

2.	TYPES OF SECRETARIES	05
3.	SECRETARIAL CORRESPONDENCE	10
4.	FORMALITIES OF COMPANY MEETINGS	05
5A	JOINT STOCK COMPANY	04
5B	KINDS OF COMPANIES	06
6	FORMATION OF A COMPANY	05
	TOTAL	40

FIRST TERMINAL EXAMINATION 2022-2023

QUESTIONWISE MARKS DISTRIBUTION

SUB: SECRETARIAL PRACTICE

MAX.MARKS: 40

STD: XI

DURATION : 90 MINUTES

SR.NO	NAME OF THE UNIT	VSA	SA1	SAII	LA	TOTAL
1	SECRETARY	-----	2(1)	3(1)	-----	05
2.	TYPES OF SECRETARIES	1(1)	-----	-----	4(1)	05
3.	SECRETARIAL CORRESPONDENCE	1(1)	2(1)	3(1)	4(1)*	10
4.	FORMALITES OF COMPANY MEETINGS	1(1)	2(2)	-----	-----	05
5A	JOINT STOCK COMPANY	-----	-----	-----	4(1)*	04
5B	KINDS OF COMPANIES	1(2)	-----	-----	4(1)	06
6.	FORMATION OF A COMPANY	-----	2(1)	3(1)	-----	05
	TOTAL					40

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