

SARDAR PATEL UNIVERSITY
Programme: BBA (GENERAL)
Semester: II
Syllabus with Effect from: November/December-2011

Paper Code: UM02CBBA08	Total Credit:3
Title Of Paper: Company Management - II	

Unit	Description in detail	Weighting (%)
I	Nature & Scope of Business Meaning of Business-Characteristics of Business-Classification & Functions of Business-Objective of Business-Prerequisites of business.	25 %
II	Company Secretary Meaning-Definition-Methods of Appointment of Company Secretary-Qualification-Qualities-Duties-Legal Position of Company Secretary-Dismissal of Company Secretary.	25 %
III	Accommodation & Layout of Office Introduction-Factors to be considered to provide accommodation-Office Space Planning,Importance,Objectives, Principles of Good Office Layout, Types of Office Layout, Group Layout, Process Layout	25 %
IV	Business Combinations for Companies Introduction-Objective-Causes-Types-Forms	25 %

Basic Text & Reference Books:

- Elements of Company Law by N F Kapoor (ISBN-978-81-8054-628-0)
- Company Law & Secretarial Practice by M J Mathew (ISBN-81-7611-254-2)
- Office Organisation & Management by S P Arora (ISBN-0-7069-9928-2)
- Management Theory & Practice by J S Chauhan (ISBN-0-7069-9030-7)

