

**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-2019**

**Semester: I**

<b>Paper Code: UB01CCOH54</b>	<b>Total</b>
<b>Title of Paper: Company Management</b>	<b>Credits: 3</b>
<b>Objective :</b> 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
<b>1</b>	<b>Introduction to company Form of Organization</b> <ul style="list-style-type: none"> <li>• Meaning and Features of Joint Stock Company</li> <li>• Merits &amp; Demerits of Joint Stock Company</li> <li>• Company formation procedure with reference to memorandum of association, articles of association and prospectus</li> <li>• Conversion of Private ltd. to Public ltd. company</li> </ul>	<b>25%</b>
<b>2</b>	<b>Company Meetings</b> <ul style="list-style-type: none"> <li>• Notice, Agenda, Quorum, Proxy, Resolution, Minutes.</li> <li>• <b>Meetings of Equity Share Holder</b> - Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting</li> </ul>	<b>25%</b>
<b>3</b>	<b>Company Management</b> <ul style="list-style-type: none"> <li>• <b>Director</b> - Position, Qualification, Disqualification, Appointment, Duties, Powers.</li> <li>• <b>Managing Director</b> - Qualification and Appointment.</li> </ul>	<b>25%</b>
<b>4</b>	<b>Company Secretary</b> <ul style="list-style-type: none"> <li>• Meaning of Company Secretary</li> <li>• Qualification of Company Secretary</li> <li>• Positions of Company Secretary</li> <li>• Qualities of Company Secretary</li> <li>• Duties of Company Secretary</li> </ul>	<b>25%</b>

**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