

SARDAR PATEL UNIVERSITY
Programme & Subject: B.Com (Honours)
(3 Years)
Semester: I
Syllabus with effect from: June - 2015

Paper Code: UB01CCOH04	Total Credit: 3
Title Of Paper: Company Management	

Unit	Description in Detail	Weightage (%)
I	Introduction to company Form of Organization 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%
II	Company Meetings Notice, Agenda, Quorum, Proxy, Resolution, Minutes. Meetings of Equity Share Holder - Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting	25%
III	Company Management Director - Position, Qualification, Disqualification, Appointment, Duties, Powers. Managing Director - Qualification and Appointment.	25%
IV	Company Secretary Meaning of Company Secretary Qualification of Company Secretary Positions of Company Secretary Qualities of Company Secretary Duties of Company Secretary	25%

Basic Text & Reference Books:-

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

