

# **SUGGESTED SOLUTION**

**IPCC MAY 2017 EXAM** 

LAW, ETHICS & COMMUNICATION

Test Code - I N J1 1 3 3

BRANCH - (MULTIPLE )(Date : . .2017)

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### Answer-1 (a):

To conclude a contract between the parties, the acceptance must be communicated in some perceptible form. Any conditional acceptance or acceptance with varying or too deviantconditions is no acceptance. Such conditional acceptance is a counter proposal and has to beaccepted by the proposer, if the original proposal has to materialize into a contract. Furtherwhen a proposal is accepted, the offeree must have the knowledge of the offer made to him. Ifhe does not have the knowledge, there can be no acceptance. The acceptance must relate specifically to the offer made. Then only it can materialize into a contract. With the above rulesin mind, we may note that the following is the solution to the given problems:

#### (1 Mark)

(i) It is not a valid acceptance and no contract can come into being. In fact this problem issimilar to the facts of Neale vs. Merret [1930] W.N 189, where M offered to sell his landto N for Rs.28,000/-. N replied purporting to accept the offer but enclosed a cheque for Rs. 8,000/- only. He promised to pay the balance of Rs. 20,000 by monthly installments of Rs. 5,000. It was held that N could not enforce his acceptance because it was not anunqualified one.

### (2 Marks)

(2 Marks)

(5 Marks)

(ii) This problem is similar to the facts of Union of India v. Bahulal (AIR 1968 Bombay 294)case, wherein A offered to sell his house to B for Rs. 10,000/-, to which B replied that, "Ican pay Rs. 8,000 for it". Consequently, the offer of 'A' is rejected by 'B' as the acceptanceis not unqualified. But when B later changes his mind and is prepared to pay Rs.10,000/-, it becomes a counter offer and it is up to A whether to accept it or not.

### Answer-1 (b):

### **Preference shares :-**

- 1. They have got preferential rights ( Dividend to be received in preference as compared to equity shares and Repayment of capital at time of liquidation is also in preference)
- 2. They can be reedemed
- 3. They do not have voting rights
- 4. Preference share holder receive dividends which is fixed in nature
- 5. Provision of CRR is applicable at the time of Redemption of preference shares

### Equity shares :-

- 1. They do not have preferential rights (Dividends not to be received in preference and No preference at time of Repayment of capital in case of of liquidation)
- 2. They cannot be redeemed but they can be Bought back by company
- 3. Equity shares carry voting rights
- 4. Dividend is not fixed in nature...
- 5. Provision of CRR is applicable at time of Buy Back of Shares

### Answer-1 (c):

<u>Socially Responsible Corporate Performance:</u> The benefits arising out of socially responsible corporate performance include the following:

- 1. <u>Enhanced brand image</u> and <u>reputation</u>.
- 2. <u>Reduced Government regulations and controls.</u>
- 3. Helps to minimize ecological damage.
- 4. Improved financial performance.
- 5. <u>Reduced operating costs.</u>
- 6. <u>Increased sales and customer loyalty.</u>
- 7. Increased productivity and quality of work life.
- 8. Increased ability to attract and retain employees.
- 9. <u>Achievement of certain other objectives like easier access to capital including international capital.</u>

(5 Marks)

### Answer-1 (d):

The grapevine becomes active when the following factors are present:

- (a) <u>Feeling of uncertainty or lack of sense</u> of <u>direction when the organisation</u> is <u>passing through a</u> <u>difficult period</u>.
- (b) <u>Feeling of inadequacy</u> or <u>lack of self confidence</u> on the part of the employee, leading to the formation of groups.
- (c) Formation of a coterie or favoured group by the manager, giving other employees a feeling of insecurity or isolation. People operating in such circumstances will be filled with all sorts of ideas and will share them with like minded companions, at whatever level they may be. Mostly they find them at their own level, but other levels are not barred. This type of communication is being seriously studied by psychologists and management experts.

# (5 Marks)

# Answer-2 (a):

**Who is entitled to Bonus:** Every employee of an establishment covered under the Act is entitled to bonus from his employer in an accounting year provided he has worked in thatestablishment for not less than thirty working days in the year and draws a salary of less thanRs. 21,000/- per month. [Section 2(13) read with Section 8].

If an employee is prevented from working and subsequently reinstated in service, employee'sstatutory right for bonus cannot be said to have been lost. Nor can the employer refuse to paysuch bonus. [ONGC(V) Sham Kumar Sahegal (1995) ILLJ].

