Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	**:**	**BBA/BBAHT/BBAIB/DBA**	**Date**	**:**	**05-Jan-2020**
Subject Code	**:**	**BBA-202(NEW)/BBAHT - 202 (OLD)/BBAIB - 202/DBA-202**	**Time**	**:**	**11:00am to 02:00pm**
Subject Name	**:**	**Secretarial Practices &Office Procedure**	**Duration**	**:**	**03 Hours**
			Max. Marks	**:**	**70**

Section A

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

1. Explain the rights and duties of a Managing Director.
2. Define a 'Managing Director'." How is he appointed?
3. Explain the resolutions passed at a shareholders" meeting? Describe what is a motion and a proxy?
4. Write short note on charge sheet. What are the essentials of a charge sheet?
5. Write down the needs for following email etiquette? What are the important email etiquettes that a business should follow?

Section B

Answer the following (Attempt any four) **(20)**

1. Different types of secretary. Explain
2. Rights of a Managing Direct.
3. Briefly describe: Contents of the notice.
4. Briefly describe: Types of resolutions.
5. Write short notes on: Role of Debenture Holders.
6. Write a shot note on: Register of debenture holders.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 The _____ appoints the department secretaries in the various ministries of the central government.

A Chief Minister B Prime Minister
C Supreme Court D All of the above

2 The _____ of the state may appoint the secretaries of the various ministries at the state level.

A Chief Minister B Prime Minister
C Supreme Court D All of the above

3 Total remuneration of the manager cannot exceed ____of the annual net profits.

A 7% B 5%
C 8% D 10%

4 The managing director can be paid a maximum remuneration of _____on the annual net profits

A 5% B 10%
C 9% D 4%

5 The managing director can be appointed only with the prior permission of_____

A State government B Central government

C President D All of the above

6 The changes in the remuneration of the managing director ,according to the Companies‟ Act _____is allowed without permission the approval of the Central Government

A 259 B 256

C 286 D 268

7 A person cannot be appointed as a managing director for a term exceeding ____Years at a time.

A 5 B 3

C 2 D 4

8 According to _____of Companies Act any increase directly or indirectly in the remuneration payable to the managing director requires approval of the Central Government

A Section 320 B Section 315

C Section 310 D Section 312

9 A Director who is in the whole-time employment of the company is _____.

A Finance Director B Whole-time director

C Director D All of the above

10 Section _____contains the special provisions of the Act regarding the appointment of manager.

A 379 to 383 B 391 to 395

C 384 to 388 D 396 to 399

Part – B (Do as Directed) **(10)**

1 The word „Secretary‟ comes from the Latin word “Secretarius‟, which means_____ .

2 In the _____ person who handled secretarial duties was called a “Scribae‟.

3 The role of a company’s secretary has changed considerably due to the _____obligations of the post.

4 The _____ defines a secretary “as a person whose work is to write for others; especially one who is employed to conduct correspondence, keep records and to transact various other business, for another person or for a society, corporation or public body.”

5 The prescribed qualification of a company secretary is

6 The secretary of a club, trade union, company comes under the category

7 _____is an important function of a secretary. The secretary needs to maintain proper files and records.

8 _____“as a person whose work is to write for others; especially one who is employed to conduct correspondence, keep records and to transact various other business, for another person or for a society, corporation or public body.”

9 A statutory function of a secretary is:

10 An Advisory Function of a secretary is: