

2. Explain:
- a) Structure of share capital. 4
 - b) Kinds of shares. 4
 - c) Transfer and transmission of shares. 4
 - d) Share warrant and share stock. 4

OR

- e) What is forfeiture of shares? 4
- f) Explain share certificate. 4
- g) What is minimum subscription limit of shares? 4
- h) What is alteration of share capital? 4

3. a) Explain the duties powers & Liabilities of chairman of meeting. 16

OR

- b) Explain the various kinds of company meetings. Discuss the secretarial duties relating to company meeting. 16

4. a) What are the various rights of 'ordinary' share holders? 4

- b) Discuss the reasons of termination of membership in a company. 4

- c) Explain the appointment procedure of a company director. 4

- d) Explain the duties of a director of a company. 4

OR

- e) Explain the responsibilities of company members. 4

- f) What are the responsibilities of a director of a company? 4

- g) Describe the method of fixing the remuneration of a company director. 4

- h) 'Retirement of a director'. Explain. 4

5. a) Explain in detail the duties liabilities and rights of a company secretary. 16

OR

- b) Write a Agenda of a company's Annual Meeting and also prepare its minutes. 16



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B.B.A. Part - III

**Company Management and Secretarial
Practice**

P. Pages : 3

Time : Three Hours

Max. Marks : 80

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- Notes : 1. Attempt all questions.
2. All questions carry equal marks.

1. a) What do you mean by 'Articles of Association'? 4
- b) Define the term "prospectus". 4
- c) What are the characteristics of a company? 4
- d) Explain the legal status of promoter. 4
- OR**
- e) Who is a company promoter ? 4
- f) How is a public company Ltd by shares incorporated ? 4
- g) Explain misrepresentation in prospectus. 4
- h) Explain the contents of memorandum of Association. 4

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