

[ 8 &amp; A-14 ]

**SARDAR PATEL UNIVERSITY**  
**B COM SEMESTER I (REGULAR) EXAMINATION**  
**Thursday 16<sup>th</sup> November 2017**  
**Time: 10:00am to 12:00pm**  
**UB01CCOM06 – SECRETARIAL PRACTICE**

Total Marks: 60

- Note: 1. Figures to the right indicate marks of the questions.  
 2. Answers should be precise and to the point.

Q.1 Define the Company. Discuss the merits and Demerits of Joint Stock Company. (15)

OR

Q.1 (A) Write a short note on Memorandum of Association. (MOA) (08)

(B) Describe the procedure of converting the Private Company to Public Company. (07)

Q.2 (A) What do you mean by 'Dividend' and 'Interest'? State the difference between them. (08)

(B) Differentiate between Interim Dividend and Final Dividend. (07)

OR

Q.2 (A) What is Dividend? Discuss the duties of the Company Secretary in respect of payment of dividend. (08)

(B) Write a short note on 'Payment of Interest out of Capital'. (07)

Q.3 Define the term 'Director'. State the provisions in respect of qualifications, disqualifications and appointment of directors. (15)

OR

Q.3 Discuss the duties and powers of Director. (15)

Q.4 Discuss in brief various types of Meetings. Describe the provisions of Company Act regarding Statutory Meeting. (15)

OR

Q.4 Write a short note on the following (15)

- Annual General Meeting
- Minutes
- Agenda