

MALINI KISHOR SANGHVI JUNIOR COLLEGE OF COMMERCE
F.Y.J.C. SECOND UNIT TEST
Academic Year : 2022 - 2023

Name : _____

Roll No. : _____ Division: _____

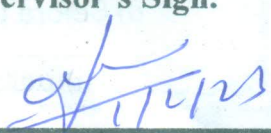
Subject : Secretarial Practice

Duration : 1 Hour

Marks: 25

Note: - 1) All questions are compulsory.

2) Answers to the questions are to be written in this paper itself.

Examiner's Sign.	Marks Obtained / 25	Supervisor's Sign. 
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Q.1 State whether the following statements are True or False.

(10 Marks)

- 1) Class meeting is the meeting of particular class of shareholders. - _____
- 2) Chairman has right to conduct the meeting. - _____
- 3) Director cannot appoint proxy to attend and vote at board meeting. - _____
- 4) Meetings are held only to review the progress of the company. - _____
- 5) Only special business is transacted at Annual General Meeting. - _____
- 6) Annual Report is prepared by members. - _____
- 7) Minutes are prepared before the meeting. - _____
- 8) 21 clear days notice should be given in case of Board Meeting. - _____
- 9) A member has a right to attend Board meeting. - _____
- 10) Maximum number of members required to attend the meeting is called as Quorum. - _____

Q.2 Select the correct answer from the options given below and fill in the blank.

(15 Marks)

- 1) The gap between two annual **general meetings** should **not be more** than months.
a) 15 b) 18 c) 24
- 2) Minutes must be recorded **within** **days of the conclusion** of the meeting.
a) 60 b) 21 c) 15
- 3) General Meeting must have a **notice** of at least **clear days**.
a) 7 b) 21 c) 14
- 4) When a poll is demanded it **must be taken within** **hours**.
a) 48 b) 36 c) 12
- 5) For passing special resolution..... **majority is required**.
a) 51% b) 66% c) 75%
- 6) Before the Annual General Meeting is held the Secretary has to compile
a) Auditor's Report b) Committee Report c) Annual Report
- 7) Auditor is appointed in
a) Annual General Meeting b) **Creditors Meeting** c) Extra ordinary General Meeting
- 8) Provisions about resolutions **are contained in**
of a company .
a) Articles of Association b) **Memorandum of Association** c) Prospectus
- 9) A is the proposal **put before the meeting for discussion** and decision.
a) Motion b) Resolution c) Minutes
- 10) The intimation to members stating the day, date, time and **place** of meeting is known as.....
a) Quorum b) Agenda c) Notice
- 11) The right of casting vote is given to the
a) Director b) Chairman c) Secretary
- 12) A proxy can vote only in the case of voting by
a) division b) show of hand c) poll
- 13) For alterations in the Articles of Association
is required.
a) a special resolution b) an ordinary resolution c) a resolution requiring a special notice
- 14) An extra ordinary general meeting is held
a) once in a year b) once in the life time c) under **special circumstances**
- 15) Writing the minutes of meeting is the duty of the
a) Chairman b) Director c) Secretary