There are, however, certain disqualifications of an employee to claim bonus in an accountingyear. An employee who has been dismissed from service for (a) fraud; or (b) riotous or violentbehaviour while on the premises of the establishment; or (c) Theft, misappropriation orsabotage of any property of the establishment is not entitled for bonus. [Section 9].

(2 Marks)

An employee, under the Payment of Bonus Act, 1965 in the following cases is not entitled tobonus:

- 1. An apprentice is not entitled to bonus as he is not included in the definition of anemployee under the Act as decided in the case [Wheel & RIM Co. v. Govt. of TN. (1971)].
- An employee who is dismissed from service on the ground of misconduct as mentionedin Section 9, is disqualified for bonus of the accounting year in which he is dismissed(Pandian Roadways Corporation Ltd. v. Presiding Officer (1996) 2 CLR 1175 (Mad).
  [Note: As per the Payment of Bonus (Amendment) Act, 2015, the eligibility limit for payment of bonus to an employee under section 2(13) has been enhanced from Rs. 10, 000 to Rs. 21,000 per

# (2 Marks)

# Answer-2 (b):

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# Periods for which Gratuity Payable:

Yes, the periods for which gratuity is payable to an employee includes those periods duringwhich he does not actually work in the organization which are the following:

- 1. Lay off under the Industrial Disputes Act, 1947.
- 2. Leave with full wages.
- 3. Maternity leave for female employees.
- 4. Absence due to temporary disablement caused during employment.

Manner in which gratuity is calculated: Quantum of gratuity payable is 15 days' wages on the last drawn wages for every completed year of service or part thereof in excess of sixmonths subject to a maximum of Rs.10 Lakhs.

# (4 Marks)

# Answer-2 (c):

The <u>objectives</u> of the Central Consumer Protection Council in India are to <u>promote and protect the rights of</u> <u>the consumers</u> such as:-

- the <u>right to be protected against the marketing of goods</u> and services which are <u>hazardous to life</u> and property;
- (ii) the <u>right to be informed</u> about the <u>quality</u>, <u>quantity</u>, <u>potency</u>, <u>purity</u>, <u>standard and price of</u> <u>goods/services</u> so as to <u>protect</u> the consumer against <u>unfair trade practices</u>;
- (iii) the <u>right to be assured</u>, whichever possible, access to a variety of <u>goods and services</u> at <u>competitive</u> <u>prices</u>;

- (iv) the <u>right to be heard</u> and to be assured that <u>consumers interest</u> will <u>receive due consideration</u> at appropriate terms;
- (v) the <u>right to seek redressal</u>against unfair trade practices;
- (vi) the <u>right to consumer education</u>.

# Answer-2 (d):

Socio-psychological barriers- The attitudes and opinions, place in society and status consciousness arising from one's position in the hierarchical structure of the organization, one's relations with peers, seniors, juniors and family background – all these deeply affect one's ability to communicate both as a sender and receiver. Status consciousness is widely known to be a serious communication barrier in organizations. It leads to psychological distancing which further leads to breakdown of communication or miscommunication. Often it is seen that a man high up in an organization builds up a wall around himself. This restricts participation of the less powerful in decision making. In the same way one's family background formulates one's attitude and communication skills. (3 Marks)

<u>Frame of reference</u> is <u>another barrier</u> to clear communication. Every individual has a <u>unique frame of reference</u> formed by a combination of his experiences, education, culture, attitude and many other elements, <u>resulting in biases</u> and different experiencesin a communication situation. (1 Mark)

# Answer-3 (a):

**Revocation of continuing guarantee:** The problem as asked in the question is based on the provisions of the Indian Contract Act 1872, as contained in Section 130 relating to the revocation of a continuing guarantee as to future transactions which can be donemainly in the following two ways:

1. By Notice: A continuing guarantee may at any time be revoked by the surety as tofuture transactions, by notice to the creditor.

### (1 Mark)

(3 Marks)

(4 Marks)

- By death of surety: The death of the surety operates, in the absence of anycontract to the contrary, as a revocation of a continuing guarantee, so far asregards future transactions. (Section 131). So far as the transactions before revocation are concerned, the liability of thesurety for previous transactions (i.e. before revocation) remains.
  - (i) Thus applying the above provisions in the given case, Amit is discharged fromall the liabilities to Chander for any subsequent loan.
  - (ii) Answer in the second case would differ i.e. Amit is liable to Chander for Rs.10,000 on default of Bikram since the loan was taken before the notice of revocation was given to Chander.

