

C.U.SHAH UNIVERSITY

Winter Examination-2015

Subject Name: Secretarial Practice - I

Subject Code: 4CO01SPR1

Branch: B.Com. (English)

Semester: 1 Date: 9/12/2015 Time: 10.30 To 1.30

Marks: 70

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
 - (2) Instructions written on main answer book are strictly to be obeyed.
 - (3) Draw neat diagrams and figures (if necessary) at right places.
 - (4) Assume suitable data if needed.
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- Q-1 Attempt the following questions: (14)**
- a) What is the meaning of Secretary ? (1)
 - b) What do you mean by Company ? (1)
 - c) Define : Private Company (1)
 - d) Write the full form of MoA . (1)
 - e) Define the term- Prospectus . (1)
 - f) What do you mean by Promoters ? (1)
 - g) Give the full name- 'SEBI' . (1)
 - h) Give the meaning of Listing of Securities . (1)
 - i) Write the full name of AoA . (1)
 - j) State the minimum and maximum number of members of private limited company. (1)
 - k) What is Common Seal ? (1)
 - l) What do you mean by Foreign Company ? (1)
 - m) What is the meaning of Forfeiture of Shares ? (1)
 - n) Give any three names of Modern office equipments. (1)

Attempt any four questions from Q-2 to Q-8

- Q-2 Attempt all questions (14)**
- (a) Discuss the types of Secretary . (7)
 - (b) Explain the Qualities and Qualifications of Company Secretary . (7)
- Q-3 Attempt all questions (14)**
- (a) What are the Characteristics of Company ? – Explain . (7)
 - (b) Explain the different types of Companies . (7)
- Q-4 Attempt all questions (14)**
- (a) Discuss about the Clauses of the Memorandum of Association . (7)
 - (b) Distinguish between Memorandum of Association & Articles of Association . (7)



