

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, NOVEMBER – 2023**

COMPANY ADMINISTRATION

[Maximum Marks: **100**]

[Time: **3 Hours**]

PART-A

[Maximum Marks: **10**]

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

1. State the meaning of limited liability.
2. Write a note on pre-incorporation contract.
3. Define the term company secretary.
4. State the meaning of agenda.
5. State the meaning of motion.

(5 x 2 = 10)

PART-B

[Maximum Marks: **30**]

II. (Answer *any five* of the following questions. Each question carries **6** marks)

1. List out the consequences of non registration of a joint stock company.
2. List out the contents of Annual Return.
3. State the liability of directors for the fraud or improper conduct of the business.
4. List the agenda of Annual General Meeting.
5. Write a short note on (1) Quorum (2) Minutes (3) Motion.
6. List out the duties of chairman of the meeting.
7. Compare compulsory winding-up and voluntary winding-up.

(5 x 6 = 30)

PART-C

[Maximum Marks: **60**]

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

UNIT – I

III. Explain the procedures of registering a company.

(15)

OR

- IV. a. State the importance of incorporation of a company. (5)
- b. List the liabilities of directors in the misdescription of name of the company. (5)
- c. State the importance of common seal. (5)

UNIT – II

- V. a. State the methods of removal of directors. (10)
- b. State the meaning of return as to allotment. (5)

OR

- VI. a. List out the liabilities of company secretary. (8)
- b. List the important statutory books of the company. (7)

UNIT- III

- VII. Describe different meetings of the company. (15)

OR

- VIII. Explain the statutory provisions regarding the appointment of proxy. (15)

UNIT - IV

- IX. a. List out various motions. (5)
- b. Explain the methods of writing minutes. (10)

OR

- X. Describe different kinds of winding up of the company. (15)
