Kamala Education Society's

Pratibha Junior College,
Chinchwad, Pune-19

STD XI- COMMERCE

SUBJECT- SECRETARIAL PRACTICE (52)

MARK DISTRIBUTION/WEIGHTAGE

Chapter No	Chapter Name	Marks
1	Secretary	06
2	Joint Stock Company	11
3,4	Formation of Co. & Documents related to formation of Co.	15
5,6	Members, Directors and Key Managerial Personnel	13
7,8	Company Meetings	15
9,10,11,12	Business Communication skills of Secretary	20
	Total	**80**