

(51)

SARDAR PATEL UNIVERSITY
F. Y. B. B. A. ITM, Semester - I Examination,
November - 2013
Saturday, 23rd November 2013,
Time: 2:30 pm to 4:30 pm
COMPANY MANAGEMENT - UM01CBBI08

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

Total Marks: 60

- Q. 1. (A) Define Office. Explain in detail functions of office manager. (10)
Q. 1. (B) Write a note on need for office system. (05)
OR
Q. 1. (A) Define Office Management. Explain in detail procedure for inward and outward communication. (10)
Q. 1. (B) Write a note on Use of computer for data management. (05)
- Q. 2. (A) Define Joint Stock Company. Explain in detail features, merits of company. (10)
Q. 2. (B) Write a note on Memorandum of Association. (05)
OR
Q. 2. (A) Discuss in detail company formation procedure. (10)
Q. 2. (B) Write a note on conversion of Private Ltd to Public Ltd company. (05)
- Q. 3. (A) Discuss in detail qualification and appointment of Director. (10)
Q. 3. (B) Write a note on Position of Director. (05)
OR
Q. 3. (A) Explain in detail duties of Director. (10)
Q. 3. (B) Write a note on Managing Director. (05)
- Q. 4. (A) Explain in detail legal provision relating to Statutory Meeting. (10)
Q. 4. (B) Write a note on Notice. (05)
OR
Q. 4. (A) Explain in detail duties of secretary relating to Annual General Meeting. (10)
Q. 4. (B) Write a note on Proxy. (05)
