



**Maharashtra State Board of Secondary and
Higher Secondary Education, Pune**
Sub. : Secretarial Practice
Std. XII

Evaluation Scheme Std XII

Terminal Exam	50 Marks	
Preliminary Examination:		
A) Application Based Test	20 Marks	100 Marks
B) Written Exam	80 Marks	
Board (HSC Exam):		
A) Application Based Test (Internal Assessment)	20 Marks	100 Marks
B) Written Exam	80 Marks	

* Final result will be based on marks obtained in Board Exam i.e. A+B

Terminal Examination

1. Terminal Examination is a First Term Examination of 50 Marks. Time allotted will be Two Hours and Thirty minutes.
2. Terminal Examination Question Paper should be based on around 50% syllabus considering the length of the First term.



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Question Paper pattern for Term End Examination

Marks - 50

Time – 2 ½ Hours

Q. No.	Questions	Marks per Que.	No. of Ques. to attempt	Marks	
				without option	with option
1.	A] Answer in one sentence.	1	5	5	5
	B] Write a word or a term or a phrase which can substitute each of the following statements	1	5	5	5
	C] Select the correct option from the bracket.	1	4	4	4
2	Explain the following terms/ concepts.	2	Any (2) Out of (4)	4	8
3	Distinguish between the following.	4	Any (2) Out of (3)	8	12
4	Answer in brief.	4	Any (2) Out of (3)	8	12
5	Justify the following statements.	4	Any (2) Out of (3)	8	12
6	Answer the following (Long Answer type).	8	Any (1) Out of (2)	8	16
Total				50	74

❖ **PRELIMINARY EXAMINATION**

A. APPLICATION BASED TEST (20 MARKS)

1. It will be of 20 marks. Time allotted will be 1 Hour.
2. It should be based on the entire syllabus of Std. XII.
3. Question Paper is to be framed in such a way that the students will be able to write answers on the same sheet.

B. WRITTEN EXAM (80 MARKS)

1. It will be of 80 Marks. Time allotted will be Three hours.
2. The Question Paper will be based on the entire syllabus of Std. XII.
3. Paper setters have to strictly follow Unit wise weightage while setting the Question Paper.
4. Paper setters are expected to prepare Question paper with the Model Answer, Scheme of marking and Blueprint.

❖ **BOARD (HSC EXAM)**

The 100 marks evaluation is sub-divided as:-

- A. Application Based Test (Internal Assessment) 20 Marks and
- B. Written Exam 80 Marks.

A. Application Based Test (Internal Assessment)

1. It will be of 20 marks. Time allotted will be 1 Hour.
2. It should be based on the entire syllabus of Std. XII.
3. Question Paper is to be framed in such a way that the students will be able to write answers on the same sheet.
4. Marks obtained in Application Based Test should be forwarded to Board as per guidelines and schedule decided by the Board.

B. Written Exam

1. It will be of 80 Marks. Time allotted will be Three Hours.
2. The Question Paper will be based on the entire syllabus of Std. XII.
3. The Question Paper will be set by Board and will be conducted as per schedule declared by the Board.

QUESTION PAPER PATTERN
Application based Test Pattern

Que No.	Question	Marks
1.	Correct the underlined word and rewrite the following sentences.	4
2.	Complete the sentences.	4
3.	Find the odd one OR Arrange in proper order.	3
4.	Study the following case/ situation and express your opinion. (Any Three out of Four)	9
	Total	20



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PRELIMINARY & HSC BOARD EXAMINATION

Total Marks - 80

Time – 3 Hours

Q. No.	Questions	Marks per Que.	No. of Ques. to attempt	Marks	
				without option	with option
1.	From the following types of sub questions any FOUR will be asked: A] Select the correct option and rewrite the sentence B] Match the pairs C] Give one word or phrase or term D] State True or False E] Find the odd one F] Complete the sentences G] Select the correct option from the bracket H] Answer in one sentence I] Correct the underlined word and rewrite the following sentence J] Arrange in proper order	1	5	5	5
2.	Explain the following terms/concepts.	2	Any (4) Out of (6)	08	12
3.	Study the following case/ situation and express your opinion.	3	Any (2) Out of (3)	06	09
4.	Distinguish between.	4	Any (3) Out of (4)	12	16

