**B.COM (TRAVEL AND TOURISM)**

**Semester III**

**CO 1343 COMPANY ADMINISTRATION**

**Section A. One or Two Sentence Questions (1 Mark)**

1. Define a company in one sentence.
2. Which Act governs companies in India?
3. What is the minimum number of members in a public company?
4. Name any one type of company based on liability.
5. What is the maximum number of members in a private company?
6. Who is the owner in a One Person Company?
7. Give an example of a Government Company.
8. What is the document that defines the scope of a company’s operations?
9. Which document contains the rules and regulations of a company?
10. What is “Table A” in Company Law?
11. What is the minimum number of directors in a public company?
12. What is the quorum required for a general meeting of a public company?
13. What do you mean by ‘proxy’ in company meetings?
14. Name one type of resolution passed in company meetings.
15. What is an Ordinary Resolution?
16. What is a Special Resolution?
17. What is a Board Meeting?
18. Who is the head of the Board of Directors?
19. Expand DIN.
20. What is the purpose of an Annual Return?
21. What do you mean by “e-filing”?
22. What is the full form of CSR?
23. Who conducts a Secretarial Audit?
24. What is meant by “voluntary winding up”?
25. What is the role of the Company Secretary in a company?

**Section B. One Paragraph Questions (2 Marks)**

1. What is meant by a company under the Companies Act?
2. Mention any two features of a company.
3. State any two differences between a private company and a public company.
4. Define a One Person Company.
5. What is a Company Limited by Guarantee?
6. What is meant by a Government Company? Give one example.
7. Briefly explain the term "incorporation of a company".
8. What is the importance of the Memorandum of Association?
9. State any two contents of the Articles of Association.
10. What is Table A? When is it applicable?
11. Define Board of Directors.
12. What is meant by the appointment of directors?
13. Mention two key functions of the Board of Directors.
14. What is the role of the Audit Committee in a company?
15. What is the difference between a Board Meeting and a General Body Meeting?
16. Define ‘Quorum’ in the context of company meetings.
17. What is meant by an e-resolution?
18. What is an Ordinary Resolution? Give one example.
19. What is the purpose of maintaining minutes of meetings?
20. Write a short note on Proxy.
21. What is a Director Identification Number (DIN)?
22. Define Annual Return.
23. What is meant by Secretarial Audit?
24. State any two objectives of Corporate Social Responsibility (CSR).
25. What are the responsibilities of a Company Secretary?

**Section C. Short Answer Questions (4 Marks)**

1. Define a company and explain any four characteristics of a company.
2. Differentiate between Private Company and Public Company (any four points).
3. Explain the features of a One Person Company.
4. Write a short note on Government Company with example.
5. Briefly explain the concept and functions of a Guarantee Company.
6. What are the steps involved in the incorporation of a company?
7. Write a note on the importance and contents of the Memorandum of Association.
8. What are the contents of Articles of Association?
9. What is Table A? State any four contents of it.
10. Who are the Board of Directors? Mention their composition and appointment process.
11. State the main functions and duties of the Board of Directors.
12. What is the purpose of forming Board Committees? Explain the role of the Audit Committee.
13. What are the legal requirements for conducting Board Meetings?
14. Briefly explain the procedure and importance of General Body Meetings.
15. What is meant by Quorum and Proxy? Explain with reference to meetings.
16. Define and differentiate between Ordinary and Special Resolutions.
17. What is a resolution by circulation? When can it be used?
18. Explain the concept and importance of Disclosure and Transparency in corporate governance.
19. What are the contents of the Board’s Report?
20. What is the significance of Director Identification Number (DIN)? How is it obtained?
21. Write a short note on Online Filing of Documents under Company Law.
22. Explain the role of Key Managerial Personnel (KMP) in a company.
23. What is Corporate Social Responsibility? Mention four key provisions.
24. State the responsibilities of a Company Secretary in a company.
25. Differentiate between Voluntary Winding Up and Winding Up by Tribunal.

**Section D. Essay Questions (15 Marks)**

1. Define a company. Explain its features and classification.
2. Compare and contrast Public and Private Companies in detail.
3. Discuss the concept, features, and advantages of a One Person Company.
4. Explain the formation and functions of a Government Company.
5. Describe a Company Limited by Guarantee and its significance.
6. Outline the procedure for the incorporation of a company.
7. What is a Memorandum of Association? Explain its clauses with examples.
8. Discuss the Articles of Association and how it differs from the Memorandum.
9. Explain Table A and its application in company formation.
10. Describe the structure and powers of the Board of Directors.
11. Explain the appointment, duties, and liabilities of directors.
12. What are Board Committees? Discuss the functions of the Audit Committee.
13. Explain the procedure and legal provisions for Board and General Meetings.
14. Write an essay on quorum, voting, proxy, and types of resolutions.
15. Distinguish between Ordinary, Special, By-Circulation, and E-Resolutions.
16. Discuss the importance of disclosure and transparency in corporate governance.
17. What are the contents and significance of the Annual Return and Board’s Report?
18. Explain the process and importance of online filing and DIN.
19. Who are Key Managerial Personnel? Explain their role and responsibilities.
20. Describe the scope and benefits of Secretarial Audit.
21. Write an essay on Corporate Social Responsibility with reference to legal provisions.
22. Discuss the evolving role and challenges faced by Company Secretaries.
23. Explain the concept and types of company winding up.
24. Differentiate between voluntary winding up and winding up by tribunal.
25. Describe the summary procedure for liquidation and role of liquidators.