

GOVERNMENT COMMERCE COLLEGE, VADALI**INTERNAL EXAMINATION-FEBRUARY-MARCH-2024****SUBJECT: SECRETARIAL PRACTICE – IV (SUBJECT CODE: SE 202D)****B.COM. – IV****DATE:06/03/2024****TIME: 9:30 TO 9:50****DAY : WEDNESDAY****TOTAL MARKS : 10****SECTION-A****Instructions: (1) Write any 10 MCQ from given 12 MCQ.****(2) Each MCQ carry 1 Mark each.**

- (1) A circular to inform members for meeting is called
(A) Minutes (B) Notice (C) Agenda (D) Quorum
- (2) The detailed notes of the meeting proceedings and the decisions taken is called.
(A) Notice (B) Minutes (C) Quorum (D) Agenda
- (3) At least ____ consent of the members must be obtained to have a valid **special resolution** passed.
(A) 75% (B) 51% (C) 65% (D) 40%
- (4) At least ____ consent of the members must be obtained to have a valid **ordinary resolution** passed.
(A) 75% (B) 51% (C) 65% (D) 40%
- (5) The minimum number of members who must be present at a meeting as required by the rules.
(A) Minutes (B) Notice (C) Agenda (D) Quorum
- (6) Minimum how many Board of Directors meeting organized in a year?
(A) Five (B) Three (C) Four (D) Two
- (7) To conduct a meeting, a person appointed by the members of a company is called.
(A) Chairman (B) KMP (C) Secretary (D) Director
- (8) Before how many days the notice of meeting will be given to members?
(A) 20 days (B) 31 days (C) 25 days (D) 21 days
- (9) The time gap between two Annual General Meetings shall not exceed.
(A) 15 months (B) 18 months (C) 16 months (D) 12 Months
- (10) The Meetings of Shareholders does not include...
(A) First Annual General Meeting (B) Annual General Meeting
(C) Extra-Ordinary General Meeting (D) Committee Meeting
- (11) EGM is demand by the shareholders of the company, holding not less than _____ of the company.
(A) 1/100 (B) 1/20 (C) 1/10 (D) 1/50
- (12) First Board Meeting should be called within ____ after the establishment of the company?
(A) 10 days (B) 20 Days (C) 30 days (D) 45 Days

ROLL NO. _____

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TIME: 9:50 TO 11:00

DAY : WEDNESDAY

TOTAL MARKS : 30

SECTION-B

Instructions: The number on the right side indicates the Marks of the particular question.

- Que-1 :** (A) Explain the Meetings of Shareholders. (08)
(B) Discuss the Special Meetings. (07)

OR

- Que-1 :** (A) Difference between Meeting and Agenda. (08)
(B) Write short note on Notice. (07)

- Que-2 :**(A) Difference between Ordinary Resolution and Special Resolution. (08)
(B) Explain the details about selection & appointment, Qualifications, powers and duties of Chairman. (07)

OR

- Que-2 :** (A) On behalf of Elecon Industries Pvt. Ltd. Anand, draft a job Interview letter to Miss Jeel Rathod who live in Nadiad. (08)
(B) On behalf of Government Commerce College, Vadali draft a suitable Letter of appreciation to you for admiring as a best student in college of the year 2023-24. (07)

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