

Note:- A) All the questions are compulsory.

B) Each question carries equal marks.

C) Figures (Diagrams /Charts) indicate full marks.

- Q.1 a) Fill in the blanks with appropriate word given in the bracket (Any 10)** **10 M**
1. Secretary acts as a \_\_\_\_\_ of the board of directors.  
a) Assistant and advisor    b) Competitor    c) An outsider  
d) Boss [ Co1, U]
  2. Qualified Company Secretary has \_\_\_\_\_ option for career development.  
a) No    b) Single Option    c) Ample    d) Limited [ Co1, U]
  3. A Co. Secretary is given rights by \_\_\_\_\_ of the company.  
a) Prospectus    b) The Memorandum  
c) The Service agreement with    d) Contract with [ Co1, U]
  4. Stock exchanges are \_\_\_\_\_ corporates.  
a) Useful    b) harmful    c) troublesome    d) dangerous [ Co2, R]
  5. Secretarial advice and guidance is \_\_\_\_\_ on directors.  
a) Binding    b) Not binding    c) Forced    d) No applicable. [ Co2, U]
  6. Memorandum of Association has \_\_\_\_\_ clauses.  
a) Two    b) Four    c) Six    d) Seven [ Co2, R]
  7. Reconversion of companies is \_\_\_\_\_.  
a) Very Common    b) Rare    c) Normal    d) Frequent [ Co2, U]
  8. Prospectus is issued by a \_\_\_\_\_ company.  
a) Private    b) Public    c) Government    d) One man [ Co2, U]
  9. Company documents are for \_\_\_\_\_.  
a) Reference    b) Filling only  
c) The benefit of directors    d) Creating confusion [ Co3, U]
  10. Bank loans are \_\_\_\_\_.  
a) Secured    b) Unsecured  
c) Safe    d) Unsafe [ Co3-U]
  11. Technology is \_\_\_\_\_ in secretarial correspondence.  
a) Useful    b) Useless    c) Not Necessary    d) Unsafe [ Co3-U]
  12. Debentureholder are the \_\_\_\_\_ of the company.  
a) Owners    b) debtors    c) Creditors    d) Shareholders [ Co3,U]
- Q1.B) State whether the following statements are True or False:-** **10M**
- [Any 10] [ Co1, Co2, Co3 - R, U]**
1. Career options to qualified company secretary are limited.
  2. Company means a group of persons associated for common objectives.
  3. Listing of securities is done at SEBI.
  4. Secretarial suggestions are binding on chairman. [,U]
  5. ICSI has issued secretarial standards on minutes. [,R]
  6. Memorandum acts as a constitution of a company. [,U]
  7. Articles are superior to memondum. [,AP]

8. Conversion of company for the second time is called reconversion. [ , U]
9. Ultra vires means within the powers of MOA.
10. There are restrictions in law as regards reconversion of companies.
11. Bonus shares are issued to creditors.
12. Listing of shares is done by SEBI.
- Q2. Answer any 2 from the following.** **15M**
1. Explain briefly the types of companies under the companies Act 2013 [Co1-R, U]
2. Explain right of company secretary. [Co1-R]
3. Explain the basic qualities and qualifications of company secretary. [Co1-AP]
- Q3. Answer any 2 from the following:** **15M**
1. What are secretarial standards? Explain their advantages. [Co2-AP]
2. Explain the function of company secretary relating to SEBI. [Co2, AP]
3. What are advisory services? Explain advisory services of company secretary to chairman. [Co2, U]
- Q4. Answer any 2 from the following:** **15M**
1. What are articles of association? Explain its contents. [Co2-R,U]
2. Explain the meaning and clauses of memorandum of association. [Co2-U] **07M**
3. What is Prospectus? What are its contents. [Co2-R,U]
- Q5. Answer any 2 from the following:-** **15M**
1. Explain the role of technology in secretarial correspondence. [Co3, U]
2. Explain the secretarial correspondence with the ROC. [Co3, U]
3. Give the specimen of letter to stock exchange for listing of shares. [Co3, U]
- Q.6. Write short notes on (Any 3) [Co1, Co2, Co3-U] 15M**
- 1) Company Secretary      2) Secretarial Audit
- 3) Prospectus                4) Conversion of companies.
- 5) Secretarial Correspondence   6) Qualities of head
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