A-2616
First Year B. Com. (Sem. I) Examination
March / April - 2015
Secretarial Practice

Time : Hours] [Total Marks : 50

(1) Fill up strictly the details of signs on your answer book.
Name of the Examination:
FIRST YEAR B. COM. (SEM. I)
Name of the Subject:
SECRETARIAL PRACTICE
Subject Code No.: 2616 Section No. (1, 2,.....) Nil

(2) प्रश्न नं. 1 करजवात छ.
(3) जमीली आदुना अंक प्रश्नात पूरा गूढ डोर्श्व छ.

1. नीयेना प्रश्नोत्तर टुंकमा जवाब आपो:
   (1) प्रोयेक्टस्यो व्याख्या जवाबो.
   (2) कप्तान सेकेटिरीने बे करज जवाबो.
   (3) जवानाडारी नन्दनी मे बिमारो जवाबो.
   (4) कप्तान सेकेटरीना बे गूढ जवाबो.
   (5) इटा क सिखु मध्यपूर्ण छ ? बे कसा हो आपो.

2. (अ) कप्तान सेकेटिरीना मोक्षनु मध्य नमुन जवाबो.
   (ब) कप्तान सेकेटिरीनी कामदसर नी लागराटो जवाबो.

अयश

2. कप्तान सेकेटरीनी निमित्तु करवानी अने निमित्तु २६ करवानी प्रक्षेत्र विशेषतामा समजो.

3. (अ) जोहर कप्तानीका लक्ष्यो जवाबो.
   (ब) विश्वासपत्री संबंधित कप्तानी बांटी घोषणाकमो जवाबो.

अयश

A-2616] 1 [Contd...
ENGLISH VERSION

Instructions: (1) As per the instruction no. 1 of page no. 1.
(2) Question No. 1 is compulsory.
(3) Figures to the right indicate full marks of the question.

1 Answer the following questions in briefly:

(1) State the definition of prospectus.
(2) State two duties of company secretary.
(3) State two contents of liability clause.
(4) State two qualities of company secretary.
(5) By laws are important. State two reasons.

2 (a) Explain the importance of position of company secretary.
(b) State statutory qualifications of company secretary.

OR

2 Explain in detail the process of appointment and removal of company secretary.
3 (a) State the characteristics of Public Ltd. Company.  
(b) State the provisions of company law related to prospectus.

OR

3 Explain in detail the object clause and Domicile clause of Memorandum of Association.

4 (a) Give the performa of: (any one)  

(i) Certificate of Commencement of Business.  
(ii) Details of cover page of prospectus.  

(b) Explain the following statements: (any one)  

(i) Articles of Association is an important document of the company.  
(ii) By laws are important for co-operative society.  

(c) Write on the following: (any two)  

(i) Registration of co-operative society  
(ii) Membership of co-operative society.  
(iii) Non statutory qualifications of company secretary.