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SEAT No. \_\_\_\_\_

No. of Printed Pages : 2

SARDAR PATEL UNIVERSITY

B. COM. SEMESTER-3

SUBJECT TITLE: SECRETARIAL PRACTICE-I

COURSE CODE: UB03CCOM10

DATE: 03/12/2018, Monday TIME: 10.00<sup>am</sup> TO 12.00 pm TOTAL MARKS: 60

- Ques 1 (A) Explain procedure of share allotment (8)  
(B) Write note on irregular share allotment (7)

OR

- (A) Discuss secretary's duties regarding allotment of shares. (8)  
(B) Explain private placement of share (7)

- Ques 2 (A) Explain advantages of listing of securities (8)  
(B) Discuss legal provisions for listing of securities (7)

OR

- (A) Explain Provisions of company law regarding share calls (8)  
(B) Discuss procedure of demanding call of share (7)

- Ques 3 Give the meaning of share forfeiture and explain procedure of forfeiture of share (15)

OR

- (A) Explain legal provisions for forfeiture of share (8)  
(B) Discuss procedure of reissue of forfeiture shares (7)

- Ques 4 Explain characteristics and importance of Office management (15)

OR

- (A) Procedure of inward letters (8)  
(B) Modern office Equipment (7)

(P.T.O.)

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