

## B.A. Sem.-I

Dec. 2016

### Secretarial Practice – I

Time : 3 Hours

[Max. Marks : 70]

1. What is 'Company' ? discuss . Explain the characteristics of 'Company'. 14  
OR  
(A) Distinguish between public company & private company. 07  
(B) Explain the procedure to convert private Ltd. Company in to public Ltd. Company. 07
2. What is Company Secretary ? State the duties and functions before and after the incorporation of the Company. 14  
OR  
(A) Explain the types of secretary. 07  
(B) Describe the qualities and qualification of successful secretary. 07
3. (A) What is securities listing ? Discuss the provision of companies Act. For listing of securities. 07  
(B) What is forfeiture of share ? Discuss the procedure of forfeiture of share. 07  
OR  
(A) Discuss the merits of securities listing. 07  
(B) What is share calls? Explain its procedure. 07
4. (A) Explain the meaning of office management and discuss its main functions. 07  
(B) Give the meaning of correspondence. Explain the procedure of inward correspondence. 07  
OR  
(A) Write a note on Internet. 07  
(B) State the classification of modern office equipment and explain any three. 07
5. Explain the following questions in brief. 14
  1. What is scriba?
  2. State the circumstances to end the secretary's position.
  3. Give three illustrations of chartered company.
  4. Explain the meaning of illegal Associations.
  5. State the effects of forfeiture of share.
  6. Documents required for listing of securities - any four.
  7. State the uses of fax.
  8. Write a meaning of webpage and website.