

ESG-PRINCIPLES AND PRACTISES

**CHAPTER 4: BOARD PROCESS THROUGH SECRETARIAL
STANDARDS**

QUESTION PAPER

Q1) Write a note on Secretarial Standard related to minutes of meeting [5 marks]

Q2) You have been appointed as a Company Secretary of a Company. What would you ensure to comply with the provision of Companies Act, 2013 regarding Quorum for Board Meeting? Narrate the Decision Making Process at Board as enunciated in the Act [5 marks]

Q3) Write a short note on the following: Day, Time, Place and serial number of Board Meeting

[3 Marks]

Q4) Write a note on the following: List of items of business which shall not be passed by circulation and shall be placed before the Board of its Meeting [5 Marks]

Q5) Write a short note on list of business for the Agenda of the First Board Meeting of the company [4 Marks]

Q6) Board of Directors of IT Solutions Ltd. conducted its adjourned meeting on the public holiday in the month of October, 2023. The Board Meeting was adjourned due to lack of quorum. Can the articles of association of a company fix a quorum? [5 marks]

Q7) Companies Act, 2013 has given statutory recognition to the Secretarial Standards issued by CSI. Discuss [3 Marks]