**SP MODEL QUESTION PAPER**

**Q.1 (A) Select the correct option and rewrite the sentence** **(05)**

1. Business communication is concerned with \_\_\_\_\_\_ activities.

(Economics, Business, Social)

2. An extra ordinary general meeting is held \_\_\_\_\_\_\_

(Once in a year, once in a life time, under special circumstances)

3. The right of casting vote is given to the \_\_\_\_\_\_\_\_

(Director, Chairman, Secretary)

4. \_\_\_\_\_\_\_\_\_\_ is to be prepared in prescribed form MR-3

(Annual report, Auditors report, Secretarial Audit report)

5. Any act done by the company beyond the powers of memorandum is called as \_\_\_\_\_\_\_

(Doctrine of indoor management, ultra virus, mis-statement)

**(B) Match the pairs** **(05)**

**A** **B**

1. Administration of companies Act 2013 a. Restriction of withdrawals

2. Fixed deposit account b. MCA

3. Directors c. higher rate of interest

4. Active listening d. representative of shareholders

5. Annual General meeting e. hearing and understanding.

f. once in a year

g. minimum 4 meeting in a year.

**(C) Find the odd one**  **(05)**

1. Women Director, Promoter, Executive Director.

2. Ordinary resolution, Resolution requiring special notice, Substantive motion

3. Annual General Meeting, Committee Meeting, Class meeting.

4. Clarity, Courtesy, Spacing, Correctness

5. Overdraft, Fixed Deposit, Discounting of Bill, Cash Credit

**(D) Answer in one sentence** **(05)**

1. Name the authority attached to High Court which helps in winding up of company.

2. What do you mean by stop payment of cheque?

3. Name the type of Communication in which communication is done in spoken form.

4. When should the first Annual General Meeting be held?

5. What is agenda?

**Q.2 Explain the following Terms/Concept (Any 4)**  **(08)**

1. CIN

2. Cessation of membership

3. Name Clause

4. Secretarial standard

5. Point of order

6. Virtual meeting

**Q.3 Study the following case/situation and express your opinion (Any 2)**  **(06)**

1. Platinum Limited Company was incorporated on 1st Jan 2018.Advice the Board of Directors

On the following matters.

1. Within what period should the company hold its 1st AGM?
2. At what place should the AGM be held?
3. How many days in advance should the notice and agenda be sent to members?

2. Mr Rahul is the secretary who has been asked by the Managing Director to inform a

Director about a decision taken in a board meeting in which he was absent.

Which aspect of essentials of a good business letter he should follows:

1. When he is giving the required information in a very short and brief manner.
2. When he is using courteous words so as to be polite.
3. When he is giving the entire information about the meeting in a proper manner.

(Clarity, Conciseness, coherence, courtesy, completeness, correctness)

3. Mr P is elected as chairman of General Meeting.

Please advise him on the following matters:

1. What should be done if the votes cast in favour and against the motion are equal?
2. How many votes can a member cast under poll method?
3. What should Mr P do if any point of order is raised by a member?

**Q.4 Distinguish between (Any 3)**  **(12)**

1. Joint Stock Company and Joint Hindu family Business

2. Managing Director and Manager

3. Agenda and Minutes

4. Annual General Meeting and Extra ordinary General Meeting

**Q.5 Answer in brief (Any 2)** **(08)**

1. Write a note on – role of promoter
2. State the importance of Minutes
3. State any fore essentials of good business letter

**Q.6 Justify the following statement (Any 2)** **(08)**

1. The companies’ act 2013 has given certain powers to ROC

2. Overdraft facility is given only to current depositors

3. The secretary should take certain precautions while corresponding with directors

4. When a company is in a financial difficulty it may call a meeting of creditors.

**Q.7 Attempt the following (Any 2)** **(10)**

1. Draft the notice and agenda of routine board meeting.
2. Write a letter to bank for opening a current account.
3. Write a reply to a complaint by investor.

**Q.8 Answer the following (Any 1)** **(08)**

1 Explain the qualities of Secretary.

2. Explain different method of voting.

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