

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. (a) Explain contents of prospectus. Explain liabilities in case of misrepresentation in prospectus. 16

OR

- (b) What is Memorandum of Association ? State the differences between memorandum and articles of association. 16

2. Write short answers :—

- (a) Difference between preference shares and equity shares. 4
 (b) Procedure of forfeiture of shares. 4
 (c) Method of Allotment. 4
 (d) Alteration of share capital. 4

OR

- (e) Structure of share capital. 4
 (f) Kinds of shares. 4
 (g) Share certificate. 4
 (h) Transfer of shares. 4

3. (a) Explain kinds of company meeting ? Discuss secretarial duties relating to meeting. 16

OR

- (b) What is meant by chairman of meeting. Explain chairman's duties and powers. 16

4. Explain in short :—
- (a) Duties of a company member. 4
 - (b) Remuneration of directors. 4
 - (c) Powers of company directors. 4
 - (d) Responsibilities of members. 4

OR

- (e) Rights of member. 4
 - (f) Termination of membership. 4
 - (g) Retirement of directors. 4
 - (h) Duties of directors. 4
5. Explain short answers :—
- (a) Define company secretary. 4
 - (b) Legal position of secretary. 4
 - (c) Statutory reports. 4
 - (d) Agenda of meetings. 4

OR

- (e) Explain statutory meeting. 4
- (f) Appointment of secretary. 4
- (g) Duties of secretary. 4
- (h) Directors reports. 4