

SEAT NO:- _____

No. of Printed Pages: - 01

[4 & A-5]

SARDAR PATEL UNIVERSITY

B. B. A. ITM (4 years) Examination, SEM I,

Thursday, 24th November 2016,

Session: Morning, Time: 10:00 am to 12:00 pm

UM01CBBI08 - COMPANY MANAGEMENT

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

Total Marks: 60

Q. 1. Define Office. Explain in detail need for system and procedure for inward communication. (15)

OR

Q. 1. Explain in detail use of computer for data management in the office. (15)

Q. 2. Define Joint Stock Company. Explain in detail conversion of private limited company to public limited company. (15)

OR

Q. 2. Explain in detail procedure for company formation. (15)

Q. 3. Explain in detail appointment and duties of Director. (15)

OR

Q. 3. Write a note on qualification and powers of Director. (15)

Q. 4. Write a note on:

1. Proxy (5)

2. Resolution (5)

3. Minutes (5)

OR

Q. 4. Explain in detail legal provisions and secretarial duties for annual general meeting. (15)
