

**[3]** Seat No.: \_\_\_\_\_

No. of Printed Pages: - 01

**SARDAR PATEL UNIVERSITY**

**B. B. A. ITM (3 years) Examination, SEM I,**

**Thursday, 24<sup>th</sup> November 2016,**

**Session: Morning, Time: 10:00 am to 12:00 pm**

**UM01EBBI01 - COMPANY MANAGEMENT**

**Note: Figures in the bracket to the right of this paper indicate marks.**

**Total Marks: 60**

Q. 1. Define Office. Explain in detail functions and responsibilities of office manager. (15)

**OR**

Q. 1. Explain in detail use of technology in office and types of filing system. (15)

Q. 2. Define Joint Stock Company. Explain in detail features, merits and demerits of Joint Stock Company. (15)

**OR**

Q. 2. Explain in detail procedure for company formation with reference to memorandum of association. (15)

Q. 3. Explain in detail qualification, position and appointment of Director. (15)

**OR**

Q. 3. Write a note on qualification and appointment of Managing Director. (15)

Q. 4. Write a note on:

1. Notice (5)

2. Agenda (5)

3. Quorum (5)

**OR**

Q. 4. Explain in detail legal provisions and secretarial duties for statutory meeting. (15)

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