

SARDAR PATEL UNIVERSITY
PROGRAMME: B.COM. (HONS') (3 Years)
(International Accounting and Corporate Banking & Insurance)
(Under Choice Based Credit System Based on UGC Guidelines)
Syllabus with effect from: June-2018

Semester: I

Paper Code: UB01CCOH24	Total
Title of Paper: Company Management	Credits: 3
Objective : The objective of this course is to impart knowledge about provisions of the Companies Act regarding formation of company, its various meetings and management.	

Unit No.	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 Meetings <ul style="list-style-type: none"> • Notice, Agenda, Quorum, Proxy, Resolution, Minutes. • Meetings of Equity Share Holder - Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting 	25%
3	Company Management <ul style="list-style-type: none"> • Director - Position, Qualification, Disqualification, Appointment, Duties, Powers. • Managing Director - Qualification and Appointment. 	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%

Evaluation : Internal : 40 Marks (Theory)
: External: 60 Marks (Theory) – Two Hours Examination

Reference Books:

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