

SARDAR PATEL UNIVERSITY
BBA (I Sem.) Examination
Friday, 24 April 2015
2.30 – 4.30 pm
UM01CBBA03 - Company Management

Total Marks: 60

Note: Figures to the right indicate full marks.

Q.1 What is Office Management? Describe the functions and responsibilities of office manager. [15]

OR

Q.1 Write note on: [15]

- 1) Filing System
- 2) Use of technology in modern office

Q.2 Describe the features and merits of Joint Stock Company. [15]

OR

Q.2 Describe the Company Formation Procedure. [15]

Q.3 Describe the duties and powers of the company director. [15]

OR

Q.3 Write note on: [15]

- 1) Managing Director
- 2) Position of a Director

Q.4 Write note on: [15]

- 1) Annual General Meeting
- 2) Agenda

OR

Q.4 Write note on: [15]

- 1) Notice
- 2) Resolution
- 3) Minutes

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