Q. No.	Questions	Marks per Que.	No. of Ques. to attempt	Marks	
				without option	with option
5.	Answer in brief.	4	Any (2) Out of (3)	08	12
6.	Justify the following statements.	4	Any (2) Out of (4)	08	16
7.	Attempt the following. (Letter Writing)	5	Any (2) Out of (3)	10	15
8.	Answer the following (Long Answer)	8	Any (1) Out of (2)	08	16
	Total			80	116

Note -

- 1) In Question No. 7, one letter each from Chapter 6, Chapter 7 and Chapter 8 should be asked.
- 2) Unit wise Weightage should be strictly followed.
- 3) No Questions should be asked on Additional Information which is given in boxes in the Textbook

Unitwise Weightage				
Unit No.	Unit	Chapter No.	Marks	Marks with option
1	Sources of Corporate Finance	1 & 2	17	25
2	Capital Raising	3, 4 & 5	24	35
3	Secretarial Correspondence	6, 7 & 8	13	18
4	Depository System	9	07	11
5	Payment of Dividend and Interest	10	09	13
6	Financial Market	11 & 12	10	14
	Total		80	116

Division of Marks as per type of question				
Sr. No.	Question type	Marks	Marks with option	Percentage
1.	Objective	20	20	25%
2.	Short Answer	52	80	65%
3.	Long answer	08	16	10%
	Total	80	116	100%

Objectives wise division of Marks				
Sr. No.	Question type	Marks	Marks with option	Percentage
1.	Knowledge	13	17	16.25%
2.	Understanding	26	38	32.50%
3.	Application	31	46	38.75%
4.	Skill	10	15	12.50%
	Total	80	116	100%



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ADDITIONAL INFORMATION

Chapter 2 – Sources of Corporate Finance

1. Participating Preference shares can also participate in ‘surplus assets’ at the time of winding up of company.
2. Redeemable Preference shares have to be redeemed within a period of twenty (20) years from the date of their issue.
3. Redeemable Debentures have to be redeemed within a period of ten (10) years from the date of their issue.
4. Indian Depository Receipts: It is a Depository Receipt denominated in Indian Rupees. A Foreign company issues its shares to an Indian Depository which in turn will issue IDR to Indian investors. The IDRs are listed in stock exchanges in India. IDRs allow a Foreign company to raise capital in Indian financial markets and it also allows Indian investors to indirectly buy shares of Foreign companies.

Chapter 3 – Issue of shares

1. Duplicate share certificate: Unlisted public company has to issue it within 3 months of date of application and Listed public company has to issue it within 15 days of request.
2. Terms related to issue of Employees Stock Option Scheme, SARs and Sweat Equity Shares

Grant Date	Day on which Employer & Employee decide to enter into an agreement on owning shares at a future date
Vesting Date	Day on which employee is entitled to purchase shares of the company
Vesting Period	Gap between Grant Date & Vesting Date
Exercise Period	Period after Vesting Date i.e. period within which shares have to be purchased
Exercise Date	Day on which Employee exercises the option

Exercise Price Price at which Employee exercises the option. It is usually lower than the fair market value of shares

Lock in Period Period during which investor cannot sell the shares

3. Reverse Book Building:

It is a mechanism used by a company when it wants to delist i.e. remove its name from the Stock Exchange where it is listed. Under this process company collects offers (through Book Running Lead Managers) from interested shareholders who wish to sell their shares to the company. Company offers to buy the shares at a price above or equal to the floor price.

