



311458

SDCBB304

III Semester B.B.A. Degree Examination, December/January - 2025/26  
(SEP Scheme 2024 Freshers)  
**BUSINESS ADMINISTRATION**  
Corporate Administration  
Paper - 3.6

Time : 3 Hours

Maximum Marks : 80

**Instructions:**

*Answers should be written in English only.*

**SECTION - A**

Answer any Five sub-questions. Each sub-question carries 2 marks. (5×2=10)

1. a) Give the meaning of a Public Company , Private Company.
- b) What is statement in lieu of prospectus?
- c) Who is a secretary?
- d) What is Statutory meeting?
- e) What is Insolvency?
- f) What is Doctrine of ultra vires?
- g) Who is Managing director?

**SECTION - B**

Answer any Three of the following questions. Each question carries 6 marks.  
(3×6=18)

2. Write a short note on Companies Act 2013.
3. Explain the stages of formation of a company
4. Briefly explain the powers of a director.
5. Discuss secretarial duties relating to Minutes.
6. Explain the consequences of winding up of a Company.

[P.T.O.]

**SECTION - C**

Answer any Three of the following questions. Each question carries 14 marks.  
(3×14=42)

7. Define a company. Discuss the classification of companies.
8. What are articles of association? Explain its contents.
9. Discuss the qualifications and functions of a company secretary.
10. What is a meeting? Explain different types of meetings.
11. Discuss the powers and duties of an Official Liquidator.

**SECTION - D**

Answer any One out of the following, it carries 10 marks. (1×10=10)

12. a) Explain the duties of a company secretary before and after the incorporation of a company.

(OR)

- b) What is prospectus? State its contents.
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