# Answer-3 (b):

**Problem on Agency:** Problem as asked in the question is based on the provisions related with the modes of creation of agency relationship under the Indian Contract Act, 1872. Agencymay be created by a legal presumption; in a case of cohabitation by a married woman (i.e.wife is considered as an implied agent, of her husband). If wife lives with her husband, there is legal presumption that a wife has authority to pledge her husband's credit for necessaries.

But the legal presumption can be rebutted in the following cases:

- (i) Where the goods purchased on credit are not necessaries.
- (ii) Where the wife is given sufficient money for purchasing necessaries.
- (iii) Where the wife is forbidden from purchasing anything on credit or contracting debts.
- (iv) Where the trader has been expressly warned not to give credit to his wife.

If the wife lives apart for no fault on her part, wife has authority to pledge her husband's credit for necessaries. This legal presumption can be rebutted only in cases (iii) and (iv).

Applying the above conditions in the given case 'Q' will succeed. He can recover the said amount from 'P' if sarees purchased by 'R' are necessaries for her.

### (4 Marks)

Answer-3 (c): Ethics: The term 'Ethics' has a <u>variety of meanings</u>. One of the meanings is '<u>Ethics' are the principles of</u> <u>conduct governing an individual or a group</u>. Another definition describes ethics as relating to what is good or bad and having to do with moral duty and obligation. (1 Marks) Business Ethics: In a broad sense, <u>ethics in business</u> refers to the <u>application of day-to-day moral</u> and <u>ethical</u> <u>norms to business</u>. Business ethics are the <u>principles and standards</u> that <u>determine acceptable conduct</u> in <u>business organisation</u>. (1 Mark)

**Requirements**: Being <u>ethical in business requires acting with an awareness of</u>-(a) The <u>need for complying</u> <u>with rules</u> (e.g) (i) <u>laws of the land</u>, (ii) <u>customs and expectation of the community</u> (iii) <u>principles of morality</u> (iv) <u>policies of the organization</u> and (v) <u>general concerns such as the needs of others and fairness.</u>(b) How the <u>products, services and actions of a business enterprise</u>, can <u>affect its stakeholders</u> (i.e. employees, customers, suppliers, shareholders and community society as a whole) <u>either positively or negatively</u>. (2 Marks)

# Answer-3 (d):

# Types of Groups in Organization:

- 1. <u>Self directed teams</u> <u>autonomous and self regulated groups</u> of <u>employees empowered</u> to make decisions. (1 Mark)
- Quality Circles Quality Circle has been defined "as a group of workers from the same area who usually meet for an hour each week to discuss their quality problems, investigate causes, recommend solutions and take corrective actions when authority is in their purview. In other words, Quality Circle is a small group to perform voluntarily quality control activities within their work area. (1 Mark)
- <u>Committees</u> are of various types (a) <u>Standing Committee which are permanent</u> in <u>nature and</u> <u>highly empowered</u>. (b) An <u>advisory Committee comprises</u> of <u>experts in particular fields</u> (c) An <u>adhoc</u> <u>committee is setup for a particular purpose</u> and <u>after the goal is achieved</u>, it is <u>dissolved</u>. (1 Mark)
- <u>Task Force</u> <u>Task force is like Committee</u> but it is <u>usually temporary</u>. Task force has <u>wide power to</u> <u>take action</u> and <u>properly fix responsibility for investigation</u>, results and proper implementation of <u>decisions</u>.
  (1 Mark)

# Answer-4 (a):

The Companies Act, 2013 vide sections 34 and 35 lay down the criminal and civil liabilities of the guilty parties in case of mis statements and misleading inclusions and omissions in aprospectus. Further, section 36 lays down the punishment for fraudulently inducing persons to invest moneys.

However, the present case before us is not in respect of liability for a possible mis statementbut on the right of the allottee to avoid the contract of purchasing the shares from the company. In order to decide this, key factor is to determine if any material mis representationor concealment of a material fact has taken place and if such misrepresentation is fraudulent.

### (2 Marks)

The non disclosure of the fact that dividends were paid out of capital profits is a concealment of material fact as a company is normally required to distribute dividend only from trading or evenue profits and under exceptional circumstances can do so out of capital profits. Hence, amaterial misrepresentation has been made.

The question here is a direct issue arising from the consequence of misrepresentation on the contract and is governed by the Indian Contract Act, 1872. Section 19 of the Indian Contract Act, 1872 states that when consent to an agreement iscaused by coercion, fraud or misrepresentation, the agreement is a contract voidable at theoption of the party whose consent was so caused.

