

[5/A-6]

Seat No. : _____

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SARDAR PATEL UNIVERSITY
B B A – Ist Semester Examination
Saturday, 19th November 2016
10.00 am to 12.00 noon
UM01CBBA03 – Company Management

Maximum Marks : 60

Note : Figures to the right indicate full marks.

- Q-1 What is Scientific Office Management? What are the functions and responsibilities of Office Manager? Explain. [15]
- OR**
- Q-1 What is filing system? Explain its importance & types of filing systems. [15]
- Q-2 Define "Joint Stock Company". Write on its features, merits and demerits. [15]
- OR**
- Q-2 Write on Memorandum and Article of Association in relation to company formation. [15]
- Q-3 Write on meaning of Director, their qualification and disqualifications well as duties. [15]
- OR**
- Q-3 Explain about Appointment, types and powers of directors. [15]
- Q-4 Write on :
(a) Statutory Meeting. [08]
(b) General Meeting (AGM) [07]
- OR**
- Q.4 Write on :
(a) Notice, Agenda and Proxy. [08]
(b) Quorum and Minutes. [07]

