

[2] Seat No. \_\_\_\_\_

No. of printed page: 01

**SARDAR PATEL UNIVERSITY**  
**B. B. A. (GENERAL) (I SEMESTER) EXAMINATION**  
**2017**

**Wednesday, 15<sup>th</sup> March**  
**2.00 p.m. to 4.00 p.m.**

**UM01CBBA03 : Company Management**

**Total Marks: 60**

Q.1 Define "Office" and "Office Management". Describe the functions and responsibilities of Office Manager. (15)

**OR**

Q.1 Write notes on :

- (1) Filing System.
- (2) Use of technology and computer in office.

Q.2 Describe meaning, features merits and demerits of joint stock company. (15)

**OR**

Q.2 Write on :-

- (1) Company formation procedure
- (2) Conversion of private company in to public company.

Q.3 Describe the duties and powers of director of a company. (15)

**OR**

Q.3 Write notes on :

- (1) Managing Director
- (2) Position and qualification of a Director

Q.4 Write notes on. (15)

- (1) Notice
- (2) Minutes
- (3) Resolutions

**OR**

Q.4 Write Notes on.

- (1) Statutory Meeting.
- (2) Annual General Meeting.

