

Duration: 3 Hours

B31710OCSP -

Marks: 100

Note:

- All questions are compulsory.
- Figures to the right indicate full marks.
- All questions carry equal marks.

Q.1A. Multiple Choice Questions (Any 10):

(10 Marks)

- 1) Secretary acts as a _____ of the Board of Directors.
a) Assistant and advisor b) Competitor c) an outsider d) Boss
- 2) A company secretary shall not hold office in not more than _____ Company.
a) One b) Two c) Three d) Four
- 3) Secretarial audit is conducted by _____
a) Company secretary b) Company secretary in practice c) Company's auditor
d) Government auditor
- 4) ROC is recognised _____ with wide powers.
a) Statutory authority b) non-statutory authority c) nominal authority d) illegal authority
- 5) One benefit of secretarial standards is _____.
a) Rise in investor faith b) neatness in work c) quickness in work d) no duplication of work
- 6) Article of Association is _____ Memorandum of Association.
a) Subordinates to b) Superior to c) on par with d) a substitute to
- 7) Prospectus is issued by a _____ Company.
a) Private b) Public c) Government d) One man
- 8) Company documents are for _____.
a) Reference b) Filing only c) The benefits of directors d) Creating confusion
- 9) Consumer forum is for the protection of _____.
a) Rights of consumers b) Traders c) Speculators d) Unfair trade practices
- 10) Debenture holders are the _____ of the company.
a) Owners b) Debtors c) Shareholders d) Creditors
- 11) Secretarial correspondence should be _____.
a) Prompt b) Delayed c) Postponed d) late
- 12) A Company Secretary must be the member of the _____.
a) WTO b) ILO c) ICSI d) EU

Q.1B.) State Whether the following statements are true or false (Any 10)

(10Marks)

- 1) Company secretary is not concerned with company employees
- 2) Company secretary is recognised as key managerial personnel by Companies Act
- 3) Company Secretary Act as an advisor to directors and chairman.
- 4) ICSI has issued secretarial standards on minutes.

(P.T.O)