

Name of the Program: Bachelor of Commerce (B.Com)

Course Code: B.Com. 2.2

Name of the Course: CORPORATE ADMINISTRATION

| Course Credits | No. of Hours per Week | Total No. of Teaching Hours |
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| 4 Credits | 4+0+0 | 56 Hrs |
| Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc., | | |
| Course Outcomes: On successful completion of the course, the Students will be able to <ol style="list-style-type: none"> 1. Understand the framework of Companies Act of 2013 and different kind of companies. 2. Identify the stages and documents involved in the formation of companies in India. 3. Analyse the role, responsibilities and functions of Key management Personnel in Corporate Administration. 4. Examine the procedure involved in the corporate meeting and the role of company secretary in the meeting. 5. Evaluate the role of liquidator in the process of winding up of the company. | | |
| Module | Syllabus | Teaching Hours |
| I | INTRODUCTION TO COMPANY: Introduction - Meaning and Definition - Features - Highlights of Companies Act 2013 - Kinds of Companies – One Person Company - Private Company-Public Company - Company limited by Guarantee-Company limited by Shares - Holding Company- Subsidiary Company - Government Company - Associate Company- Small Company - Foreign Company-Global Company-Body Corporate-Listed Company. | 12 |
| II | FORMATION OF COMPANIES: Introduction - Promotion Stage: Meaning of Promoter, Position of Promoter & Functions of Promoter, Incorporation Stage: Meaning & contents of Memorandum of Association & Articles of Association, Distinction between Memorandum of Association and Articles of Association, Certificate of Incorporation, Subscription Stage – Meaning & contents of Prospectus, Statement in lieu of Prospects and Book Building, Commencement Stage - Document to be filed, e-filing, Register of Companies - Certificate of Commencement of Business; Formation of Global Companies: Meaning – Types – Features - Legal Formalities – Administration. | 12 |
| III | COMPANY ADMINISTRATION: Introduction - Key Managerial Personnel – Managing Director - Whole time Directors - the Companies Secretary, Chief Financial Officer - Resident Director, Independent Director, Auditors - Appointment - Powers - Duties & Responsibilities. Managing Director - Appointment - Powers - Duties & Responsibilities - Audit Committee - CSR Committee - Company Secretary - Meaning - Types - Qualification - Appointment - Position - Rights - Duties - Liabilities & Removal or dismissal. | 12 |
| IV | CORPORATE MEETINGS: Introduction - Corporate meetings: types – Importance - Distinction; Resolutions: Types -Distinction; Requisites of a valid meeting - Notice - Quorum - Proxies - Voting - Registration of resolutions; Role of a company secretary in convening the meetings. | 10 |
| V | WINDING UP: Introduction - Meaning - Modes of Winding up – Consequence of Winding up - Official Liquidator - Role & Responsibilities of Liquidator - Defunct Company - Insolvency Code. | 10 |

Skill Developments Activities:

- Collect the Companies Act 2013 from the Ministry of Corporate Affairs website and prepare the highlights of the same.
- Visit any Registrar of the companies; find out the procedure involved in the formation of the companies.
- Visit any Company and discuss with Directors of the same on role and responsibilities and prepare report on the same.
- Collect the copy of notice of the Meeting and Resolutions, Prepare the dummy copy of Notice and resolutions.
- Contact any official liquidator of an organisation and discuss the procedure involved on the same and prepare report.
- Any other activities, which are relevant to the course.

Reference Books:

1. S.N Maheshwari, Elements of Corporate Law, HPH.
2. Balchandran, Business Law for Management, HPH
3. Dr. P.N. Reddy and H.R. Appanaiah, Essentials of Company Law and Secretarial Practice, HPH.
4. K. Venkataramana, Corporate Administration, SHBP.
5. N.D. Kapoor: Company Law and Secretarial Practice, Sultan Chand.
6. M.C. Bhandari, Guide to Company Law Procedures, Wadhwa Publication.
7. S.C. Kuchal, Company Law and Secretarial Practice.
8. S.C. Sharma, Business Law, I.K. International Publishers

Note: Latest edition of text books may be used.