

PAPER – 6 Forms of Business Organization

Unit	Topics Covered under unit	Wt.
I	<p>Nature and scope of Business - Meaning, Understanding and objectives of Business, Industry and Commerce. - Branches of Business.-- Importance of Business, Industry and Commerce</p> <p>Forms of Business Organization Sole proprietorship, partnership, joint stock company, Co-operative Society and public Enterprises. :- - Meaning, Features, Formation and Merits / Demerits of above.</p>	25%
II	<p>Company Formation The procedure with emphasis on Memorandum of Association, Articles of Association, and Prospectus :- Conversion of Private Ltd. Co. - Doctrine of Indoor management.</p> <p>Company Management : Director, managing Director, company Secretary : Position, qualification - Appointment Remuneration- Powers- Duties - Responsibilities.-Managing Directors, company Secretary : position, qualification, appointment, rights, duties and Responsibilities.</p>	30%
III	<p>Company Meetings : Types and Procedure Equity shareholders : Statutory General meeting, Annual General Meeting Extra ordinary General meeting. Preference shareholders. Creditors : Debenture holders; Creditors. Meeting of Board of Directors. Minutes of the Annual General meeting.</p>	25%
IV	<p>Share Capital Share, stocks and Debenture; classification of shares and share capital and debentures, share Coupon, calls on shares, Forfeiture of shares, surrender of shares Transfer and Transmission of shares.</p>	20%

Reference Books:

1. Fundamentals of Business Organization. By Y. K. Bhushan, (Sultan Chand and Sons.)
2. Modern Business Organization and Management. By S. A. Sharlekar.
3. Indian Economy. By A. N. Ag(8wal.
4. The Essence of Merger and Acquisition, By p, S. Sudarshan.