



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Syllabus with effect from the Academic Year 2021-2022

BACHELOR OF BUSINESS ADMINISTRATION
BBA –General Semester (II)

Course Code	UM02CBBA72	Title of the Course	COMPANYMANAGEMENT–II
Total Credits of the Course	03	Hours per Week	03

Course Objectives:	<ul style="list-style-type: none">• To expose the student to the theory and overview of the Companies• To impart knowledge about company management and Documentation.• To familiarize students with company meeting and other legal aspects.
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Course Content		
Unit	Description	Weightage* (%)
1.	Membership of Company <ul style="list-style-type: none">• Members and Shareholders,• Who can become a member,• Different ways of becoming a member,• Cessation of membership,• Rights and liabilities of members,• Register and Index of member	25%
2.	Company Management <ul style="list-style-type: none">• Director-Position, Qualification, Disqualification, Appointment, Duties, Powers.• Managing Director - Qualification and Appointment.	25%
3.	Company Meetings and Documentation <ul style="list-style-type: none">• Statutory Meetings, Annual General Meetings, Extra Ordinary General Meetings• Notices, Agenda, Quorum, Proxy, Resolutions, Minutes.	25%



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4.	<p>Company Secretary</p> <ul style="list-style-type: none">• Meaning of Company Secretary• Qualification of Company Secretary• Positions of Company Secretary• Qualities of Company Secretary• Duties of Company Secretary	25%
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Teaching-Learning Methodology	These are teacher-centred methods, learner-centred methods, content-focused methods and interactive/participative methods.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand about membership of companies and their rights and duties.
2.	Understand about directors and managing directors and their rights, duties and qualification.
3.	Know about various aspects of company meetings.
4.	Understand about Company Secretary and their rights, duties and qualification. Company Secretary.



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Suggested References:

Sr. No.	References
1.	Management Theory & Practice by J S Chauhan
2.	Company Law By N D Kapoor
3	Forms of Business Organisation by S P Shah, Dr. Paresh Shah & A A Purohit

On-line resources to be used if available as reference material

<https://www.icsi.edu/home/>

On-line Resources

<https://sdak24.com/management-of-companies-corporate-law-notes/>

https://www.dphu.org/uploads/attachements/books/books_3955_0.pdf
