

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

Time : Three Hours]

[Maximum Marks : 80

- Note** :— (1) Attempt **ALL** questions.  
(2) All questions carry equal marks.

1. Explain :
- (a) Meaning of Company. 4
  - (b) Duties of Promoters. 4
  - (c) Articles of Association. 4
  - (d) Meaning of Prospectus. 4

**OR**

- (e) Explain the clauses of Memorandum of Association. 4
  - (f) Explain the legal status of Promoters. 4
  - (g) State the legal rules relating to the issue of Prospectus. 4
  - (h) Explain the stages of formation of a company. 4
2. (a) Explain the structure of Share Capital. 4
- (b) What is Share Warrant ? 4
  - (c) What is transfer of Shares ? 4
  - (d) What is Minimum Subscription Limit of Shares ? 4

**OR**

- (e) Kinds of Shares – explain. 4
  - (f) What is Forfeiture of Shares ? 4
  - (g) What is alteration of Share Capital ? 4
  - (h) Write the secretarial procedure relating to Allotment of Shares. 4
3. (a) Explain secretarial duties regarding statutory meeting. What are the essentials of Valid Meeting ? 16

**OR**

- (b) What is meant by Resolution ? Explain the types of Resolution and Voting. 16

- 4. (a) Explain the responsibilities of Company Member. 4
- (b) "Termination of Membership" – explain. 4
- (c) Write the procedure for Appointment of Directors. 4
- (d) Explain the Powers of Directors. 4

**OR**

- (e) Explain Duties of Company Members. 4
  - (f) Explain the Rights and Privileges of Company Member. 4
  - (g) Explain the Duties of Directors. 4
  - (h) Discuss on Directors' Remuneration. 4
5. (a) Define Company Secretary. Explain the legal position, duties and liabilities of Company Secretary. 16

**OR**

- (b) Explain Directors' Report and Statutory Report and give the specimen of each. 16