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Jambath

Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

3/2/26

Continuous Internal Assessment Test I – February 2026
VI Semester

Class : III UG
Major : B.COM (CS)

Time: 2 hours
Maximum Marks: 60

23BCRSE4B - Company Administration and Meetings

Course Outcomes:

At the end of the course, students will:

1. Deal with various committees in the company administration.
2. Follow the legal provisions in the appointment, resignation and reappointment of directors, auditors, key personnel and company secretary.
3. Deals with key managerial personnel and their rights, duties and liabilities.
4. Acquire the knowledge on Agenda Management and Management Information System.
5. Conduct the various kinds of meetings with legal pre-requisites.

Part - A

6 x 1 = 6

Choose the Correct Answer

1. The minimum number of directors in a public company is _____ CO1 K1
a. 1 b. 2 c. 3 d. 7
2. Nomination and Remuneration Committee mainly deals with _____ CO1 K1
a. Appointment of auditors b. Appointment and pay of directors
c. Issue of shares d. Conduct of meetings
3. Who appoints the first auditor of a company? CO2 K1
a. Shareholders b. Central Government
c. Board of Directors d. Company Secretary
4. A director is appointed by _____ CO2 K1
a. Registrar b. Board of Directors c. Shareholders d. Company Secretary
5. CEO stands for _____ CO3 K1
a. Chief Executive Officer b. Chief Evaluation Officer
c. Central Executive Officer d. Company Executive Officer
6. Which Act governs KMP provisions? CO3 K1
a. Companies Act, 1956 b. SEBI Act
c. Companies Act, 2013 d. Contract Act

Part - B

3 x 6 = 18

Answer ALL Questions

Each answer should not exceed 400 words or two pages

7. a. List out the various types of board committees. CO1 K1
(or)
7. b. Write a short note on the functions of Audit committees. CO1 K2
8. a. Explain briefly on the modes of appointment of directors. CO2 K2
(or)
8. b. Explain briefly on the Resignation and the Procedure relating to Removal of director. CO2 K2
9. a. Write a short note on appointment of Key Managerial Personnel (KMP). CO3 K1
(or)
9. b. Discuss the important qualities required for an effective Company Secretary. CO3 K2

Part - C

3 x 12 = 36

Answer ALL questions

Each answer should not exceed 800 words or four pages

10. a. Explain in detail on the powers of the Board of Directors and their restrictions. CO1 K2
(or)
10. b. Explain in detail on the functions and importance of Nomination and Remuneration Committee (NRC). CO1 K2
11. a. Elucidate on the legal managerial duties and rights of directors. CO2 K2
(or)
11. b. Explain in detail about the criteria for qualifications and disqualifications of a company secretary. CO2 K2
12. a. Draft a comparative statement showing the differences between CEO and CFO CO3 K2
(or)