

C.U.SHAH UNIVERSITY

WADHWAN CITY

University (Winter) Examination -2013

Course Name :B.Com(Eng) Sem-I

Subject Name: -Secretarial Practice

Marks :70

Duration :- 2:30 Hours

Date : 26/12/2013

Instructions:-

- (1) Attempt all Questions of both sections in same answer book / Supplementary.
- (2) Use of Programmable calculator & any other electronic instrument is prohibited.
- (3) Instructions written on main answer Book are strictly to be obeyed.
- (4) Draw neat diagrams & figures (If necessary) at right places.
- (5) Assume suitable & Perfect data if needed.

SECTION I**Q. 1 Do as Directed**

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|---|-------------------------------|----|
| 1 | Give a concept of secretary | 02 |
| 2 | Define company | 02 |
| 3 | Give a full form of IPO | 01 |
| 4 | Give a concept of bonus share | 02 |

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|------------|---|-------------------------------------|----|
| Q.2 | 1 | Explain types of share | 05 |
| | 2 | Explain functions of promoters. | 05 |
| | 3 | Explain characteristics of company. | 04 |

OR

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|---|---|----|
| 1 | Explain procedure of Converting private company into public company | 05 |
| 2 | Define Prospectus? Explain its contents. | 05 |
| 3 | Explain qualification of secretary. | 04 |

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|------------|---|----------------------------|----|
| Q.3 | 1 | Explain types of company | 07 |
| | 2 | Explain six clauses of MOA | 07 |

OR

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|---|--|----|
| 1 | Explain procedure of issue of share | 07 |
| 2 | Explain concept of forfeiture share and explain provision regarding forfeiture share | 07 |

SECTION – II**Q. 4 Do as Directed**

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|---|------------------------------------|----|
| 1 | Give a full form of MOA. | 01 |
| 2 | Give a concept of Equity Share. | 02 |
| 3 | Give the name of company document. | 02 |
| 4 | Define Debenture? | 02 |

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|-------------|---|--|----|
| Q. 5 | 1 | Explain types of Debenture. | 05 |
| | 2 | Explain procedure of Converting Public company into Private company. | 05 |
| | 3 | Write a short note on Doctrine of Ultra Virus. | 04 |

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OR

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|------|---|--|----|
| | 1 | Explain function of Office Management. | 05 |
| | 2 | Explain the rules regarding Prospectus. | 05 |
| | 3 | Write a short note on Doctrine of Indoor management. | 04 |
| Q. 6 | 1 | State the Difference between Private & Public Company. | 07 |
| | 2 | Define Share Capital? Explain Types of Share Capital. | 07 |

OR

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|--|---|--------------------------------------|----|
| | 1 | Explain Duties of Secretary. | 07 |
| | 2 | Define AOA? Explain contents of AOA. | 07 |

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