

B.B.A. Part-II Semester—III (CBCS) Examination**BBA-304****SECRETARIAL PRACTICE & COMPANY MANAGEMENT**

Time : Three Hours]

[Maximum Marks : 80]

Note :—(1) All questions are compulsory.

(2) Write only single answer for MCQ question. If examinee has to correct the answer cancel first option and write another option ahead of it.

SECTION—A

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

1. A Company is said to have been registered :
(a) When it files the MoA with the RoC
(b) When the certificate of incorporation has been issued.
(c) After getting certificate of commencement of Business
(d) After starting Business.
2. What is known as charter of a Company :
(a) MoA (b) AoA
(c) Prospectus (d) Certificate of incorporation
3. Table 'F' of the Companies Act gives a model of :
(a) Balance Sheet (b) Memorandum of Association
(c) Articles of Association (d) Profit & Loss A/c.
4. According to the provision of the Companies Act, 2013, the amount of minimum application money to apply for share should be at least _____ % of the face value of the shares.
(a) 5% (b) 10%
(c) 20% (d) 25%
5. Maximum permitted capital of the Company is known as :
(a) Authorised capital (b) Issued capital
(c) Subscribed capital (d) Called up capital
6. Under the provision of the Companies Act the company can issue _____.
(a) Only equity shares (b) Only preference shares
(c) Preference shares and equity shares (d) None of the above

7. A Company secretary should have thorough knowledge of provision of _____ .
- (a) Income Tax (b) Companies Act
- (c) Labour Law (d) All of the above
8. Who is liable to file various legal returns to Registrar of Companies ?
- (a) Chartered Accountant (b) Statutory Auditor
- (c) Managing director (d) Company Secretary
9. As per the provisions of the Companies Act 1956, the form of Proxy must be deposited with the company at least :
- (a) 24 hours before the time of AGM (b) 36 hours before the time of AGM
- (c) 48 hours before the time of AGM (d) 72 hours before the time of AGM
10. In listed Company with 11 directors, what is the quorum for the Board Meeting :
- (a) 2 directors (b) 3 directors
- (c) 4 directors (d) 5 directors $2 \times 10 = 20$

SECTION—B

Short Answers :

1. (a) Define Company. Give the features of Company. 4

OR

- (b) Explain the role of promoters in the Company in detail. 4

2. (a) Discuss the various clauses of Memorandum of Association. 4

OR

- (b) What are the contents of Statement in lieu of Prospectus ? 4

3. (a) Explain the process of Application and Allotment of shares. 4

OR

- (b) Describe the steps for Transmission of Shares. 4

4. (a) Explain the legal status of Company Secretary. 4

OR

- (b) Discuss the remuneration of Company Secretary. 4

5. (a) Explain in brief requisites of valid meeting. 4

OR

- (b) Explain the concept of proxies. 4

SECTION—C

Long Answers :

1. (a) How is Company formed under the Companies Act 2013 ? Which are the documents required to form Company ? 8

OR

- (b) Discuss the classification of Companies in detail. 8

2. (a) Explain the concept of Ultra-vires with respect to Memorandum of Association. 8

OR

- (b) Explain the contents of Prospectus. Give the difference between Shelf Prospectus and Red Herring Prospectus. 8

3. (a) Define shares. Explain the procedure of forfeiture of shares. 8

OR

- (b) Explain application and allotment procedure of shares. 8

4. (a) Discuss the Rights and Duties of Company Secretary. 8

OR

- (b) Explain the appointment process and Retirement of Company secretary. 8

5. (a) Explain Statutory meeting in detail. 8

OR

- (b) Throw Light on Secretarial functions related to meetings. 8