

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

Time—Three Hours]

[Maximum Marks—80

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

1. Explain in short :

- | | |
|--------------------------------------|---|
| (a) Formation of company. | 4 |
| (b) Legal status of promoter. | 4 |
| (c) Articles of association. | 4 |
| (d) Misrepresentation in prospectus. | 4 |

OR

- | | |
|--------------------------------|---|
| (e) Contents of prospectus. | 4 |
| (f) Memorandum of association. | 4 |
| (g) Duties of promoter. | 4 |
| (h) Meaning of prospectus. | 4 |
- 2. (a) Explain structure of share capital. Discuss procedure regarding allotment of shares.** 16

OR

- (b) Explain differences between transfer and transmission of shares.** 16

3. Explain in short :
- (a) Kinds of company meeting. 4
 - (b) Rules of debate. 4
 - (c) Liabilities of Chairman of meeting. 4
 - (d) What is 'Resolution' ? 4

OR

- (e) Types of resolution. 4
 - (f) Essentials of valid meeting. 4
 - (g) Methods of voting. 4
 - (h) Powers of Chairman of meeting. 4
4. (a) Explain duties, rights and responsibilities of members. 16

OR

- (b) Explain duties, powers and remuneration of Directors. 16
5. Explain in short :
- (a) Director's Report. 4
 - (b) Duties of Company Secretary. 4
 - (c) Annual Report. 4
 - (d) Agenda of Meeting. 4

OR

- (e) Statutory Report. 4
- (f) Liabilities of Company Secretary. 4
- (g) Statutory Report. 4
- (h) Minutes of Meeting. 4