4. Distinguish between ESOPS, ESPS, SARS, Sweat Equity Shares

	Employee Stock Option Scheme (ESOP)	Employee Stock Purchase Scheme (ESPS)	Stock Appreciation Rights Scheme (SARs)	Sweat Equity Shares
Meaning	Is an option given to Directors, officers or permanent employees of a Company or its holding / subsidiary Company, the right to purchase or buy shares of the Company at a future date at a predetermined price which is lower than market price. Thus here the employees have to buy the shares by paying the price but at a future date.	Company offers Equity Shares to its permanent employees at a discounted price which they can buy at a future date. Thus here the employees have to buy the shares but the amount for the total cost of the shares is deducted from their salary. Deduction starts from date of offer till date of purchase.	It is an incentive / bonus scheme for permanent employees, where the company pays bonus in the form of cash (or shares). Every employee is assigned a certain number of shares and any increase in the market value of these shares, is paid as Bonus usually in the form of cash or in some cases as shares. Thus the employees are given a right called as Stock Appreciation Right, to receive appreciation in value of specified number of shares of the company at a future date.	These are Equity shares issued by a Company to its directors or permanent employees at a discount or for consideration other than cash, for providing know-how or Intellectual Property Rights or any other value additions.
Offer condition	Company offers only a right to buy the shares to all eligible employees. It is not compulsory for the employees to buy.	Company offers it to all eligible employees. However it is not compulsory for the employees to buy as it is only an offer.	It is given to all eligible employees. Sometimes company may offer SARs on fulfilment of certain performance conditions by employees. Employees don't have to buy the shares.	It is offered to only those employees who have given something valuable to the Company which helps the company to function effectively or earn more profits.
Method of offer	Given directly or through an Employee Welfare Trust	Is offered as a part of public issue or through a trust	Is directly offered to employees	Is directly offered to employees
Type of Company	Listed or unlisted company can offer	Listed company	Usually given by listed companies	Listed or unlisted company can offer
Eligibility criteria	Compensation Committee decides eligibility of employees	Eligibility criteria same as ESOS	As it is a Bonus scheme, it is offered to all the eligible employees	It is offered to only those employees who have given something valuable like knowhow, Intellectual Property rights, etc. to the Company which helps the company to function effectively or earn more profits.

	Employee Stock Option Scheme (ESOP)	Employee Stock Purchase Scheme (ESPS)	Stock Appreciation Rights Scheme (SARs)	Sweat Equity Shares
Transfer of shares	Employees cannot be transfer, pledge, and mortgage the option. They can sell the shares only after they have paid for it.	Employees cannot be transfer, pledge, and mortgage the option. They can sell the shares only after they have paid for it.	Employee cannot sell shares as they don't have the ownership of the shares; they only get SAR i.e. rights which they cannot sell.	Employees cannot transfer the shares for a specified time.
Dividend & voting rights	Employees get dividend & voting rights only after they have paid for the shares and it is registered in their names.	Employees get dividend & voting rights only after they have paid for the shares and it is registered in their names.	Employees do not receive dividends or get voting rights as they don't have the shares in their names.	The moment they are given the shares by the company, they are entitled to get dividend and voting rights.

Chapter 9 – Depository System

1. **Bad Delivery:** The delivery of a security that fails to meet all the standards (like improperly filed paperwork) required to transfer title to the buyer. One of the biggest problems faced by the investors in the secondary market is that of bad delivery which arises out of rejection of physical shares sent to the companies by the buyers for getting them transferred in their names.
2. **Scrip:** a provisional certificate of money subscribed to a bank or company, entitling the holder to a formal certificate and dividends.
3. **Market Lots:** In the stock market, most stocks trade in a lot size of 100 shares. So 100 is the Market Lot. This exists when physical transactions take place. After Demat one can trade with even one share in his Demat Account. **Odd Lots:** Odd lots are considered to be anything less than the standard 100 shares.
4. **Clearing Corporation:** It is a central organization created for an efficient, fast and economical settlement of transactions at the stock exchange. E.g. all trades at NSE are settled through NSCC (National Securities Clearing Corporation)

Chapter 11 – Financial Market

POINTS	CALL MONEY/ NOTICE MONEY	TREASURY BILLS	TRADE / COMMERCIAL BILLS	COMMERCIAL PAPERS	CERTIFICATE OF DEPOSIT	GOVT SECURITIES
MEANING	Lending or borrowing of funds for a short period.	They are short term securities issued by RBI on behalf of Central Govt.	They are negotiable instruments / Bills drawn by seller on buyer on credit sales. These can be discounted with Commercial Banks	They are unsecured promissory notes	They are unsecured negotiable promissory notes	They are securities issued by Central or State Govt. through RBI
TENURE	Call Money - 1 day; Notice Money 2 days to 14 days	91 days, 182 days, 364 days	maximum 90 days	7 days to 1 year	7 days to 1 year	5 to 40 years
ISSUED BY	Scheduled commercial banks, Co-op. Banks, Primary dealers.	Central Govt. through RBI	Traders	Companies, Financial Institutions, PDs	Scheduled commercial banks ; select Financial Institutions	Central / State Govt.
BOUGHT BY	Scheduled commercial banks, Co-op. Banks, Primary dealers.	Commercial Banks	Commercial Banks	Individuals, Bank, companies.	Individuals, companies	Commercial Banks, Insurance companies, PDs

