

**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 :

  - SEBI
  - Registrar of Companies
  - Government of India
  - Government of State in which company is to be registered

2. A Joint Stock Company is \_\_\_\_\_ Person.

  - A Real
  - An Artificial
  - A Natural
  - None

3. Minimum Number of members to form a Private Company is :

  - 2
  - 3
  - 5
  - 7

4. The Companies which are formed under Companies Act 2013—they will be called as :

  - Chartered Companies
  - Statutory Companies
  - Registered Companies
  - None of these

5. A memorandum should be signed by at least \_\_\_\_\_ persons in case of Private Company.

  - 2
  - 7
  - 5
  - 4

6. In Process of Conversion of Private Company into Public Company \_\_\_\_\_ Prospectus must be issued.

  - Deemed Prospectus
  - Shelf Prospectus
  - Statement in lieu of Prospectus
  - None of the above

7. An act of ultra vires the directors can be rectified if it is not ultra vires \_\_\_\_\_ .

  - The Articles
  - The Memorandum
  - Companies Act
  - None of the above



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