MH Board Class 12 Secretarial Practices Question Paper 2026

Time Allowed :3 Hour	Maximum Marks :100	Total Questions :35

General Instructions

Read the following instructions very carefully and strictly follow them:

1. Each activity has to be answered in a full sentence/s. One word answers will not be given complete credit. Just the correct activity number written in case of options will not be given credit.
2. Web diagrams, flow charts, tables, etc. are to be presented exactly as they are with answers.
3. In point 2 above, just words without the presentation of the activity format, will not be given credit. Use of colour pencils/ pens etc. is not allowed. (Only blue/black pens are allowed.)
4. Multiple answers to the same activity will be treated as wrong and will not be given any credit.
5. Maintain the sequence of the Sections/Question Nos./Activities throughout the activity sheet.

1. Differentiate between Fixed Capital and Working Capital.

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2. Differentiate between Equity Shares and Preference Shares.

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3. Differentiate between Shares and Debentures.

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4. Differentiate between Transfer of Shares and Transmission of Shares.

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5. Differentiate between Interim Dividend and Final Dividend.

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6. State the features of Equity Shares and Preference Shares. Also explain the types of Preference Shares.

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7. State the benefits of the Depository System to investors and companies.

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8. Explain the meaning and importance of "Ploughing Back of Profits".

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9. Draft a letter for the issue of Bonus Shares or payment of dividend through a Dividend Warrant.

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10. Justify the statement: "Equity shareholders are the real owners of the company."