Chapter 12 – Stock Exchange

1. Stock market Index:

It is a measurement of performance of entire stock market or a section of the stock market i.e. it reflects the changes in the stock market.

An Index is made by selecting few similar stocks listed on the stock exchange. The values of the grouped stocks are used to calculate the value of the Index. Any change in the price of the stocks leads to a change in the Index value. Index value is calculated on the basis of: (1) Simple average of the prices of the selected stocks. OR (2) Free float market capitalization. Sensex & NIFTY uses this method.

Index is used by investors to choose the stocks to invest and also compare return on investments.

BSE Sensex & NSE NIFTY are benchmark indices of India which reflects the overall stock market performance for a specified period.

MCX-COMDEX & NKrishi Index are commodity Indices used in India.

Market Capitalization:

It is the aggregate valuation of company based on its current share price and total number of outstanding shares (i.e. shares issued by the company or in the hands of the investors).

Thus **Market Capitalization of a company =**

Current market price of the company's share × total outstanding shares of the company.

Based on Market Capitalization, stocks can be classified as follows:

- 1) Large Cap Stocks – stocks with market capitalization of Rs. 10,000 Crores or more
- 2) Mid Cap Stocks – stocks with market capitalization between Rs. 2 Crores and Rs. 10 Crores
- 3) Small Cap Stocks – stocks with market capitalization less than Rs. 2 Crores



महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे

विषय - चिटणिसाची कार्यपद्धती

इयत्ता - १२ वी

सहामाही परीक्षा प्रश्नपत्रिका नमुना

गुण - ५०

वेळ - २ तास ३० मिनिटे

प्रश्नपत्रिका आराखडा					
प्रश्न क्र.	प्रश्न	प्रति प्रश्न गुण	एकूण प्रश्न	गुण	
				विकल्प विरहित गुण	विकल्पासह गुण
१.	(अ) एका वाक्यात उत्तरे लिहा.	१	५	५	५
	(ब) योग्य शब्द, शब्द समूह, संज्ञा लिहा.	१	५	५	५
	(क) कंसातील अचूक पर्याय निवडा.	१	४	४	४
२.	संज्ञा/ संकल्पना स्पष्ट करा	२	४ पैकी (२)	४	८
३.	फरक स्पष्ट करा.	३	३ पैकी (२)	८	१२
४.	खालील प्रश्नांची थोडक्यात उत्तरे लिहा.	४	३ पैकी (२)	८	१२
५.	खालील विधाने सकारण स्पष्ट करा	२	३ पैकी (२)	८	१२
६.	खालील प्रश्नांची उत्तरे लिहा. (दीर्घोत्तरी प्रश्न)	३	२ पैकी (१)	८	१६
	एकूण	४		५०	७४



महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे

विषय - चिटणिसाची कार्यपद्धती

इयत्ता - १२ वी

उपयोजनावर आधारित चाचणी प्रश्नपत्रिका नमुना

प्रश्न क्रमांक	घटक	गुण
१	खालील वाक्यातील अधोरेखित शब्द दुरुस्त करून वाक्य पुन्हा लिहा.	४
२	खालील विधाने पूर्ण करा.	४
३	गटात न बसणारा शब्द शोधा / योग्य क्रम लावा	३
४	खालील घटना/परिस्थितीचा अभ्यास करून आपले मत लिहा. (३ पैकी ४)	९
		२०



महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे

विषय - चिटणिसाची कार्यपद्धती

इयत्ता - १२ वी

प्रश्नपत्रिका आराखडा

प्रश्न क्र.	प्रश्न	प्रति प्रश्न गुण	एकूण प्रश्न	गुण	
				विकल्प विरहित गुण	विकल्पासह गुण
१.	खाली दिलेल्या उपप्रश्नांपैकी कोणतेही चार उपप्रश्न विचारले जातील. अ) रिकामी जागी योग्य पर्याय निवडून विधाने पुन्हा लिहा. ब) जोड्या जुळवा क) योग्य शब्द, शब्द समूह, संज्ञा लिहा. ड) बरोबर की चूक ते लिहा. इ) गटात न बसणारा शब्द शोधा. फ) खालील विधाने पूर्ण करा. ग) कंसातील अचूक पर्याय निवडा. ह) एका वाक्यात उत्तरे लिहा. ई) खालील वाक्यातील अधोरेखित शब्द दुरुस्त करून वाक्य पुन्हा लिहा. ज) योग्य क्रम लावा	१ १ १ १ १ १ १ १ १	५ ५ ५ ५ ५ ५ ५ ५ ५	५ ५ ५ ५ ५ ५ ५ ५ ५	५ ५ ५ ५ ५ ५ ५ ५ ५
२.	खालील संज्ञा/संकपना स्पष्ट करा.	२	६ पैकी (४)	८	१२
३.	खालील घटना/ परिस्थितीचा अभ्यास करून आपले मत लिहा.	३	३ पैकी (२)	६	९
४.	फरक स्पष्ट करा.	४	४ पैकी (३)	१२	१६

प्रश्नपत्रिका आराखडा

प्रश्न क्र.	प्रश्न	प्रति प्रश्न गुण	एकूण प्रश्न	गुण	
				विकल्प विरहित गुण	विकल्पासह गुण
५.	खालील प्रश्नांची थोडक्यात उत्तरे लिहा.	३ पैकी (२)	३	८	१२
६.	खालील विधाने सकारण स्पष्ट करा.	४ पैकी (२)	४	८	१६
७.	खालील प्रश्न सोडवा. (पत्र लेखन)	३ पैकी (२)	३	१०	१५
८.	खालील प्रश्नांची उत्तरे लिहा. (दीर्घोत्तरी प्रश्न)	२ पैकी (१)	२	८	१६
	एकूण			८०	११६

सूचना :

- १) प्रश्न क्रमांक ७ मध्ये घटक ६, घटक ७, घटक ८ मधील प्रत्येकी एक पत्र विचारण्यात यावे.
- २) घटकनिहाय गुण विभागणीचे अनुसरण करणे आवश्यक आहे.
- ३) पाठ्यपुस्तकातील बॉक्समध्ये दिलेल्या अतिरिक्त माहितीवर प्रश्न विचारू नये.

घटकनिहाय गुणविभागणी

इयत्ता : १२ वी

अनु. क्रमांक	घटक क्रमांक	घटक	प्रकरण क्रमांक	गुण	विकल्पासह गुण
१	१	संस्थात्मक वित्ताचे स्रोत	१ आणि २	१७	२५
२	२	भांडवल उभारणी	३, ४ आणि ५	२४	३५
३	३	चिटणीसाचा पत्रव्यवहार	६, ७ आणि ८	१३	१८
४	४	भागपेढी पद्धती	९	०७	११
५	५	लाभांश आणि व्याज	१०	०९	१३
६	६	वित्तीय बाजार	११ आणि १२	१०	१४
		एकूण		८०	११६

प्रश्न प्रकारानुसार गुण विभागणी

अ.क्र.	उद्दिष्टे	एकूण प्रश्न विकल्पासह	एकूण प्रश्न विकल्पासह	टक्केवारी
१.	वस्तुनिष्ठ	२०	२०	२६%
२.	लघुत्तरी	५२	८०	६५%
३.	दिर्घोत्तरी	०८	१६	१०%
	एकूण	८०	११६	१००%

उद्दिष्टानुसार गुण विभागणी

अ.क्र.	उद्दिष्टे	निर्धारित गुण	विकल्पासह गुण	टक्केवारी
१.	ज्ञान	१३	१७	१६.२५%
२.	आकलन	२६	३८	३२.५०%
३.	उपयोजन	३१	४६	३८.७५%
४.	कौशल्य	१०	१५	१२.५०%
	एकूण	८०	११६	१००%