

To be implemented from 2017-18

DESIGN OF QUESTION PAPER

CLASS: - XII
TIME: - 2 1/2 hours

SUBJECT: - Secretarial
MAX. MARKS: - 80 marks

The weightage of the distribution of marks over different dimension of the question paper shall be as follows.

1. Weightage to learning outcomes:

Sr. No.	Learning outcomes	Marks	Percentage of marks
1.	Knowledge	23	28.75
2.	Understanding	27	33.75
3.	Application	16	20
4.	Skill	14	17.50
Total		80	100%

2. Weightage to content/ subject units:

Sr. No.	Units	Marks
1.	Issue of shares	08
2.	Corr. with Director & Members	08
3.	Corr. with bank	08
4.	Corr with insurance	10
5.	Corr. with registrar	06
6.	Corr with other agencies	08
7.	Formalities of meetings	08
8.	conduct of meeting	08
9.	Minutes	08
10.	Reports	08
Total		80 marks

3. Weightage to forms of questions:

Sr. No.	Form of Questions	Marks for each question	Number of questions	Total Marks
1.	Long Answer Type(LA)	4	06	24
2.	Short Answer Type(SA-I)	2	10	20
3.	Short Answer Type(SA-II)	3	6	18
4.	Very Short Answer Type(VSA)	01	08	08
Total LA		03	02	10
				80

The expected time for different types of question would be as follows:

Sr.No.	Form of Questions	Approx. time for each question in mins.(t)	Number of questions (n)	Approx. time for each form of question in mins. (nxt)
1.	Long Answer Type(LA)			
2.	Short Answer Type(SA-I)			
3.	Short Answer Type(SA-II)			
4.	Very Short Answer Type(VSA)			
Total				

As the total time is calculated on the basis of number of questions required to be answered and the length of their anticipated answers, it would therefore, be advisable for the candidates to budget their time properly by cutting out the superfluous words and be within the expected time limits.

4. Scheme of Option:

There will be no overall choice. However, there may be internal choice in sub questions of 3 marks category.

5. Weightage to difficulty level of questions:

Sr. No.	Estimated difficulty level of question	Marks	Percentage
1.	Easy	24	30%
2.	Average	40	50%
3.	Difficult	16	20%
Total		80	100%

A question may vary in difficulty level from individual to individual. As such, the assessment in respect of each question will be made by paper setter, on the basis of general anticipation from the group as a whole, taking the examination. This provision is only to make the paper balanced in weightage, rather than to determine the pattern of marking at any stage.

6. Number of main questions:

There will be 4 main questions; 2 questions of 10 mark each & 2 questions of 15 mark each.

STD: XII Com.

DATE:

Model Question Paper

Subject:-**SECRETARIAL PRACTICE**

MARKS: 80

Time: 2 ½ Hours

Instructions:

	<ul style="list-style-type: none">• All questions are compulsory.• Question 1, 3, 5 and 8 are MCQ and is of 1 mark each.• Question 2, 4,6 and 7 to be answered in a word or phrase for 1 mark each. • Questions 9 to 18 to be answered in about 30 words and is of 2 marks each.• Questions 19 to 24 to be answered in about 60 words and is of 3 marks each.• Questions 25 to 30 to be answered in about 100 words and is of 4 marks each.• Questions 31 and 32 to be answered in about 100 words and is of 5 marks each.• The word limit is not applicable for the questions involving drafts of documents, letters, notice and agenda, minutes, reports, resolutions, distinctions and procedures.• However, internal choice has been provided in two questions of 4 marks in question 25, 26 and one question of 5 marks in question 32.	
1.	The prospectus must be issued within -----days of its registration with the Registrar. (a) 30 (b) 60 (c) 90 (d) 120	
2.	A cheque which bears a future date than the actual date of issue	1
3.	The principle of insurance which states that the insured will be paid only the amount of actual loss suffered. a) Principle of Insurable interest b) Principle of Indemnity c) Principle of Subrogation d) Principle of Utmost good faith.	1
4.	A return as to allotment must be filed with the Registrar within --- -----days from the date of allotment of shares.	1
5.	Which of the following speculators in a stock market keeps selling	(1)

		shares believing that the share prices will fall?	
		a) Stag	
		b) Bear	
		c) Bull	
		d) Lame Duck	1
6.		A list of items of business to be transacted at a meeting.	(1)
7.		Name the authority that can order an immediate inspection of the minutes book.	(1)
8.		The part of a report that states the outcome of investigation. a) Title b) Recommendations c) Findings d) Procedure	(1)
9.		State any four precautions to be taken by a secretary while drafting letters to the directors.	(2)
10.		State any four legal provisions for the payment of dividend.	(2)
11.		Explain any two types of marine insurance policies.	(2)
12.		State the returns to be filed with the Registrar of Companies in connection with the Annual General Meeting.	(2)
13.		Distinguish between Adjournment and Postponement with reference to: a) Notice b) When held	(2)
14.		State any four examples of Point of Order.	(2)
15.		Explain any two duties of a company secretary before the Statutory meeting.	(2)
16.		Explain any two essentials of good minutes.	(2)
17.		Distinguish between Annual General Meeting and Extra Ordinary General Meeting with reference to: a) Frequency b) Business transacted	(2)
18.		Explain any two objects of Committee Report.	(2)
19.		Explain the advantages of listing of shares to investors. (Any three points).	(3)
20.		Explain in brief the following types of banks: a) Co-operative bank b) Industrial bank c) Exchange bank	(3)
21.		Explain the procedure to make a claim under fire insurance.	(3)
22.		State any six functions of the Registrar of Companies.	(3)
23.		State any three functions of Securities Exchange Board of India.(SEBI).	(3)

Goa Board of Secondary & Higher Secondary Education, Alto, Betim-Goa

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Duration 2½ hours

Maximum Marks :- 80

Subject : Secretarial Practice

Std XII

Objective Content Area	Knowledge				Understanding				Application				Skill				Total
	VSA	SA1	SA2	LA	VSA	SA1	SA2	LA	VSA	SA1	SA2	LA	VSA	SA1	SA2	LA	
Marks	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
1 Issue of shares	1						19	25*									08
2 Cor. with mem to disc		9,10											26*				08
3 Cor. with bank	2						20						27				08
4 Cor. with issuer	3					11	21						28				10
5 Cor. with regist	4	12	22														06
6 Cor. with other by	5		23										29				08
7 Formelatus of meetg		14	24		6	13											08
8 Conduct of meetings						15,17											30
9 Minutes	7					16											31
10 Reports					8	18											32*
	06	08	09	-	02	12	09	4	-	-	-	16	-	-	-	14	

Note :

Figures outside the brackets indicate the number of questions and figure within the brackets indicate marks.

