

Question Bank for Assignment

Semester	IV
Class	S.Y.B.Com.
Name of the Department	Commerce
Paper no.	
Title of the Paper	Company Secretarial Practice – II
Name of the Teacher	Dr. (Mrs.) Archana Prabhudesai

For assignment, answer any 5 questions from each unit.

Unit - I	<p>Q.1: Explain the role of a director.</p> <p>Q.2: Write a note on disqualifications for appointment of director u/s 164.</p> <p>Q.3: List down the contents of directors' report.</p> <p>Q.4: What are the types of directors?</p> <p>Q.5: What are the duties of the CEO?</p> <p>Q.6: Write a note on independent director.</p> <p>Q.7: Explain the provisions of the Companies Act, 2013, regarding appointment of first auditor of a company.</p> <p>Q.8: What are the powers and duties of an auditor?</p> <p>Q.9: State the disclosures to be made in an audit report.</p> <p>Q.10: Discuss the provisions for appointment of a director.</p> <p>Q.11: Write a note on Director Identification Number (DIN).</p>
Unit II	<p>Q.1: Discuss in brief the classification of company meetings.</p> <p>Q.2: Write a note on business to be transacted at AGM.</p> <p>Q.3: Explain the duties of a Company Secretary before, during and after an AGM.</p> <p>Q.4: Explain the duties of a Company Secretary before, during and after an EGM.</p> <p>Q.5: Explain the duties of a Company Secretary before, during and after a Board Meeting.</p> <p>Q.6: Explain the steps for holding an EGM.</p> <p>Q.7: Enumerate the points covered in contents and agenda of Board Meeting.</p> <p>Q.8: Explain the duties of a Company Secretary with respect Board Meeting.</p> <p>Q.9: List down the contents of the minutes of Board Meeting.</p> <p>Q.10: Write a note on notice for shareholders' meeting.</p> <p>Q.11: Explain the role and powers of Chairman of a meeting.</p> <p>Q.12: Discuss the methods of voting.</p> <p>Q.13: Write a short note on 'Notice'.</p> <p>Q.14: Write a short note on 'Agenda'.</p> <p>Q.15: Write a short note on 'Quorum and Proxy'.</p> <p>Q.16: Write a short note on 'Minutes of a meeting'.</p>
Unit III	<p>Q.1: What is dematerialisation? Discuss the features of demat account.</p> <p>Q.2: Describe the need and importance of dematerialisation?</p> <p>Q.3: Explain the procedure for dematerialisation of shares.</p> <p>Q.4: Discuss the advantages and disadvantages of online trading.</p> <p>Q.5: Write a note on 'BOLT'.</p> <p>Q.6: Write a note on 'BOSS'.</p> <p>Q.7: Discuss the following, with respect to listing of securities. (a) Objectives (b) Listing requirements (c) Minimum public offer (d) Fair allotment.</p>

	<p>Q.8: Discuss advantages and disadvantages of listing of securities.</p> <p>Q.9: Explain the secretarial duties relating to listing of securities.</p>
Unit IV	<p>Q.1: Discuss the types of company reports.</p> <p>Q.2: What are the important contents of an annual report?</p> <p>Q.3: Explain the provisions for declaration of dividend.</p> <p>Q.4: What are the secretarial duties relating to declaration and payment of dividend?</p> <p>Q.5: Explain 'charges' and discuss its types.</p> <p>Q.6: What is winding up? Explain the procedure for voluntary winding up.</p> <p>Q.7: Describe the secretarial role in winding up of a company.</p> <p>Q.8: Draft a notice and agenda of AGM of XYZ Ltd.</p> <p>Q.9: Draft a notice and agenda of Board Meeting prior to AGM, along with resolution for appointment of Company Secretary.</p> <p>Q.10: Draft a special resolution for alteration of MOA.</p> <p>Q.11: Draft specimen minutes of an AGM.</p>
