

**SARDAR PATEL UNIVERSITY**  
**BBA (I Semester) Examination**  
**Monday, 11<sup>th</sup> June 2012**  
**11 am - 1 pm**  
**UM01CBBA03 - Company Management**

Note : Figures to the right indicate marks.

Total Marks : 60

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

**OR**

Q.1 Explain functions and responsibilities of office manager. (15)

Q.2 Examine joint stock company as form of business organisation and discuss conversion of Private Ltd. Company into Public Ltd. Company. (15)

**OR**

Q.2 Narrate : Company Formation Procedure with reference to memorandum of association. (15)

Q.3 Define director and give its qualification and disqualification for appointment. (15)

**OR**

Q.3 Explain duties and powers of director and managing director. (15)

Q.4 Write note on :

(A) Notice (7)

(B) Annual General Meeting (8)

**OR**

Q.4 Write note on :

(A) Minutes (7)

(B) Statutory Meeting (8)

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