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Sub Code : 0825 (1048) **Exam Code** : 0014

Exam : Bachelor of Commerce, 4th Semester

Subject : Auditing & Secretarial Practice

Paper : Paper-BCM-403

Time : 3 Hours

Maximum Marks : 80

Note: Students are required to attempt **four** questions from **section A**. Each question carries **5** marks. Attempt **two** questions each from **section B & C** respectively each question carries **15** marks.

SECTION - A

1. Write short notes on any **four** questions :

4×5=20

(a) Audit Vs Investigation

(b) Internal Audit Vs Internal control

(c) Verification Vs vouching

(d) Agenda

(e) Essentials of Valid Motions

(f) Company secretary

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SECTION - B

2. An auditor is a watch dog and not a blood hound. Discuss.
3. What is Auditor's Report ? Discuss its parts. Give the specimen of Auditor's Report.
4. Discuss the position of an auditor with reference to companies Act, regarding his rights and duties.
5. What do you mean by internal check ? Suggest a suitable system of internal check for recording cash receipt. 2×15=30

SECTION - C

6. Discuss duties and responsibilities of a company secretary.
7. Define company secretary in practice. Discuss in detail the areas of practice of a company secretary.

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8. Explain the difference between a special resolution and a resolution requiring special notice. For what purposes is a special resolution required ?
9. What are the requisite of valid general meeting. 2×15=30

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