

Royal Higher Secondary School (E.M.)-Dhoraji

Subject: S.P.C.C.

First Semester Exam -2024

Date: 26/10/2024

Standard: 12

Marks: 100

Chapter: CC - 1 to 6, SP 1 to 5

Exam Time: 3 Hours

Section - A

► **Choose the correct option from the given options of 1 to 20 objective questions below (20) and write the answer. (1 mark each)**

01. Which of the following things is mentioned when secrecy is to be maintained?
A. Punctuality B. Financial C. Name and Address D. Account Number
02. How is the amount written in bank correspondence?
A. In figure B. In words C. In figure and words D. In Roman letter
03. With which organisation is correspondence carried out to get adequate water supply in big cities?
A. State Government B. Municipal Corporation C. Municipality D. Central Government
04. Fire brigade service is called which of the following services?
A. Private B. Public C. Government D. Semi-Government
05. What is the process in which there is a change in employee's present designation, compensation, responsibility and he receives more economic benefit, higher status etc. called?
A. Recruitment B. Promotion C. Demotion D. Transfer
06. What is written at the end of an appointment letter?
A. Good wishes B. Congratulation
C. Reminder D. Result of written interview
07. What assurance do the family members of the insured get?
A. Freedom from accidental calamity. B. Monetary security
C. Social relations D. Health security
08. What among the following is not required for bringing desired results?
A. Money B. Time
C. Articulation and pronnunciation D. Apparatus
09. Letter of renunciation is related to _____
A. Share forfeiture B. Resignation of promoter
C. Right share D. Refund of share application money
10. Right share means _____
A. Shares to be allotted to employees
B. Shares to be allotted to promoters
C. Shares to be allotted to existing shareholder
D. Shares without consideration
11. In case of compulsory transfer
A. consent is essential B. consent is not required
C. consent may be given by anybody D. consent is given by Company Registrar
12. If shareholder is declared insolvent

- A. compulsory transfer shall be done
C. partial transfer shall be done
- B. voluntary transfer shall be done
D. no transfer shall be executed
13. Who appoint the trustee of debenture?
A. The company itself
C. General Assembly
B. The Assembly of Directors
D. The Assembly of debenture holders.
14. What is the name of the agreement between a company and debenture holders?
A. Debenture Trust Deed
C. The agreement of Gurantor
B. The agreement of acquiring Trust
D. The agreement of protection of Rights
15. Shares that are given as consideration to the service provider of the company
A. do not acquire membership
C. acquire Membership
B. are offered post of the Manager
D. acquire partial membership
16. Sweat equity shareholders _____
A. do not get membership
C. get partial membership
B. get membership
D. membership is suspended
17. Personality of the company
A. is combined B. is alternative C. is artificial D. has no personality
18. How much can be paid as remuneration to all fulltime Managing Director?
A. 5% of sales B. 5% of net profit C. 5% of share capital D. 5% of reserve
19. Using technology and amalgamating oral and written methods, which of the following presentation modes are used?
A. Presentation B. Strategy
C. Power Point Presentation D. Petition
20. Which number of the bank is to be given for RTGS to transfer the amount in the account of the customer?
A. Mobile B. Phone C. Pin D. IFSC

Section - B

- **Answer the following 21 to 30 questions in one or two sentences. (1 mark each)** (10)
21. Which style and format is to be followed in bank correspondence?
22. To whom is the correspondence with local organisations addressed ?
23. What is a resignation ?
24. What does premium mean?
25. What is E-learning ?
26. How many female directors should be there be in a company?
27. Which type of share is redeemable?
28. What is a debenture ?
29. What are the important characteristics of a Company?
30. What is share forfeiture?

Section - C

- **Write the answers to any 07 (seven) questions out of 10 questions from question number 31 to 40 given below. (2 marks each)** (14)
31. What is report writing ? In what cases report can be prepared?
32. Explain : E-Governance.
33. Explain the circumstances of demotion.
34. Regarding which issues are complaint letters written to the bank?

35. How can a managing director be appointed?
36. A Member holds out himself to be a member is responsible as Member. — Explain.
37. What are demat shares?
38. What steps are taken by the company to prevent fraud transfer?
39. How are share applications classified?
40. Give definition of debenture.

Section - D

► **Write answers to any 05 (five) questions out of 07 questions from question number 41 to 47 given below. (3 marks each)** (15)

41. “A person may be member but may not be a shareholder.” Explain.
42. State the procedure of the issue of debentures.
43. Write a note on renunciation of right share.
44. Explain Bank correspondence in brief.
45. Explain the difference between Notice and Circular.
46. Discuss in detail : E-Commerce.
47. Write different types of forms of presentation from the point of view of objectives of presentation and write in detail about any two.

Section - E

► **Write detailed answers to any 4 (four) questions out of 06 questions from question number 48 to 53 given below. (4 marks each)** (16)

48. Explain the types of Directors.
49. Explain the methods to obtain Membership.
50. Narrate the duties of secretary regarding Share Transfer.
51. Explain the process of Share Application.
52. Give the meaning of recruitment and its method.
53. What are the points to be considered while writing on E-mail ?

Section - F

► **Write detailed answers to any 5 (five) questions out of 07 questions from question number 54 to 60 given below. (5 marks each)** (25)

54. Draft a letter on behalf of Ramnikbhai Shah, Dehgam to get information to open demat account in the bank.
55. Draft a letter to the District Education Officer (DEO) to prohibit the sale of pan masala and Gutkha near your school.
56. Write an E-mail to a computer selling company as you desire to purchase 100 computers for your school.
57. Write an individual report regarding celebration of Independence day in the country.
58. Explain The Difference between share and Debenture.
59. Difference between Transfer of Share and Transmission of Share
60. Mr. Harshvardhan Chopra wishes to buy a mediclaim policy. Write a letter addressed to insurance company on his behalf.