1196 – C22 – IIISC – R – N – 15

THIRD SEMESTER B.Com. (Revised) DEGREE EXAMINATION, NOVEMBER 2015

SECRETARIAL PRACTICE

Time : 3 Hours] [Max. Marks : 80

Answer all the questions subjected to the internal choice.
*Question No.***13** *(Case Study) is compulsory.*

Section A

1. Answer any **ten** of the following questions : (10 × 2 = 20)
   a) Who is a secretary?
   b) How is the first Secretary appointed?
   c) Who is a Promoter?
   d) What do you mean by `Table A'?
   e) What is a Statutory Company?
   f) Who is an additional director?
   g) What is listing of shares?
   h) What is an Agenda?
   i) What are resolutions?
   j) Define the term `Manager'.
   k) What is Articles of Association?
   l) Expand the following:
      i) SEBI ii) AGM.

Section B

Answer any **three** *of the following questions.* (3 × 5 = 15)

2. Distinguish between Memorandum and Articles of Association.
3. Mention the different kinds of registered companies.
4. What is a Directors' Report? Write its contents.
5. Write the qualities and qualification of Company Secretary.
6. Who is a Managing Director? How he is appointed?
7. What are the essentials of a valid meeting?

[P.T.O.

Section C

Question No. **13** *is compulsory.*
Answer any **two** *of the remaining questions.*

8. Explain in detail duties of a Company Secretary. (2 × 15 = 30)

9. What is Prospectus? Explain the contents of prospectus.

10. What is EOGM? Explain the Secretarial work before during and after the meeting.

11. Who is a Director? Explain the provisions of the Companies Act relating to appointment, powers and remuneration of the Directors.

12. Define Public Company. Explain the stages in the formation of Public Limited Company.

CASE STUDY

Compulsory Question (3 Cases × 5 marks each = 15 marks)

13. a) Mr. Akash is a director of ABC Co. Ltd on the day fixed for Board Meeting he has some other work. He has requested his wife who is a well known management consultant to attend that meeting on his behalf. Comment.

    b) Star Co Ltd is sure enough of collecting its share capital without public subscription. Can a Public Ltd Co, collect capital privately? Should the company issue prospectus?

    c) Mr. Prakash wants to form a company for promoting sports. Advise him for formation of a suitable company and its advantages for this line of activity.