



‘समानो मन्त्रः समितिः समानी’

UNIVERSITY OF NORTH BENGAL

B.Com. LL.B. Honours 5th Semester Examination, 2022

SECRETARIAL PRACTICE

PAPER CODE: FC12

Time Allotted: 3 Hours

Full Marks: 100

*The questions are of equal value
The figures in the margin indicate full marks.*

Answer any four questions and Question No. 7 is compulsory to attempt

1. (a) Discuss the process of appointment of a Company Secretary. 10+10
(b) Explain the process of removal of a Company Secretary.
2. (a) Explain the functions of Registrar of Companies (ROC). 10+10
(b) Discuss the liabilities of Company Secretary.
3. Discuss the statutory duties of a Company Secretary according to various acts vividly. 20
4. (a) Define share. 4+16
(b) Explain in detail the share allotment procedure.
5. (a) Define Dividends. 4+16
(b) Explain in detail the Secretarial Procedure regarding declaration and payment of dividend.
6. (a) Explain the role of a company secretary before, in and after the board meeting. 15+5
(b) Define Quorum.
7. Write short notes: (any *four*) 5×4 = 20
 - (a) Letter of Regret in share allotment
 - (b) Minutes of meeting
 - (c) Reissue of Shares
 - (d) Transmission of Shares
 - (e) Extraordinary meeting
 - (f) Annual General Meeting.