Dr. Babasaheb Ambedkar Open University

Term End Examination July-2016

Course : BBAHT
Subject Code : BBAHT – 202 **Total Marks : 70**
Subject : Secretarial Practice and Office Procedure **Duration : 03 hours**
Date : **Time :**

Section A

Answer the following (any three) **(30)**

1. What is the qualification of Secretary of non-profit association?
2. Distinguish between share holder and Debenture holder.
3. Explain the meaning and importance of Report.
4. Distinguish between a partnership and join stock company.
5. Explain the rights and duties of a Managing Director.

Section B

Write a short note on: **(20)**

1. Indian depository
2. Role of members in a joint stock Company
3. Types of meetings
4. Table 'A'
5. Statistical Books
6. Types of Reports

Section C

(A) Explain the following term: **(10)**

1. Call letter
2. Agenda
3. Proxy
4. Minutes book
5. Quoram of the meeting

(B) Fill in the blanks with appropriate word: **(10)**

1. The word 'SECRETARY' comes from the Latin word _____. (SECRETARIUS / SECRETARIAL)
2. Private limited and public limited companies registered under the Indian Companies Act _____. (1932 / 1956)
3. The secretary submits to the registrar annual returns and copies of Statement of accounts with in _____days after the end of each accounting year. (45 / 60)
4. _____is the maximum amount f share capital stated in the Memorandom of Association of the company. (Authorized capital / issued capital)
5. _____does not have any right to vote in the company meetings. (debenture holder / share holder)

SAMPLE QUESTION PAPER