

B.B.A. Part-II (Semester-III) Examination
SECRETARIAL PRACTICE AND COMPANY MANAGEMENT
Paper—BBA/304

Time : Three Hours]

[Maximum Marks : 80

SECTION-A**(MCQ)**

Write the answer of the following questions by choosing the correct alternative from those given below :
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- (1) The term company is defined under which Section of the Act ?
 (a) Section 3(1) (b) Section 4(2)
 (c) Section 2(4) (d) Section 1(3)
- (2) Which company's shares can be freely transferable ?
 (a) Private company (b) Public company
 (c) Both (a) and (b) (d) None of these
- (3) Maximum no. of members in case of public company is _____.
 (a) 0 (b) unlimited
 (c) 50 (d) 100
- (4) A company is named as govt. company if it holds _____ % of paid up share capital.
 (a) more than 30 (b) more than 40
 (c) more than 50 (d) none
- (5) Maximum members in case of private company is _____.
 (a) 50 (b) 100
 (c) 75 (d) none of these
- (6) How many members should sign the MOA in case of private company _____.
 (a) 1 (b) 32
 (c) 18 (d) 2
- (7) _____ conceive the idea of the business.
 (a) Promoters (b) Directors
 (c) Auditors (d) None of the above
- (8) Any change in the address of the registered office must be communicated to the Registrar within _____.
 (a) 15 days (b) 30 days
 (c) one month (d) 12 months
- (9) Companies are now allotted a _____ in addition to their name.
 (a) PAN (b) SIN
 (c) PIN (d) CIN

- (10) Signature of Memorandum and Articles should be done by _____ number of persons in case of public company.
- (a) 7 (b) 4
(c) 2 (d) None of these
- (11) _____ prospectus were issued in order to test the market before finalizing issue size/price.
- (a) Deemed (b) Shelf
(c) Red herring (d) None of the above
- (12) The date of opening of the subscription list means the beginning of the _____ from the day of the issue of prospectus.
- (a) 5th (b) 3rd
(c) 10th (d) 20th
- (13) A company must inform the Registrar about redemption of preference shares within _____.
- (a) 21 days (b) 15 days
(c) 30 days (d) None of these
- (14) Part of the issued capital taken by public is called _____.
- (a) Subscribed (b) Called-up capital
(c) Un called capital (d) Paid up capital
- (15) 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
- (16) Forfeiture can be made only if it is authorized by _____.
- (a) AOA (b) MOA
(c) ROC (d) C.G.
- (17) The Secretary of a company may be _____.
- (a) any individual, a firm, or body corporate
(b) only an individual
(c) only a body corporate
(d) only a firm
- (18) Every company having a paid-up share capital of not less than _____ shall have a whole-time Secretary.
- (a) Rs. 10 lakhs (b) Rs. 30 lakhs
(c) Rs. 50 lakhs (d) Rs. 60 lakhs
- (19) Statutory meeting is required to be held by _____.
- (a) all companies (b) only private companies
(c) public companies (d) None of above
- (20) Annual General Meeting should be held at _____.
- (a) Company (b) Registered office
(c) Corporate office (d) None of these

SECTION-B

Short answers :

1. (a) Define Joint Stock Company. Explain the types of it. 4
OR
(b) Explain the Electronic Filing of Forms. 4
2. (a) What is Memorandum of Association ? What are its contents ? 4
OR
(b) Give the concept of Prospectus. Explain the Registration of Prospectus. 4
3. (a) Explain the kinds of Share Capital. 4
OR
(b) Describe the procedure for effecting transfer of shares. 4
4. (a) Write short note on Status of Company Secretary. 4
OR
(b) Explain the duties of a Company Secretary. 4
5. (a) What are different kinds of meetings ? 4
OR
(b) Write a note on "Proxy". 4

SECTION-C

Write long answers :

1. (a) Explain the procedure of Formation of Joint Stock Company. 8
OR
(b) "The services of promoter are very peculiar". Explain with reference to the activities of promoter. 8
2. (a) What are the compulsory clauses in the Memorandum of Association ? 8
OR
(b) What are Articles of Association ? How can they be altered ? 8
3. (a) Discuss the provisions of the Act which are applicable for 'application' for and allotment of shares. 8
OR
(b) Define Share and also distinguish between Share and Stock. 8
4. (a) Discuss the provisions of Companies Act, 1956 as to the appointment of a Company Secretary. 8
OR
(b) Write short note on Retirement and Remuneration of Company Secretary. 8
5. (a) What are requisites of a valid meeting ? 8
OR
(b) Which are the different methods of voting ? 8

