

(3) Seat No.: _____

No. of Pages: 01

SARDAR PATEL UNIVERSITY
B.B.A (ITM) (3 Years) (SEMESTER I) EXAMINATION (NC)
Monday, 20th March, 2017
2:00 PM to 4:00 PM

UM01EBBI01 – COMPANY MANAGEMENT

Total Marks: 60

Q-1 What is Office Management? Discuss functions of Office Management in detail. (15)

OR

Q-1 Discuss procedure of Inward and Outward Communication of Office Management. (15)

Q-2 Give meaning of company. Discuss procedure for formation of Joint Stock Company (15)

OR

Q-2 Write in detail on following: (15)
1. Memorandum of Association
2. Articles of Association

Q-3 Discuss in detail: Position & Appointment of Director (15)

OR

Q-3 Write in detail on: Qualification & Appointment of Managing Director (15)

Q-4 Write Short Note on Following: (15)
1. Notice
2. Agenda
3. Quorum

OR

Q-4 Discuss Legal Provisions and secretarial duties for Statutory Meeting of the company. (15)