SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: I
Syllabus with effect from: June 2011

Paper Code: UB01CCOM09	**Total Credit: 3**
Title Of Paper: Company Management	

Unit	Description in detail	Weighting (%)
1	**Introduction to company Form of Organization** Meaning, features, merits & demerits of joint stock co. Company formation procedure with reference to memorandumofassociation, articles of association and prospectus.	**25 %**
2	**Capital Market** Meaning of shares and share capital, classification of Shares and Share Capital, types of Debentures, Functions of SEBI, Overview of NSE, BSE And DEMAT.	**25 %**
3	**Company Management** Director – position, qualification, disqualification, appointment, duties, powers. Managing Director – qualification and appointment.	**25 %**
4	**Company Meetings** Notice, Agenda, Quorum, Proxy, Resolution, Minutes. Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting.	**25 %**
	Tutorial : Credit – I Marks – 25	
5	**Management in Action** Collection of Memorandum of Association, Articles of Association and Prospectus of any company - study of share capital, types of shares, debentures of any company – explanation of process of opening a DEMAT Account – collection of notice, agenda for annual general meeting. Journal on the above shall be prepared by the students.	

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