

Secretarial Practice Std.XII

1st Formative Exam

The following weightage should be followed for setting the question paper for the 1st Formative Exam

Topics	Weightage
Role of Secretary in Issue of shares	10marks
Correspondence of Company secretary with members and directors of a Company	10marks
Total	20 marks

2nd Formative Exam

The following weightage should be followed for setting the question paper for the 2nd Formative Exam,

Topic	Weightage
Correspondence of Company Secretary with Banks	6 marks
Correspondence of Company Secretary with Insurance Companies	6 marks
Correspondence of Company Secretary with Registrar of Companies	4 marks
Correspondence of Company Secretary with Other Organisations	4 marks
Total	20 marks

Board Examination

The following weightage should be followed for setting the question paper for the Board Examination:

Topic	Weightage
Role of Secretary in Issue of shares	8 marks
Correspondence of Company secretary with members and directors of a Company	8 marks
Correspondence of Company Secretary with Banks	8 marks
Correspondence of Company Secretary with Insurance Companies	10 marks
Correspondence of Company Secretary with Registrar of Companies	6 marks
Correspondence of Company Secretary with Other Organisations	8 marks
Formalities of Company Meetings	8 marks
Conduct of Types of Company Meetings	8 marks
Minutes of Meetings	8 marks
Report Writing	8 marks
Total	80 marks