Hence, in the given case the allottee can avoid the contract of allotment of shares. (Rex V.Lord Kylsant).

# Answer-4 (b):

The legal issues in the presented problem in the question is covered under Section 62 (1) of the Companies Act, 2013 and pertains to the case Gas Meter Co. Ltd. Vs Diaphragm & General leather co. Ltd.

Section 62 (1) (a) of the Companies Act, 2013 provides that if, at any time, a company having share capital proposes to increase its subscribed capital by the issue of further shares, such shares should be offered to the existing equity shareholders of the company as at the date of the offer, in proportion to the capital paid

(2 Marks)

# up on those shares. The company cannot ignore asection of the existing shareholders and must offer the shares to the existing equityshareholders in proportion to their holdings.

# (2 Marks)

(2 Marks)

Further in case of Gas Meter Ltd. Vs Diaphragm, & General; leather Co. Ltd where the facts of the case were similar to those given in the present case, the articles of Diaphagm Co.provided that the new shares should first be offered to the existing share holders. However, the company offered new shares to all shareholders excepting Gas Co., which held its controlling shares. It was held that Diaphagm company had no legal authority under the Companies Act to do so.

Therefore, in the given case, SV Ltd.'s decision not to offer any further shares to VRS Co. Ltdon the ground that VRS Co. Ltd already held a high percentage of shareholding in SV Co. Ltd.is not valid for the reason that it is violative of the provisions of Section 62 (1) (a) as also substantiated by the ruling in the above referred case.

# Answer-4 (c) :

When two or more persons meet together and talk/ discuss on any business or non business matter, it is known as negotiation. When same persons discuss specific proposals in order to come to a mutually accepted solutions; whether it is with an employer, family member or business partner. It can be said that negotiation is a common way of settling things in business. (2 Marks)

Steps in the negotiation process

- 1. Preparing
- 2. Arguing
- 3. <u>Signaling</u>
- 4. Packaging
- 5. Bargaining
- 6. Closing and arguing

# Answer-4 (d):

**Guidelines for Active Listening** 

- <u>Look at the person</u> and <u>suspend other things you are doing</u> in order to understand the other person's concerns, intentions.
- <u>Be interested</u> in <u>what the other person is saying</u>. If you just <u>can't make yourself interested</u>, you <u>will</u> <u>lose important information</u>, so try taking notes. <u>Doing so will keep your body and mind active</u>.
- <u>Listen to the tone of voice and inflection</u>; look at <u>gestures and body language</u> these <u>may carry an</u> <u>unspoken message</u>.
- <u>Restate what the person said</u>. Restating their <u>meaning is a way for you to make sure you understand</u> <u>the person clearly</u>.
- Ask questions <u>once in a while to clarify the meaning</u>. <u>Doing so will keep you alert</u> and <u>let the other</u> <u>person know that you have been listening</u> and are interested in getting all the facts and ramifications.
- Be <u>aware of your own feelings and opinions.</u>

# Answer-5 (a):

**Dishonour by non-acceptance (Section 91, the Negotiable Instruments Act, 1881):** A bill may be dishonoured either by non-acceptance or by non-payment. A dishonour by nonacceptancemaytakeplaceinanyoneof thefollowingcircumstances:

- (i) when the drawee either does not accept the bill within forty-eight hours of presentment orrefuse to accept it;
- (ii) when one of several drawees, not being partners, makes default in acceptance;
- (iii) when the drawee gives a qualified acceptance;
- (iv) when presentment for acceptance is excused and the bill remains unaccepted; and
- (v) when the drawee is incompetent to contract.

An instrument is dishonoured by non-payment when the party primarily liable e.g., theacceptor of a bill, the maker of a note or the drawee of a cheque, make default in payment. An instrument is also dishonoured for non-payment when presentment for payment excused and the instrument, when overdue, remains unpaid, under section 76 of the Act.

# (2 Marks)

# (4 Marks)

**Dishonour of cheque for insufficiency, etc. of funds in the account:** Where any chequedrawn by a person on an account maintained by him with a banker for payment is dishonoureddue to insufficiency of funds, he shall be punished with imprisonment for a term which mayextend to one year or with fine which may extend to twice the amount of the cheque or withboth [Section 138 of the Negotiable Instruments Act, 1881].

