

B.B.A. (Part-III) Examination
COMPANY MANAGEMENT AND SECRETARIAL
PRACTICE

Time—Three Hours]

[Maximum Marks—80

Note :— (1) Attempt all *five* questions.

(2) All questions carry equal marks.

1. (a) Explain the meaning of company. Add give the clauses of Memorandum of Association. 16

OR

- (b) Explain the stages of formation of company. And what are the contents of prospectus ? 16

2. (a) Explain the different kinds of shares. 4
 (b) What is the share warrant ? 4
 (c) Explain the structure of share capital. 4
 (d) Explain the process of allotment of shares. 4

OR

- (e) Explain secretarial procedure relating to forfeiture of shares. 4
 (f) Distinguish between transfer and transmission of shares. 4
 (g) Explain share certificate. 4
 (h) Process regarding share warrant. Explain. 4
 3. (a) Explain the secretarial duties relating to Annual Meeting. 4
 (b) Explain types of resolutions and their drafting methods of voting. 4

- (c) Duties of Chairman of Meeting. Explain. 4
- (d) Write note on proxy. 4

OR

- (e) Explain the rules of Debate. 4
 - (f) Explain the powers of Chairman of Meeting. 4
 - (g) Which are the different kinds of meeting ? 4
 - (h) Explain the secretarial duties relating to Annual Statutory Meeting. 4
4. (a) Explain the rights of member. 4
- (b) Explain the responsibilities of a company member. 4
- (c) Appointment of Directors. Explain. 4
- (d) Explain the process of termination of company member. 4

OR

- (e) What are the duties of a company member ? 4
- (f) Explain the powers of Directors. 4
- (g) Explain provisions related to remuneration of Directors. 4
- (h) Explain liabilities of Directors. 4
5. (a) Discuss the process of appointment of company secretary. Explain the rights and duties of company secretary. 16

OR

- (b) Write agenda of "Annual General Meeting of Ankur Industries". Write minutes of same meeting. 16