

**DR.M.W.P.W.S ARTS AND COMMERCE COLLEGE**

**KAMPTEE ROAD, NAGPUR**

**QUESTIONS BANK**

**B.COM 1<sup>ST</sup> YEAR 2<sup>ND</sup> SEM (E)**

**SUB:- SECRETARIAL PRACTICE**

**16 MARKS**

- 1) Define Memorandum of Association. Explain the procedure of Alteration in Name Clause and Domicile Clause.
- 2) Define the Company Secretary. State the Functions of Company Secretary and its Role.
- 3) Elaborate Types of Company Meetings.
- 4) Draft the Notice and Agenda of the Statutory Meeting and Board Meeting.
- 5) What is Report Writing? What are the Contents of Board report and Annual Report.
- 6) Explain the meaning and procedure of E-filing.
- 7) Write the procedure for Appointment of Managing director and it's Functions.
- 8) Describe the Provision regarding Resignation and Removal of Directors.

**8MARKS**

- 1) State the procedure for Conversion of a Private Company into Public Company.
- 2) Define the term Secretary. State the functions of a company Secretary.
- 3) Describe the procedure for Alteration of Memorandum of Association.
- 4) Describe the procedure of Appointment of Director.
- 5) Explain the Statutory provision regarding Annual general meeting and Extraordinary general meeting.
- 6) What is meant by Resolution ? Explain its Kinds.
- 7) Define Company Meeting. What are the different types of Company Meetings.
- 8) State the provisions regarding the Quorum of Board meetings.
- 9) Explain the procedure of E-filing.
- 10) Explain NFRA in detail.
- 11) Define the term 'Report'. What are the essentials of Good Report ?
- 12) Differentiate between Board Report and Annual Report.
- 13) State the appointments and functions of Managing Director.
- 14) Differentiate between Managing director and Manager.
- 15) Point out procedure for Appointment of Additional Director.
- 16) Differentiate between Additional director and Nominee director.

**4MARKS**

- 1) Differentiate between Private company and public company.
- 2) Write the Alteration procedure of Name Clause of MOA.
- 3) Explain the Functions of Company Secretary.
- 4) Write note on Director Identification Number.
- 5) State the Characteristics of Company meetings.
- 6) Write note on Agenda.
- 7) What do you understand by E-Voting?
- 8) Differentiate between Ordinary and Special Resolution

- 9) Write the Concept of Secretarial Audit.
- 10) Define Corporate Social Responsibility.
- 11) Write brief note on MCA-21.
- 12) Write note on NFRA.
- 13) Write note on Whole time Director.
- 14) What do you understand by the term Nominee Director?
- 15) Write note on Manager's remuneration.
- 16) State the term 'Casual Vacancy'.

Subject Teacher:- ASHWINI A. LANDGE