

- Note :** 1) All questions are compulsory.  
2) Figures to the right indicate full marks.

Q.1 Explain the following terms / concepts in not more than five lines each :  
(Any Seven) [14]

- i) Company Directors
- ii) Two-fold capacity of Managing Director
- iii) Secretaries & Treasurers
- iv) Agenda of the Meeting
- v) Casting Vote
- vi) By Ballot
- vii) Formal Motion
- viii) Resolution
- ix) 5 Contents of Meeting
- x) Initial Returns

Q. 2. Answer the following :- (Any Two) [12]

- a) What is Company Management ? Explain various agencies of the Company Management.
- b) Distinguish between :-  
Director v/s Managing Director.
- c) What is notice of a meeting ? Explain Legal provisions regarding the notice of a meeting.

Q. 3. Answer the following :- (Any Two) [12]

- a) Explain the resolution & Explain the different types of resolutions approved at General Meetings as well as Board Meeting.
- b) Write in brief about Board Meeting and its frequency, notice, agenda as well as quorum.
- c) State different methods of obtaining membership of a Company. When is membership terminated ?

Q. 4. Answer the following :- (Any Two) [12]

- a) Give specimen of NOTICE OF STATUTORY MEETING.
- b) Distinguish between :  
Annual General Meeting v/s Extra Ordinary General Meeting.
- c) What are Secretarial duties relating to the Board Meeting ?

**OR**

Q. 4. Give Short Notes on :- (Any Three) [12]

- a) Types of Dividend
- b) Rights & duties of company auditor
- c) Chairman and Casting Vote
- d) Termination of Membership
- e) Legal Advisors