

[5/A-6]

Seat No. : \_\_\_\_\_

No. of printed pages : 01

**SARDAR PATEL UNIVERSITY**  
**B B A – I<sup>st</sup> Semester Examination**  
**Saturday, 19<sup>th</sup> November 2016**  
**10.00 am to 12.00 noon**  
**UM01CBBA03 – Company Management**

**Maximum Marks : 60**

**Note :** Figures to the right indicate full marks.

Q-1 What is Scientific Office Management? What are the functions [15]  
and responsibilities of Office Manager? Explain.

**OR**

Q-1 What is filing system? Explain its importance & types of filing [15]  
systems.

Q-2 Define "Joint Stock Company". Write on its features, merits and [15]  
demerits.

**OR**

Q-2 Write on Memorandum and Article of Association in relation to [15]  
company formation.

Q-3 Write on meaning of Director, their qualification and [15]  
disqualifications well as duties.

**OR**

Q-3 Explain about Appointment, types and powers of directors [15]

Q-4 Write on :  
(a) Statutory Meeting. [08]  
(b) General Meeting (AGM) [07]

**OR**

Q-4 Write on :  
(a) Notice, Agenda and Proxy. [08]  
(b) Quorum and Minutes. [07]

