

B.B.A. Part-II (Semester-III) Examination
SECRETARIAL PRACTICES & COMPANY MANAGEMENT
Paper-BBA/304

Time : Three Hours]

[Maximum Marks : 80

Note :— (1) **ALL** questions are compulsory.

(2) Write only single option for MCQ question. If examinee has to correct answer cancel first option and write another option ahead of it.

SECTION—A

Write the answer of the following question by choosing the correct options given below :

(1 mark each) 1×20=20

- (1) Minimum paid up share capital in case of a private company is _____.
(a) 1 Lakh (b) 2 Lakhs
(c) 3 Lakhs (d) 4 Lakhs
- (2) Minimum no. of Directors in case of a public company is _____.
(a) 1 (b) 2
(c) 3 (d) 4
- (3) The companies which are formed under Special Act --- Those companies are called as _____.
(a) Chartered companies (b) Statutory companies
(c) Registered companies (d) None of these
- (4) Maximum capital of private company is _____.
(a) 50 Lakhs (b) 100 Lakhs
(c) 125 Lakhs (d) None of these
- (5) Public company should start business only after getting certificate of _____.
(a) Incorporation (b) Commencement of business
(c) Both (d) None of these
- (6) A company can change its name at its own discretion by passing _____.
(a) Ordinary resolution (b) Special resolution
(c) Board resolution (d) None of these
- (7) In the MOA there are 6 clauses. We can alter all clauses except one clause — which is that clause ?
(a) Objects clause (b) Name clause
(c) Association clause (d) None of these

- (8) A public company can borrow money ____ .
- (a) Before incorporation
 - (b) Soon after incorporation
 - (c) After issuing a proposal
 - (d) After obtaining certificate for Commencement of Business
- (9) Information memorandum + shelf prospectus together constitutes _____.
- (a) Memorandum
 - (b) Articles
 - (c) Prospectus
 - (d) 4 years
- (10) Can shares be allotted immediately after the issue of prospectus ?
- (a) Yes
 - (b) No
 - (c) None of these
 - (d) False
- (11) As per SEBI guidelines the application money should be minimum of _____ % of total capital.
- (a) 10
 - (b) 15
 - (c) 20
 - (d) 25
- (12) When the shares are transferred to X from Y, Y will be a _____ of a company.
- (a) Member
 - (b) Shareholder
 - (c) Partner
 - (d) None of these
- (13) Which of the following is a right of the members of a company ?
- (a) Right to have share
 - (b) Right to appoint Auditor
 - (c) Right to appoint Director
 - (d) All of the above
- (14) A company can create 'Reserve Capital' by passing _____.
- (a) An ordinary resolution
 - (b) A special resolution
 - (c) A board resolution
 - (d) None of these
- (15) Deferred shares are also known as _____ shares.
- (a) Founders
 - (b) Equity
 - (c) Preference
 - (d) None
- (16) The company must deliver share certificate within _____ if the shares are allotted by company.
- (a) 2 months
 - (b) 3 months
 - (c) 4 months
 - (d) None of these
- (17) Stamp duty to be paid at the time of issue of share certificate is _____.
- (a) Nominal
 - (b) High
 - (c) Very high
 - (d) None of these
- (18) What is the time limit for conducting statutory meeting ?
- (a) 1 to 5 months
 - (b) 1 to 6 months
 - (c) 1 to 9 months
 - (d) None of these

(19) The time gap between two AGM's shall not exceed :

- (a) 15 months (b) 18 months
(c) 16 months (d) None of these

(20) The appointment of qualified secretary is compulsory in case of a company having _____.

- (a) Such authorised share capital as may be prescribed
(b) Such issued share capital as may be prescribed
(c) Such paid-up capital as may be prescribed
(d) Rs. 20 Lakhs or more as its paid-up capital

SECTION—B

1. (a) "A joint stock company is an artificial person created by law with a perpetual succession and a common seal." Do you agree with this definition of a company ? 4

OR

(b) How is company formed under the Companies Act 2013 ? 4

2. (a) Comment on "Articles of a company define its powers and scope." 4

OR

(b) Comment on "The Memorandum of company defines as well as confines its powers." 4

3. (a) What are preference shares ? 4

OR

(b) Explain the concept of forfeiture of shares. 4

4. (a) Explain the parameters about Appointment of Company Secretary. 4

OR

(b) What is the criteria of Retirement of Company secretary ? 4

5. (a) Explain in brief requisites of a valid meeting. 4

OR

(b) Explain the concept of proxy. 4

SECTION—C

Write in detail on following questions.

1. (a) Define Joint Stock Company. Explain the characteristics of a company. 8

OR

(b) Describe the documents to be filed with the Registrar of Companies prior to incorporation. 8

2. (a) What is Memorandum of Association ? What are its contents ? 8

OR

(b) Discuss the relationship between the Articles and Memorandum of Association of a company. 8

3. (a) Explain the secretarial procedure relating to application and allotment of shares. 8

OR

- (b) Comment on 'A share certificate under the seal of company is evidence of the title of the member.' 8

4. (a) What are the qualifications of company secretary? Explain the duties of company secretary. 8

OR

- (b) Discuss the provisions of the Companies Act 2013 relating to the appointment and remuneration of a company secretary. 8

5. (a) Explain the secretarial duties related to company meeting. 8

OR

- (b) Explain the different methods of voting. 8