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[73] Seat No: \_\_\_\_\_

No. of printed pages 01

**SARDAR PATEL UNIVERSITY**  
**BBA (ITM) SEMESTER I**  
**TUESDAY, 30<sup>th</sup> OCTOBER 2018**  
**TIME 02:00 PM TO 04:00 PM**  
**UM01EBBI01**  
**COMPANY MANAGEMENT**

**MARKS: 60**

**NOTE: Figures to the right indicate marks.**

**Q.1** Explain the concept of modern office management and discuss the functions and responsibilities of office manager. **[15]**

**OR**

**Q1.** Write explanation on: **[15]**  
• Use of computer for data management.  
• Need for system.

**Q.2** Give the meaning, merits and demerits of Joint Stock Company. **[15]**

**OR**

**Q.2** Discuss the company formation procedure with reference to memorandum of association. **[15]**

**Q.3** List out and describe the appointment, duties and powers of a Director. **[15]**

**OR**

**Q.3** What is the required qualification of a Managing Director? Give details for the appointment of a Managing Director? **[15]**

**Q.4** Explain notice, agenda, resolution and minutes in context of Annual General Meeting. **[15]**

**OR**

**Q.4** Clarify quorum, proxy and resolution in context of Statutory Meeting. **[15]**

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