

4/3/2017

S.P

VPM's B. N. Bandodkar College of Science Thane
Interdisciplinary Science ; Course- S.P (USIDSP01)

Semester IV - 2016-17

Total Marks:75

Duration: 2 1/2 hrs.

N.B 1. All questions are compulsory.

2. Figures to the right indicate marks.

3. Draw neat and labeled diagram wherever necessary.

Q.1 Answer the following questions.

A. Explain the importance of Secretary.

(7 marks)

Or

A. Give the details of qualities of head.

B. Explain the merits of Joint Stock Company.

(8 marks)

Or

B. Write features Memorandum of Association and Article of Association,

C. Attempt any ONE of the following.

(5 marks)

1. Prospectus

2. Company Secretary

Q.2 Answer the following questions.

A. What is Meeting? What are the term for conveying a proper meeting?

(7 marks)

Or

A. What are the powers and duties of Chairman.

B. What is motion? Explain the types of motion in detail.

(8 marks)

Or

B. What is voting? Give the details of methods of voting.

C. Attempt any ONE of the following.

(5 marks)

1. Amendment

2. Objectives of Annual General Meeting

Q.3 Answer the following questions.

A. Explain the essentials of Business Correspondence

(7 marks)

Or

A. Write the physical appearance of Business Correspondence

B. Write the basic principles of Business Correspondence.

(8 marks)

Or

B. Draw the layout of Business Correspondence.

C. Attempt any ONE of the following.

(5 marks)

1. Reference and salutation of business letter

2. Business letter- a cheap means of communication

Q.4 - Attempt Any THREE of the following:

(15 marks)

1. Write the types of Secretary.

2. Write the functions of Secretary of Co-operative Society.

3. Write note on Quorum.

4. Write note on Proxy.

5. Give the details of Subject and heading of business letter.

6. Correctness and consideration of business letter.
