

Duration: 3 Hours

SyBcom - CSP - (20)

Marks: 100

Note:

- All questions are compulsory.
- Figures to the right indicate full marks.
- All questions carry equal marks.

Q.1A. Multiple Choice Questions (Any 10):**(10 M)**

1. A company secretary can be removed without notice in case of _____. (CO1,R)
 - a) Temporary appointment
 - b) Misconduct
 - c) Anger
 - d) Absence
2. Signing annual return along with company director is a _____ of a company secretary. (CO1,AP)
 - a) Moral duty
 - b) Administrative duty
 - c) Statutory duty
 - d) Simple duty
3. Stock exchanges are _____ corporate. (CO1,R)
 - a) Useful
 - b) Harmful
 - c) Troublesome
 - d) Dangerous
4. Secretarial advice and guidance is _____ on directors. (CO1,AN)
 - a) Binding
 - b) Not Binding
 - c) Forced
 - d) Illegal authority
5. Secretarial Standards relates to _____ in the corporate sector.
 - a) Audit work
 - b) Correspondence work
 - c) Secretarial practices
 - d) Trade Practices (CO2,AP)
6. The relationship company with others is decided by the _____ of a company.
 - a) Memorandum
 - b) Prospectus
 - c) Articles of Association
 - d) Statement in lieu prospectus. (CO2,AN)
7. Statement in lieu of Prospectus is for _____. (CO2,R)
 - a) Publicity
 - b) Filing with ROC
 - c) Inviting investors
 - d) company formation.
8. Conversion of private company into public company is _____ prospectus. (CO2,R)
 - a) not possible
 - b) possible
 - c) not allowed
 - d) impossible
9. The refusal to allot shares is intimated by letter of _____. (CO3,U)
 - a) Allotment
 - b) Forfeiture
 - c) Regret
 - d) Thanks
10. The institution which regulates and controls the stock exchange activities is called _____. (CO2,R)
 - a) SEBI
 - b) BSE
 - c) ROC
 - d) NSE
11. Overdraft facility is a _____ facility. (CO3,R)
 - a) Short term loan
 - b) Long term loan
 - c) medium term loan
 - d) lifelong loan
12. Bonus shares are issued to _____. (CO3,R)
 - a) Existing equity holders
 - b) Existing creditors
 - c) Existing preference shareholders
 - d) Existing debtor

Q.1B) State whether the following statements are true or false (Any 10)**(10M)**

1. ROC is one officer who is subordinate to company secretary. (CO1,U)
2. Listing agreement is between company and stock exchange (CO1,R)
3. The companies Act, 2013 has introduced secretarial audit as a new class of audit. (CO1,R)
4. Memorandum acts as a constitution of a company. (CO1,AP)
5. Company formation procedure is lengthy and time consuming in the case of private company. (CO1,AN)
6. Trading certificate is the final certificate for starting business by a public company. (CO1,U)

Q.1B) State whether the following statements are true or false (Any 10) (10M)

7. The objective of SEBI is to protect the interest of the companies(CO1,R)
8. Use of technology makes correspondence work prompt, neat and clean. (CO1,R)
9. Company secretary acts as the mouthpiece of Board of direction. (CO1,U)
10. Memorandum of association is submitted to ROC for company registration(CO1,AP)
11. Article is superior to memorandum. (CO1,AN)
12. A novel concept of one Man Company is introduced by companies Act. (CO1,E)

Q.2) Answer the following (Any two) (15M)

1. Define company secretary and its feature.(CO1-R)
2. Explain the qualification of company secretary. (CO1-AP)
3. Discuss the responsibilities of company secretary. (CO1-R)

Q.3) Answer the following (Any two) (15M)

1. Explain the benefits of secretarial audit to shareholders. (CO1-R)
2. Explain the importance of secretarial audit. (CO1-R)
3. Explain the functions of company secretary relating to SEBI. (CO1-U)

Q.4) Answer the following (Any two) (15M)

1. Explain the importance of memorandum of association. (CO2; U)
2. What is misleading prospectus? (CO2-R)
3. Discuss in detail about the incorporation stage of company formation. (CO2-AP)

Q.5) Answer the following (Any two) (15M)

1. Discuss the need of secretarial correspondence. (CO3- U)
2. Explain the role of technology in secretarial correspondence. (CO3-AP)
3. Give a specimen on Rights issue. (CO3-E)

Q.6) Write Short notes on (Any four) (CO1, 2, 3-R, U, AP, AN) (20M)

1. Introduction to a company
2. Career options of company secretary
3. Consumer forum and consumer protection
4. Clauses of Memorandum of Association
5. Meaning of Prospectus
6. Secretarial correspondence with shareholders

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