

SARDAR PATEL UNIVERSITY
B.Com. (I Semester) EXAMINATION
Thursday, 25th October 2018
10.00 a.m. to 12.00 p.m.
UB01CCOM24 : Secretarial Practice - I

Maximum Marks : 60

Note: Figures to the right indicate full marks of question.

Q.1 Describe the features, advantages and limitations of a Company. [15]

OR

Q.1 Write notes on: [15]

- (1) Types of Company.
- (2) Formation of a Company.

Q.2 Describe the meaning and functions of promoters of a Company. [15]

OR

Q.2 Describe the position, duties and powers of Director. [15]

Q.3 Describe the rights and liabilities of Company Secretary. [15]

OR

Q.3 Write notes on: [15]

- (1) Types of Secretary.
- (2) Qualities of Company Secretary.

Q.4 Write notes on: [15]

- (1) Statutory Meeting.
- (2) Extra ordinary general meeting.

OR

Q.4 Write notes on: [15]

- (1) Notice
- (2) Agenda
- (3) Resolution