(5 Marks)

(3Marks)

Provided that nothing in this section shall apply unless:

- (i) such cheque should have been presented to the bank within a period of 3 months of the date of drawn or within the period of its validity, whichever is earlier.
- (ii) The payee or holder in due course of such cheque had made a demand in writing for the payment of the said amount of money from the drawer 30 days of the receipt of information by him from the bank regarding the return of the cheque unpaid; and
- (iii) The drawer of the cheque had failed to pay the money to the payee or holder in duecourse of the cheque within 15 days for the written demand for payment.

# Answer-5 (b):

Under Section 114(2) of the Companies Act, 2013, for a valid special resolution to be passed at a meeting of members of a company, the following conditions need to be satisfied:

- (i) The intention to propose the resolution, as a special resolution must have been specified in the notice calling the general meeting or other intimation given to the members;
- (ii) The notice required under the Companies Act must have been duly given of the generalmeeting;
- (iii) The votes cast in favour of the resolution (whether by show of hands or electronically oron a poll, as the case may be) by members present in person or by proxy or by postalballot are not less than 3 times the number of votes, if any, cast against the resolution bymembers so entitled and voting.

### (3 Marks)

(1 Mark)

Thus, in terms of the requisite majority, votes cast in favour have to be compared with votescast against the resolution. Abstentions or invalid votes, if any, are not to be taken intoaccount.

Accordingly, in the given problem, the votes cast in favour (20) being more than 3 times of thevotes cast against (5), and presuming other conditions of Section 114(2) are satisfied, the decision of the Chairman is in order.

### Answer-5 (c):

<u>Correct</u>. <u>Economic growth</u> has to be <u>environmentally sustainable</u>. There is <u>no economic</u> <u>growthwithoutecological costs</u>. <u>Industrialization and rapid development</u> have <u>affected the environment</u>. Everybody should <u>realize that such development</u> is <u>related to environmental damage</u> and <u>resource</u> <u>depletion</u>. (1 Marks)

Therefore, an <u>element of resource regeneration</u> and <u>positive approach</u> to environment <u>has to be</u> <u>incorporated</u> in <u>development programs.Sustainable development</u> refers to <u>maintaining development</u> over time. <u>Sustainable development</u> is <u>development that meets the needs</u> of the <u>present withoutcomprising</u> the <u>ability of future generations</u> to <u>meet their own needs</u>. A <u>nation or society</u> should <u>satisfy its social, economic</u> <u>and other requirementwithoutjeopardizing the interest of future generations</u>. (2 Marks)

High economic growth means high rate of extraction, transformation and utilization of nonrenewable<br/>resources. Therefore it is suggested that economic growth has to be environmentally sustainable because it<br/>is sure that there is no economic growth without ecological cost.(1 Mark)

### Answer-6 (a):

(i) Under Section 62 (4) of the Companies Act, 2013 where any debentures have been issued or loans have been obtained from the Government by a company, the CentralGovernment may, if in its opinion it is necessary in public interest so to do, by orderdirect that such debentures or loans or any part thereof shall be converted into shares in the company on such terms and conditions as appear to that Government to bereasonable in the circumstances of the case, even if the terms of issue of such debentures or the terms of such loans do not include a term for providing for an option forsuch conversion.

Therefore, the Central Government is fully empowered to convert the debentures of loansgiven by it to a company into shares even if the terms of issue of such debentures or loans do not include a term for providing for an option for such conversion.

### (4 Marks)

- (ii) In terms of section 62 (5) in determining the terms and conditions of such conversion, the Central Government shall have due regard to the following matters / circumstances:
  - (i) The financial position of the company;
  - (ii) The terms of issue of the debentures or such loans, as the case may be;
  - (iii) The rate of interest payable on such debentures or the loans;
  - (iv) Public interest and
  - (v) Such other matters as may be considered necessary.

### (2 Marks)

(iii) **Remedies open to the company:** If the terms and conditions of such conversion arenot acceptable to the company, the company may, within 60 days from the date of communication of such order appeal to the Tribunal which shall after hearing the company and the Government pass such orders as it may deem fit.

