

SEAT No. _____

[53]

No. of printed pages 01

SARDAR PATEL UNIVERSITY
BBA (ITM) SEMESTER I
THURSDAY 16th NOVEMBER 2017
TIME 02:00 PM TO 04:00 PM
UM01EBBI01
COMPANY MANAGEMENT

MARKS: 60

NOTE: Figures to the right indicate marks.

Q.1 What is office management? Explain in detail the concept of modern and scientific office management. [15]

OR

Q1. Write detailed notes on: [15]

- Responsibilities of office Manager.
- Use of computer for data management.

Q.2 Give details of company formation procedure with reference to memorandum of association. [15]

OR

Q.2 [A] How to convert private limited company to public limited company? Explicate. [08]

[B] Write a note on: Merits of Joint Stock Company. [07]

Q.3 List out and discuss the qualifications, duties and powers of a Director. [15]

OR

Q.3 Explain at length the qualification and appointment of a Managing Director. [15]

Q.4 What is an Annual General Meeting? Discuss in context of notice, agenda, resolution and minutes. [15]

OR

Q.4 What is Extra Ordinary General Meeting? Explain in context of quorum, proxy and resolution. [15]

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