

SARDAR PATEL UNIVERSITY
Programme: BBA (Information Technology Management)
Semester: I
Syllabus with effect from: JUNE 2011

Paper Code: UM01CBB108	Total Credit: 3
Title Of Paper: Company Management	

Unit	Description in detail	Weighting (%)
I	Office Management Concept Of Modern Office – What Is Office Management – Scientific Office Management – Office Manager – Functions and Responsibilities of Office Manager – Need for System / Procedure / Communication – Use Of Technology For Efficiency – Filing System – Use Of Computer For Data Management	25%
II	Introduction to company Form of Organization Meaning, features, merits & demerits of joint stock co. Company formation procedure with reference to memorandum of association, articles of association and prospectus. Conversion of Private Ltd. to Public Ltd. company	25%
III	Director- position, qualification, disqualification, appointment, duties, powers, Managing Director-qualification and appointment	25%
IV	Notice, Agenda, Quorum, Proxy, Resolution, Minutes. Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting	25%

Basic Text & Reference Books

- Company Law & Secretarial Practices by M J Mathew
- Company Law By N D Kapoor
- Modern India company law by M C Kuhal
- Secretarial Practices 1 & 2 by B S Shah
- Office Management by C B Gupta

