

Enrollment No: \_\_\_\_\_

Exam Seat No: \_\_\_\_\_

# C.U.SHAH UNIVERSITY

## Summer Examination-2017

**Subject Name: Secretarial practice - II**

**Subject Code: 4CO02SPR1**

**Branch: B.Com (English)**

**Semester: 2**

**Date: 12/05/2017**

**Time: 02.00 to 05.00**

**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.
- 

<b>Q-1</b>	<b>Attempt the following questions:</b>	<b>(14)</b>
	a) Which type of share holder are eligible to receive Right's share?	1
	b) Explain concept of share capital.	1
	c) Give full name of A.O.A	1
	d) Which type of share holder are eligible receive Bonus share?	1
	e) What do you mean by Prospectus?	1
	f) What is debenture?	1
	g) Explain the concept of intra virus	1
	h) What do you mean by call on share?	1
	i) What do you mean by Contract?	1
	j) Define Lien.	1
	k) By whom share forfeiture is proceeding?	1
	l) Give full name of B.O.D.	1
	m) By whom share surrender is proceeding?	1
	n) Give full name of RBI	1

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

<b>Q-2</b>	<b>Attempt all questions</b>	<b>(14)</b>
	1 Discuss the procedure of share allotment.	<b>07</b>
	2 Explain difference between memorandum of association and articles of association	<b>07</b>
<b>Q-3</b>	<b>Attempt all questions</b>	<b>(14)</b>
	1 Discuss the different duties of secretary in company.	<b>07</b>
	2 Explain the different types of debentures.	<b>07</b>
<b>Q-4</b>	<b>Attempt all questions</b>	<b>(14)</b>



1	Explain different features of company.	07
2	Explain objectives and importance of prospectus.	07
<b>Q-5</b>	<b>Attempt all questions</b>	<b>(14)</b>
1	Discuss different types of secretary.	07
2	What are the advantages of listing of securities?	07
<b>Q-6</b>	<b>Attempt all questions</b>	<b>(14)</b>
1	What are the rules for appointment of directors?	07
2	Write note on Corporate Governance.	07
<b>Q-7</b>	<b>Attempt all questions</b>	<b>(14)</b>
1	Company secretary is eyes, ears and hands of company- Explain	07
2	Discuss differences between primary capital market and secondary capital market.	07
<b>Q-8</b>	<b>Attempt all questions</b>	<b>(14)</b>
1	How will share capital reduction proceed by company? Explain.	07
2	Explain different types of trading in stock market.	07

