

**SARDAR PATEL UNIVERSITY**  
**Programme: BBA (GENERAL)**  
**Semester: I**  
**Syllabus with effect from: JUNE 2018**

<b>Paper Code: UM01CBBA22</b>	<b>Total Credits: 3</b>
<b>Title Of Paper: COMPANY MANAGEMENT – I</b>	

Unit	Description in Detail	Weightage
<b>1</b>	<b>Introduction to company Form of Organization</b> <ul style="list-style-type: none"> <li>• Meaning and Features of Joint Stock Company</li> <li>• Merits &amp; Demerits of Joint Stock Company</li> <li>• Company formation procedure with reference to memorandum of association, articles of association and prospectus</li> <li>• Conversion of Private ltd. to Public ltd. company</li> </ul>	<b>25%</b>
<b>2</b>	<b>Company Management</b> <ul style="list-style-type: none"> <li>• <b>Director</b> - Position, Qualification, Disqualification, Appointment, Duties, Powers.</li> <li>• <b>Managing Director</b> - Qualification and Appointment.</li> </ul>	<b>25%</b>
<b>3</b>	<b>Company Meetings and Documentation</b> <ul style="list-style-type: none"> <li>• Statutory Meetings, Annual General Meetings, Extra Ordinary General Meetings</li> <li>• Notices, Agenda, Quorum, Proxy, Resolutions, Minutes.</li> </ul>	<b>25%</b>
<b>4</b>	<b>Company Secretary</b> <ul style="list-style-type: none"> <li>• Meaning of Company Secretary</li> <li>• Qualification of Company Secretary</li> <li>• Positions of Company Secretary</li> <li>• Qualities of Company Secretary</li> <li>• Duties of Company Secretary</li> </ul>	<b>25%</b>

**Reference Books:**

- Company Law & Secretarial Practices by M J Mathew
- Company Law By N D Kapoor
- Secretarial Practice by M C Kuchhal