



‘समानो मन्त्रः समितिः समानी’

UNIVERSITY OF NORTH BENGAL

B.Com. LL.B. Honours 5th Semester Examination, 2021

SECRETARIAL PRACTICE

PAPER CODE: FC12

Time Allotted: 3 Hours

Full Marks: 100

The figures in the margin indicate full marks.

The students are advised to follow the word limit mentioned below strictly while answering questions.

The marks will be deducted if answers exceed word limit.

16-20 marks- 400 words / 10-15 marks- 300 words / 6-9 marks- 200 words / 2-5 marks- 100 words

Answer Question No. 7 and any four from the rest

1. Describe the roles and responsibilities of Company Secretary during meetings. 7+13
2. What are the statutory liabilities of a Company Secretary? 20
3. Who can be appointed as a Cooperative Secretary? Also mention his functions. 5+15
4. Distinguish between Letter of Allotment and Letter of Regret. 10+10
5. What is Private Placement of Shares? Define the procedure of issuing it. 6+14
6. What are the qualifications of a Company Secretary? 20
7. Answer any **four** short notes from the following: 5×4 = 20
 - (a) Transfer of Shares
 - (b) Institute of Company Secretaries of India
 - (c) Transmission of Shares
 - (d) Cooperative Society
 - (e) Registrar of Companies
 - (f) Company Secretary.

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