

<b>Name of the Program: Bachelor of Commerce (B.Com.)</b> <b>Course Code: B.Com.2.4 (SEP SCHEME)</b> <b>Name of the Course: Corporate Administration</b>		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>4 Credits</b>	<b>4 Hrs</b>	<b>60 Hrs</b>
<b>Objective:</b> The objective of the course is to familiarize the students with element of company law along with the role of company secretaries. <b>Pedagogy:</b> Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,		
<b>Course Outcomes: On successful completion of the course, the Students will be able to</b> <ol style="list-style-type: none"> <li>Understand the framework of Companies Act of 2013 and classify different types of companies according to the Act.</li> <li>Identify the stages and critical documents involved in the formation of companies in India, focusing on Memorandum of Association, Articles of Association, and Certificate of Incorporation.</li> <li>Analyze the role, responsibilities, and functions of Key Management Personnel in Corporate Administration, with emphasis on directors and the company secretary.</li> <li>Examine the procedures of corporate meetings, differentiate between types of resolutions, and assess the company secretary's role in convening meetings.</li> <li>Evaluate the liquidation process of a company, including modes of winding up, the role of the official liquidator, and implications under the Insolvency Code.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Introduction to Company</b>		<b>12</b>
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.		
<b>Module No. 2: Formation of Companies</b>		<b>13</b>
Introduction - <b>Promotion Stage:</b> Meaning of Promoter, Functions of Promoter, <b>Incorporation Stage:</b> Meaning & contents of Memorandum of Association & Articles of Association, Distinction between Memorandum of Association and Articles of Association, Certificate of Incorporation, <b>Subscription Stage</b> – Meaning & contents of Prospectus, Statement in lieu of Prospects and Book Building process, <b>Commencement Stage</b> – Document to be filed, e-filing, Registrar of Companies, Certificate of Commencement of Business; Formation of Global Companies: Meaning – Types – Features.		
<b>Module No. 3: Company Administration</b>		<b>13</b>
Introduction - Key Managerial Personnel –Types of Directors: Appointment – Powers - Duties & Responsibilities. The Companies Secretary: Appointment – Powers – Duties & Responsibilities. Types of Committee: Audit Committee, CSR Committee, Finance Committee, ESG Committee, Risk Management Committee, Nomination and Remuneration Committee.		

<b>Module No. 4: Corporate Meetings</b>	<b>12</b>
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.	
<b>Module No. 5: Winding Up</b>	<b>10</b>
Introduction – Meaning- Modes of Winding up –Consequence of Winding up – Official Liquidator – Role & Responsibilities of Liquidator – Defunct Company – Insolvency Code.	
<b>TOPICS FOR ASSIGNMENT/SKILL DEVELOPMENT ACTIVITIES</b> <ol style="list-style-type: none"> <li>1. Study the Companies Act 2013 from the Ministry of Corporate Affairs website and summarize its key provisions relevant to corporate governance and administration.</li> <li>2. Visit a Registrar of Companies office to understand and document the procedures involved in company formation in India.</li> <li>3. Conduct interviews with directors of a company to discuss their roles, responsibilities, and decision-making processes, and compile a comprehensive report on corporate governance practices observed.</li> <li>4. Obtain a sample notice of meeting and resolutions from a company, and prepare mock versions to demonstrate understanding of formal communication requirements in corporate settings.</li> <li>5. Interview an official liquidator to investigate the procedures and challenges involved in the winding-up process of a company, and present findings in a detailed report.</li> <li>6. Any other activities, which are relevant to the course.</li> </ol>	
<b>Text Books:</b> <ol style="list-style-type: none"> <li>1. S.N Maheshwari, Elements of Corporate Law, HPH.</li> <li>2. Balchandran, Business Law for Management, HPH</li> <li>3. Dr. P.N. Reddy and H.R. Appanaiah, Essentials of Company Law and Secretarial Practice, HPH.</li> <li>4. K. Venkataramana, Corporate Administration, SHBP.</li> <li>5. N.D. Kapoor: Company Law and Secretarial Practice, Sultan Chand.</li> <li>6. M.C. Bhandari, Guide to Company Law Procedures, Wadhwa Publication.</li> <li>7. S.C. Kuchal, Company Law and Secretarial Practice.</li> <li>8. S.C. Sharm, Business Law, I.K. International Publishers</li> </ol> <b>Note: Latest edition of text books may be referred.</b>	