

**GOVERNMENT COMMERCE COLLEGE, VADALI**  
**INTERNAL EXAMINATION-FEB-MAR-2024**  
**SUBJECT:SECRETARIAL PRACTICE-II (SUBJECT CODE: CO23MIDSCOM202)**  
**B.COM. – 2 (AS PER NEP’ 2020)**  
**SECTION-A**

DATE: 01/03/2024  
DAY : FRIDAY

EXAM TIME: 20 MINUTES  
TOTAL MARKS : 10

**You are required to attempt following Multiple Choice Questions. Students have to write compulsorily only “Correct Option” in the given Box. (Attempt Only 10 out of 12) (10)**

**01.**An extension of credit from a lending institution that is granted when an account reaches

Zero is known as \_\_\_\_\_

- A. Cashdraft
- B. Overdraft
- C. Pandraft
- D. Indraft

**02.**The Account Holder can request the Bank to stop a Cheque Payment if the Cheque\_\_\_\_\_

- A. lost
- B. stolen
- C. received the damaged products/service
- D. All of the above

**03.**Banking Correspondence is of a special nature as it deals with \_\_\_\_\_

- A. Papers
- B. Files
- C. Bills
- D. Finance

**04.**Criminal Liability for Misstatement in a Prospectus arises as per \_\_\_\_\_

- A. Section 34
- B. Section 24
- C. Section 54
- D. Section 74

**05.**Public Placement means exact \_\_\_\_\_ or more than \_\_\_\_\_

- A. 65; 90
- B. 50; 50
- C. 55; 60
- D. 45; 70

**06.**Which of the following is not reason for DishonouredCheque ?

- A. An insufficient amount in Bank Account
- B. Customer’s Signature does not tally with Bank’s Teller
- C. Sufficient Amount in Bank Account
- D. Both (A) & (B)

07. AOA of an Unlimited Company and having Share Capital as per \_\_\_\_\_

- A. Table-H
- B. Table-I
- C. Table-F
- D. Table-G

08. \_\_\_\_\_ includes title devolution by succession, death, marriage, insolvency, etc.

- A. Transmission of Shares
- B. Surrender of Shares
- C. Transfer of Shares
- D. Forfeiture of Shares

09. Share Warrant is a \_\_\_\_\_ document.

- A. Written
- B. Bearer
- C. Oral
- D. Blank

10. The full form of SEC is \_\_\_\_\_

- A. Sale and Exchange Commission
- B. Securities and Exchange Commission
- C. Sole and Exchange Commission
- D. Sold and Exchange Commission

11. The prospectus shall be considered invalid if the company does not issue a prospectus before \_\_\_\_\_ days from the date from which the copy was delivered to the registrar.

- A. 85
- B. 90
- C. 75
- D. 60

12. The punishment for the contravention in Prospectus is a fine of Rs. \_\_\_\_\_ and it may extend to Rs. \_\_\_\_\_.

- A. Rs.55000/-; Rs.100000/-
- B. B.Rs.60000/-; Rs. 200000/-
- C. Rs.75000/-; Rs.400000/-
- D. Rs.50000/-; Rs. 300000/-

##### ALL THE BEST#####

ROLL NO. \_\_\_\_\_

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**SECTION - B**

**DATE: 01/03/2024**  
**DAY : FRIDAY**

**EXAM TIME: 1 HOUR**  
**TOTAL MARKS: 30**

**Q-1(A).** Define the term Article of Association & State Objectives of Articles of Association. **(06)**

**Q-1(B).** Discuss Contents of Articles of Association. **(09)**

**OR**

**Q-1(A).** Make a Contrast between "MOA" & "AOA". **(08)**

**Q-1(B).** Write a Complaint Letter to the Manager of Kotak Mahindra Bank, Idar Branch, District-Sabarkantha against Bank Charges. **(07)**

**Q-2(A).** State Definition of Prospectus & Explain Importance of Prospectus. **(06)**

**Q-2(B).** Explain Contents of Prospectus. **(09)**

**OR**

**Q-2(A).** Elucidate different types of Prospectus. **(08)**

**Q-2(B).** As a Manager of Canara Bank, Himatnagar Branch, District-Sabarkantha, You have to write a Complaint Letter to the Owner of Variety Designer Saree Centre of Idar against Dishonored Cheque. **(07)**

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