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.

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)
	1)	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)
Attem	pt any f	our 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)
	(h)	Distinguish between Memorandum of Association & Articles of Association	(7)

Q-5		Attempt all questions Write a brief note on Prospectus and Its Content. Write a note on Functions of Promoters of Public Limited Company.	(14) (7) (7)
	(a) (b)		
(a)	Explain the procedure for Allotment of Shares.	(7)	
(b)	Discuss the duties of Secretary regarding Calls on Shares.	(7)	
Q-7		Attempt all questions	(14)
	(a)	What is the procedure for Forfeiture of Shares ? – Explain.	(7)
	(b)	Write a note on Advantages of Listing of Securities.	(7)
Q-8		Attempt all questions	(14)
	(a)	Discuss the Functions of Office Management.	(7)
	(b)	Explain the Importance of Office Management.	(7)



