

VPM's B. N. Bandodkar College of Science Thane
S.Y.B.Sc. Interdisciplinary Science ; Course-Secretarial practice
Semester IV - 2018-19

Duration: 2.5 hrs.

Total Marks:75

- Q.1) (A) Explain incorporation stage of company formation. (7)
OR
(A) Explain capital raising stage of company formation (7)
(B) Write distinguish Memorandum of Association and Articles of Association. (8)
OR
(B) Write Functions of Secretary of Joint Stock company. (8)
(C) Attempt any ONE of the following: (5)
(i) Commencement of business stage
(ii) Secretary of non-profit organization
- Q.2) (A) Explain legal provision about notice and quorum. (7)
OR
(A) Write distinguish between agenda and minutes. (7)
(B) Write about motion and resolution. (8)
OR
(B) Explain various types of voting. (8)
(C) Attempt any ONE of the following: (5)
(i) Proxy
(ii) Minutes
- Q.3) (A) Draft a letter of notice for inviting shareholder for meeting. (7)
OR
(A) Explain essential conditions of business letters. (7)
(B) What principles of business correspondence. (8)
OR
(B) What kind of care should be taken while drafting a business letter? (8)
(C) Attempt any ONE of the following: (5)
(i) Business letter- a cheap means of communication
(ii) Physical appearance of business letter
- Q.4) Attempt Any THREE of the following: (15)
(i) Qualities of secretary by head
(ii) Secretary of co-operative society
(iii) Chairman of meeting
(iv) Rules of valid meeting
(v) Layout of business letter
(vi) Conciseness and consideration in business letter