

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 What is memorandum of association? How can we alter in the memorandum of a company?
- Q.4 What do you know about meeting. Explain the types of meeting.
- Q.5 Explain the duties of a chairman at the time of meeting & after the meeting.
- Q.6 Explain the features of joint stock company & partnership.
- Q.7 Write a note of the following
- a) Motion b) Proty
 - c) Prospectus

No. of Printed Pages : 4

Roll No.

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5th Sem. / OMCA

Subject : Secretarial Practice - II

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1
- a) Define private company.
 - b) Define meeting.
 - c) Reissue of shares.
 - d) Define minutes of meeting.
 - e) Subscription
 - f) Memorandum of association.
 - g) Define shares.
 - h) Full form of A.G.M.

- i) Quorum of public limited company.
- j) Notice
- k) Define chairman.
- l) Discuss debate.
- m) Define amendments.
- n) Presentation of orders of meeting.
- o) Explain equity shares.
- p) Redeemed debenture.
- q) Short term loans.
- r) Meeting of shareholders.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

Q.2 i) Draft the notice of A.G.M.

ii) What is private company? Explain.

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- iii) What is quorum & what quorum is essential to perform the meeting of public ltd. company?
- iv) Explain share & stock.
- v) Explain articles of association.
- vi) Requisites of a valid meeting.
- vii) What are statutory requirements to holding a meeting?
- viii) Explain extra-ordinary general meeting.
- ix) Explain minimum subscription.
- x) Explain difference between public and private company.
- xi) What is memorandum of association?
- xii) What is prospectus? Explain.
- xiii) What are the types of debentures?
- xiv) What is difference between own & borrowed capital?
- xv) Draft agenda of extra-ordinary meeting.

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