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SARDAR PATEL UNIVERSITY
B B A (I Semester) Examination (ETM)
29 April 2015 (Wednesday)
2.30 - 4.30 pm
UM01CBBI08 – Company Management

Total Marks : 60

Note: 1. Figures to the right indicate marks.

Q-1 What is Scientific Office Management? Explain the use of technology in office management. (15)

OR

Q-1 Define Office Management, explain in detail inward and outward communication process. (15)

Q-2 [A] Write Note on: Memorandum of Association (07)

[B] State the procedure to convert private into public company. (08)

OR

Q-2 Define joint stock company. Explain in detail features, advantages and disadvantages of joint stock company. (15)

Q-3 Define Director. Discuss in detail qualification, disqualification, and appointment of directors (15)

OR

Q-3 Discuss in detail position of director and write a note on Managing Director. (15)

Q-4 [A] What is an 'Annual General Meeting'? State its provision under the Act. (08)

[B] Write note on - Agenda (07)

OR

Q-4 [A] Explain the requisites of a valid company meeting. (07)

[B] Write note on: (1) Minutes (08)
(2) Special Resolution
