

FYJC SECRETARIAL PRACTICE ONLINE EVALUATION - MAY 2021.

MARKS: 50

DURATION: 2 HOURS

1. ROLL NO. *

2. FULL NAME OF THE STUDENT *

3. DIVISION *

4. VALID MOBILE NUMBER OF THE STUDENT *

5. VALID EMAIL ID OF THE STUDENT *

Q.1. Select the correct answer from the options given below :- (20 MARKS)

6. (A) The person who presides over the meeting is known as.....(2 Points)

Secretary

Chairman

Director

7. (B) General Meeting must have a notice of at least.....clear days. (2 Points)

7 Days

14 Days

21 Days

8. (C).....contains rules and regulations for internal management of the company *(2Points)

Memorandum of Association

Articles of Association

Prospectus

9. D) A person can be called as a Member when his name is entered in.....(2 Points)

- Register of charges
- List of Members
- Register of Members

10. (E) Written communication is a.....record. *(2 Points)

- Permanent
- Unauthorised
- Temporary

11. (F) A proxy can vote only in the case of voting by..... (2 Points)

- Division
- Show of hand
- Poll

12. (G) The.....clause describes the range of activities a company can undertake *(2 Points)

- Name
- Object
- Capital

13. (H) An extra ordinary general meeting is held.....(2 Points)

- Once in a year
- Under special circumstances
- Once in the life time

14. (I) A.....cannot be a member of the company himself (2 Points)

- Foreigner
- Minor
- Trust

15. (J).....is a written summary of the business transacted at the meeting.(2 Points)

- Minutes
- Point of order
- Amendment

Q.2.State whether the following statements are True or False. (20 MARKS)

16. A letter without date is incomplete and invalid. *(2 Points)

TRUE

FALSE

17. Maximum number of members required to attend the meeting is called as Quorum.(2 Points)

FALSE

TRUE

18. Only public companies can issue Prospectus. *(2 Points)

FALSE

TRUE

19. A member has a right to attend Board meeting. *(2 Points)

TRUE

FALSE

20. Proxy is the representative of an absent member *(2 Points)

FALSE

TRUE

21. Articles of Association is subordinate to Memorandum *(2 Points)

TRUE

FALSE

22. Limited Liability Partnership cannot be a member of the company *(2 Points)

TRUE

FALSE

23. Class meeting is the meeting of particular class of shareholders *(2 Points)

FALSE

TRUE

24. Right to appoint Director is given to Members. *(2 Points)

TRUE

FALSE

25. Actions can be taken against a company or its officers for misstatements in prospectus. *
(2 Points)

FALSE

TRUE

Q.3. Select the odd one from the choices given below :- (10 marks)

26. Name Clause, Rights of Board Directors, Object clause. (2 Points)

Name, Clause.

Rights of Board Directors.

Object clause.

27. Annual General Meeting, Committee Meeting, Class Meeting (2 Points)

Committee Meeting

Class Meeting

Annual General Meeting

28. Inside Address, Conciseness, Subject (2 Points)

Inside Address,

Subject

Conciseness,

29. Rights of shareholders, Appointment and remuneration of Directors, Liability clause. (2 Points)

Appointment and remuneration of Directors,

Liability clause.

Rights of shareholders

30. Resolution by Circulation, Special Resolution, Proxy form *(2 Points)

Proxy form

Resolution by Circulation

Special Resolution