# (2 Marks)

# Answer-6 (b):

Situations when <u>Oral face-to-face communication</u> shall be used:

- 1. <u>Receiver is not particularly interested in getting the message</u>. Oral provides more opportunities for getting and keeping interest and attention.
- 2. It is <u>important to get feedback</u>. It is easier to get feedback by observing facial expressions and asking questions.
- 3. <u>Emotions are high</u>. Oral provides more opportunity for both sender and receiver to let off steam, cool down, and create a suitable climate for understanding.
- 4. <u>Receiver is too busy or preoccupied to read</u>, oral provides a better opportunity to get attention.
- 5. <u>If criticism of receiver is involved</u>, oral provides more opportunity to accomplish this without arousing resentment. Also, oral is less threatening because it has not been formalized in writing. Even though it might be marked personal and confidential.
- 6. <u>Sender wants to persuade or convince</u>. Oral provides more flexibility, opportunity for emphasis, chance to listen and opportunity to remove resistance, and change attitudes.
- 7. <u>Oral is more natural</u>. For example, in most cases it is more natural to give instructions orally rather than writing them out.
- 8. <u>Discussion is needed</u>. A complicated subject frequently requires discussion to be sure of understanding.
- <u>Receiver cannot read language of the sender.</u> Some people can understand a spoken language but cannot read it. (5 Marks)

Use written communication when:

- 1. <u>Sender wants a record for future references.</u>
- 2. <u>Receiver will be referring to it later.</u>
- 3. Message is complex and requires study by receiver.
- 4. <u>Message includes a step-by-step procedure.</u>
- 5. <u>A copy of the message should go to another person.</u>

Thus, the <u>main role of the change manager</u> is to <u>work towards reducing the resistance towards change</u>, and <u>increasing the enthusiasm and level of commitment</u> for the change. (3 Marks)

# Answer-7 (a):

According Section 7Q of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 the employer shall be liable to pay simple interest @ of 12% per annum or at such higherrate as may be specified in the Scheme on any amount due from him under this Act from thedate on which the amount has becomeso due till the date of its actual payment:

Provided that higher rate of interest specified in the Scheme shall not exceed the lending rateof interest charged by any scheduled bank.

As per above provision, S can claim for the payment of interest on due amount @ 12 percent per annum or at the rate specified in the Scheme, whichever is higher, for one year. Here inthe absence of specified rate he(S) can claim only 12 percent per annum interest on the dueamount.

Hence claim of S for interest rate of 15% is not tenable.

# Answer-7 (b) :

Sexual harassment is a situation in which an <u>employee is coerced into giving into another employee's sexual</u> <u>demands by the threat of losing some significant job benefit</u>, such as a promotion, raise, or even the job. This kind of <u>degrading coercion exerted</u> on <u>employees who are vulnerable and defenseless inflicts great</u> <u>psychological harm on the employee</u>, violates the employee's most <u>basic right to freedom</u> and <u>dignity and is</u> <u>an unjust misuse</u> of the unequal power that an employer can exercise over the employee. S<u>exual harassment</u> <u>is prohibited</u>, and an employer is held responsible for all sexual harassment engaged in by employees.

(4 Marks)

(4 Marks)

# Answer-7 (c) :

# Types of Groups in Organization:

- 1. <u>Self directed teams</u> <u>autonomous and self regulated groups</u> of <u>employees empowered</u> to make decisions. (1 Mark)
- Quality Circles Quality Circle has been defined "as a group of workers from the same area who usually meet for an hour each week to discuss their quality problems, investigate causes, recommend solutions and take corrective actions when authority is in their purview. In other words, Quality Circle is a small group to perform voluntarily quality control activities within their work area. (1 Mark)
- <u>Committees</u> are of various types (a) <u>Standing Committee which are permanent</u> in <u>nature and</u> <u>highly empowered</u>. (b) An <u>advisory Committee comprises</u> of <u>experts in particular fields</u> (c) An <u>adhoc</u> <u>committee is setup for a particular purpose</u> and <u>after the goal is achieved, it is dissolved</u>. (1 Mark)
- <u>Task Force</u> <u>Task force is like Committee</u> but it is <u>usually temporary</u>. Task force has <u>wide power to</u> <u>take action</u> and <u>properly fix responsibility for investigation</u>, results and proper implementation of <u>decisions</u>.
  (1 Mark)

# Answer-7 (d):

# Notice: Meeting of Board of Directors:

Notice is hereby given that meeting of the Board of Directors of the company will be held at the registered office on.....at.....a.m./p.m. to transact the following:

# Agenda

- 1. Confirmation of the minutes of the previous Board Meeting held on......to......
- 2. Discussion of the progress in business.
- 3. Co-option of Mr. X as an Additional Director of the company.
- 4. Buy back of 10% of the equity shares of the company.
- 5. Any other matter with the permission of the chair.

Place:....

By Order of the Board of Directors

Date:....

(4 Marks)