAPER – 2022 - 2023

SUBJECT: SECRETARIAL PRACTICE

STD: XI COMMERCE **MAX.MARKS: 40**

TOTAL NO. OF QUESTIONS: 17 **DURATION: 90 MINUTES**

INSTRUCTIONS:

i.All questions are compulsory.

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

iii. Question nos.4 and 5 are Fill in the blanks of 1 mark each.

iv. Question nos. 6, 7, 8, 9 and 10 are of 2 marks each.

v. Question no. 11, 12, and 13 are of 3 marks each.

vi Question no. 14, 15, 16 and 17 are of 4 marks each.

vi.Internal choice has been provided in two questions of 4 marks each in Question no. 15 and question no 16.

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1. A full time Company Secretary should be compulsorily appointed when the company has a paid up share capital of _____

A. 3 crores

B. 6 crores

C. 5 crores

D. 8 crores.

2. A part of the letter which states the topic of the letter in a nutshell is _____

A. Heading

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B. Salutation

C. Subject

D. Signature.

3. An advanced intimation given in writing to all those who are entitled to attend the meeting is _____

A. Agenda

B. Resolution

C. C. Minutes

D. Notice

4. A Government Company is one when the central government or any state government holds Share capital of not less than _____

5. In order to start a public company the minimum number of members required is _____

6. State any two administrative functions of a secretary.

7. Draft a specimen of an inward register.

8. Write short notes on :

a. Quorum b. Minutes.

9. State the various forms by which an amendment can be made to a motion.

10. Write a note on Digital Signature Certificate (DSC).

11. Explain any three qualities of a secretary.

12. Explain the following parts of a business letter:

a. Body of the letter b. Signature c. Date.

13. State any six documents required for (Director) DIR -3application form in case of Indian National.

14. Explain any four functions of a Personal Secretary.

15.(i) Explain any four principles of business correspondence.

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OR

(ii) Explain any four points of importance of business correspondence.

16.(i) Explain any four merits of a Joint Stock Company.

OR

(ii) Explain any four demerits of a Joint Stock Company.

17. Distinguish between Foreign Company and Multinational Company with reference to :

a. Filing the documents b. Exercising control c. Display of name

d. Operational Quota.

SECRETARIAL PRACTICE MODEL QUESTION PAPER (2022-2023)

SECOND INTERNAL TEST

Std: XI **MAX. MARKS:20**

TOTAL NO.OF QUESTIONS :08 **DURATION: 1 HOUR**

Instructions:

I. All questions are compulsory.

ii.Question No. 1 and 2 are MCQ and are of 1 mark each.

iii.Question No. 3 and 4 are of 2 marks each.

iv.Question No. 5 and 6 are of 3 marks each.

v.Question No. 7 and 8 are of 4 marks each.

vi. Internal choice has been provided in one Question of 4 marks in question No. 8

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1. The clause which states place where the company's registered office is located is _____
   (A) Capital clause
   (B) Domicile clause
   (C) Name clause
   (D) Liability clause
2. The first auditor of a joint stock company is appointed by _____
   (A) Shareholders
   (B) Promoters
   (C) Directors
   (D) Managing Director
3. State any four contents of Articles of Association.
4. State any four individual rights of a shareholders.
5. State any six contents of a prospectus
6. Give any three reasons for the separation of ownership from management in a joint stock company
7. Distinguish between Memorandum of Association and Articles of Association. (Any 4 points)
8. (I) Explain any four duties of an accountant.

   OR

   (II) State the rights of an auditor.

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SECOND TERM MODEL QUESTION PAPER – 2022 - 2023

SUBJECT: SECRETARIAL PRACTICE

STD: XI COMMERCE **MAX.MARKS: 40**

TOTAL NO. OF QUESTIONS: 16 **DURATION: 90 MINUTES**

INSTRUCTIONS:

i. All questions are compulsory.

ii.Question nos.1 and 2 are MCQ of 1 mark each.

iii. Question nos.3 and 4 are Fill in the blanks of 1 mark each.

iv. Question nos.5, 6, 7 and 8 are of 2 marks each.

v. Question nos.9, 10, 11 and 12 are of 3 marks each.

vi Question nos.13, 14, 15 and 16 are of 4 marks each.

vii.Internal choice has been provided in two questions of 4 marks each in Question no. 15 and question no 16.

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1. A document which invites subscription to shares from the public is _____

A. Memorandum of Association

B. Articles of Association

C. Prospectus

D. Statement in lieu of Prospectus.

2. The first auditor of the company is appointed by _____

A. Accountant

B. Secretary

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C. Board of Directors

D. Solicitor

3. When a share is issued at a price more than its face value it is said to be issued at _____

4. From the date of allotment of shares a share certificate should be kept ready for delivery within_____ .

5. State any four provisions which are contained in the Articles of Association.

6. State any four duties of a director of a company.

7. Explain the following types of capital:

a. Authorised capital b. Reserve capital.

8. State any four conditions for the issue of a share warrant.

9. Explain any three points of importance of Memorandum of Association.

10. Explain any three duties of an Accountant of a company.

11. State any six features of shares.

12. Draft the specimen of a share certificate.

13. Explain any four clauses of the Memorandum of Association.

14. Explain any four ways a person can acquire membership in a company.

15.(i) Explain any four features of Equity Shares

OR

(ii) Explain any four features of debentures.

16.(i) Explain the procedure relating to the issue of a share certificate.

OR

(ii) Explain the procedure relating to the issue of a share warrant.

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