

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY
DIPLOMA ENGINEERING – SEMESTER –III EXAMINATION – SUMMER15

Subject Code: 335404
Subject Name: Secretarial Practice
Time: 2:30 pm to 5:00 pm

Date: 14/05 /2015
Total Marks: 70

Instructions:

- 1. Attempt all questions.**
- 2. Make suitable assumptions wherever necessary.**
- 3. Figures to the right indicate full marks.**
- 4. English version is Authentic**

- Q.1** (a) Explain the duties of the company secretary **14**
- Q.2**
- (a) Discuss the different types of capital structure of a company. **07**
- (b) Explain the procedure of converting a share into stock **07**
- OR**
- (b) . State the qualification and qualities of the company Secretary **07**
- Q.3**
- (a) What is the memorandum of association. **07**
- (b) Explain different types of shares. **07**
- OR**
- Q.3** (a) Explain the difference between share certificate and share warrant. **07**
- (b) Explain about the types of company meetings. **07**
- Q.4**
- (a) Explain the duties and powers of a chairman regarding the meetings. **07**
- (b) Explain the procedure of issue of shares at par , premium, and discount. **07**
- OR**
- Q. 4** (a) Explain the meaning and definition of membership of a company and how it is acquired. **07**
- (b) Explain the right and liabilities of the members of a company. **07**
- Q.5**
- (a) What is prospectus? **07**
- (b) Explain the Articles of Association. **07**
- OR**
- Q.5** (a) What is Minutes writing? **07**
- (b) Explain the ‘agenda’ of a company meeting. **07**
