

**TED (15/19) - 4143**  
(REVISION-2015/19)

1503240199

Reg.No.....  
Signature.....

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/  
MANAGEMENT/COMMERCIAL PRACTICE, APRIL - 2024**

**COMPANY ADMINISTRATION**

(Maximum Marks:100)

(Time: 3 Hours)

**PART - A**  
( Maximum Mark : 10 )

**Marks**

I. Answer **all** the questions in one or two sentences. Each question carries 2 marks.

1. State the meaning of Limited liability.
2. State the meaning of Company Secretary.
3. State the meaning of statutory books.
4. State the meaning of agenda.
5. State the meaning of previous question.

( 5 x 2 = 10 )

**PART - B**  
( Maximum Mark: 30 )

II Answer **any five** questions from the following. Each question carries 6 marks.

1. Explain the consequences of non-registration of a joint stock company.
2. Describe the term pre-incorporation contracts.
3. List out the duties of a company secretary.
4. Explain the term extra-ordinary general meeting.
5. Explain the meeting of directors of a company.
6. Explain the term special resolution.
7. State the powers of chairman of a meeting.

( 5 x 6 = 30 )

*P.T.O*

**PART – C**

(Maximum Mark: 60)

(Answer **one full** question from each unit. Each full question carries 15 marks.)

**UNIT - I**

- III. a) State the importance of common seal. (7)  
b) Explain the importance of independent corporate existence. (8)

**OR**

- IV. Explain the procedure for registering a company. (15)

**UNIT – II**

- V. Explain the methods of removal of directors of a company. (15)

**OR**

- VI. List the contents of Annual Returns of a company. (15)

**UNIT – III**

- VII Explain the statutory provisions for appointment of proxy of the meeting. (15)

**OR**

- VIII. a) List the essentials of a valid meeting. (7)  
b) State the meaning of statutory meeting. List out the purposes of statutory meeting. (8)

**UNIT – IV**

- IX. State the duties of secretary in relation to meetings. (15)

**OR**

- X. Explain briefly compulsory winding up of company. (15)

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