

**FIRST YEAR B. B. A.**  
**PAPER - 6 FORMS OF BUSINESS ORGANIZATION**

(Effective from June 1999)

**I. Nature and scope of Business :**

**10%**

- Meaning, Understanding and objectives of Business, Industry and Commerce.
- Branches of Business.
- Importance of Business, Industry and Commerce,

**II. Forms of Business Organization :**

**15%**

Sole proprietorship, partnership, joint stock company, Co-operative Society and public Enterprises. :-

- Meaning, Features, Formation and Merits / Demerits of above.

**III. Company Formation :**

**20%**

The procedure with emphasis on Memorandum of Association, Articles of Association, and Prospectus :-

- Conversion of Private Ltd. Co.
- Doctrine of Indoor management.

**IV. Share Capital :**

**15%**

Share, stocks and Debenture; classification of share capital, Share Certification Share Warrant, Share Coupon, calls on shares, Forfeiture of shares, surrender of shares Transfer and Transmission of shares.

**V. Company Management :**

**20%**

Director, managing Director, company Secretary : Position, qualification - Appointment Remuneration- Powers

- Duties - Responsibilities.

Managing Directors, company Secretary : position, qualification, appointment, rights, duties and Responsibilities.

**VI. Company Meetings : Types and Procedure :**

**20%**

1. Equity shareholders : Statutory General meeting, Annual General Meeting Extra ordinary General meeting.
2. Preference shareholders.
3. Creditors : Debenture holders; Creditors.
4. Meeting of Board of Directors.
5. Minutes of the Annual General meeting.

**Notes :** - Relevant documents (specimen copies) like memorandum and Article of Association Prospects, share certificate etc. shall be exhibited topic-wise.

- Aural-oral test Examination is recommended with same weight age as a part of internal Tests.