

B.B.A. Part—II (Semester—III) (Old) Examination
SECRETARIAL PRACTICE AND COMPANY MANAGEMENT

Paper—BBA/304

Time : Three Hours]

[Maximum Marks : 80

SECTION—A

Write the answer of the following questions by choosing the correct option given below :

1. Application for approval of name of a company is to be made to :
 (a) SEBI
 (b) Registrar of Companies
 (c) Government of India
 (d) Government of State in which company is to be registered
2. A Joint Stock Company is _____ Person.
 (a) A Real (b) An Artificial
 (c) A Natural (d) None
3. Minimum Number of members to form a Private Company is :
 (a) 2 (b) 3
 (c) 5 (d) 7
4. The Companies which are formed under Companies Act 2013—they will be called as :
 (a) Chartered Companies (b) Statutory Companies
 (c) Registered Companies (d) None of these
5. A memorandum should be signed by at least _____ persons in case of Private Company.
 (a) 2 (b) 7
 (c) 5 (d) 4
6. In Process of Conversion of Private Company into Public Company _____ Prospectus must be issued.
 (a) Deemed Prospectus (b) Shelf Prospectus
 (c) Statement in lieu of Prospectus (d) None of the above
7. An act of ultra vires the directors can be rectified if it is not ultra vires _____.
 (a) The Articles (b) The Memorandum
 (c) Companies Act (d) None of the above

8. Alteration of Articles must be done only by passing :
- (a) Special Resolution (b) Ordinary Resolution
(c) None (d) Both (a) and (b)
9. _____ means the portion of authorised capital that is being offered for Public Subscription.
- (a) Authorized Capital (b) Subscribed Capital
(c) Called up Capital (d) Issue Capital
10. The minimum application money should be _____ of nominal value as per SEBI guidelines.
- (a) 25% (b) 30%
(c) 40% (d) None of the above
11. The holder of Preference Share has right to receive _____ rate of dividend.
- (a) Fixed (b) Fluctuating
(c) Lower (d) Semi-Fixed
12. A Person who is Company Secretary and Director of Company is _____ .
- (a) Employee Director (b) Non Executive Director
(c) Executive Director (d) Independent Director
13. The notice period required to be provided to Company Secretary, for the removal of a Director before the expiry of the term of office, through an ordinary resolution is :
- (a) 21 Days (b) 28 Days
(c) 14 Days (d) 7 Days
14. A Secretary is custodian of _____ information.
- (a) Secret (b) Non-Confidential
(c) Personal (d) General
15. _____ participates in the management of Company.
- (a) Preference Shareholder (b) Depositor
(c) Equity shareholder (d) None
16. Company can accept deposits from Public, minimum for _____ months.
- (a) Six (b) Nine
(c) Twelve (d) None
17. The time gap between two AGM should not exceed _____ months.
- (a) 12 (b) 15
(c) 18 (d) 24

18. Intimation about meeting is _____ .
- (a) Agenda (b) Minutes
(c) Notice (d) Report
19. Auditor is appointed in _____ .
- (a) Annual General Meeting (b) Board meeting
(c) Statutory meeting (d) None
20. The first meeting after the incorporation of the Company is :
- (a) Annual General Meeting (b) Extra Ordinary General Meeting
(c) Statutory Meeting (d) Board Meeting 20×1=20

SECTION—B

1. (a) Explain the electronic filing of forms. 4

OR

- (b) Define Joint Stock Company. Explain the types of it. 4

2. (a) Explain the concept of prospectus and registration of prospectus. 4

OR

- (b) Explain the concept of Articles of Association. 4

3. (a) Explain procedure to be followed for reduction of capital. 4

OR

- (b) Explain the kinds of Share Capital. 4

4. (a) How the remuneration of Company Secretary is determined ? 4

OR

- (b) Explain the duties of a Company Secretary. 4

5. (a) Write on voting and poll at meeting. 4

OR

- (b) What are different kinds of meeting ? 4

SECTION—C

1. (a) “The service of promoter are very peculiar”. Explain with reference to the activities of promoter. 8

OR

- (b) Explain the procedure of formation of Joint Stock Company. 8

2. (a) What are the contents and compulsory clauses in MOA ? 8

OR

- (b) Explain the concept of a “Statement in Lieu of Prospectus” in the context of Company Law.
Discuss the circumstances under which a Company can issue such a Statement ? 8

3. (a) Discuss “A share certificate under the seal of a Company is evidence of the title of the member”. 8

OR

- (b) Discuss the provisions of the Act which are applicable for ‘application’ for and allotment of shares. 8

4. (a) Write short note on Retirement and Remuneration of Company Secretary. 8

OR

- (b) Discuss the provisions of the Act which are ‘Applicable’ for and allotment of shares. 8

5. (a) How the minutes of meeting are proposed by Company Secretary ? 8

OR

- (b) What are different kinds of meetings of shareholders of Company ? 8