

SARDAR PATEL UNIVERSITY
Programme & Subject: BBA (Information Technology Management)
(3 Years)
Semester: I
Syllabus with effect from: JUNE 2018

Paper Code: UM01CBBI23	Total Credits: 3
Title Of Paper: Company Management – I	

Unit	Description in Detail	Weightage
1	Introduction to company Form of Organization <ul style="list-style-type: none"> • Meaning and Features of Joint Stock Company • Merits & Demerits of Joint Stock Company • Company formation procedure with reference to memorandum of association, articles of association and prospectus • Conversion of Private ltd. to Public ltd. company 	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%
4	Company Secretary <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%

Reference Books:

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