

<p style="text-align: center;">Name of the Program: Bachelor of Commerce (B.Com.) Course Code:B.Com.2.4 (SEP SCHEME)</p> <p style="text-align: center;">Name of the Course: Corporate Administration</p>		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs
<p>Objective: The objective of the course is to familiarize the students with element of company law along with the role of company secretaries.</p> <p>Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,</p>		
<p>Course Outcomes: On successful completion of the course, the Students will be able to</p> <ul style="list-style-type: none"> a. Understand the framework of Companies Act of 2013 and classify different types of companies according to the Act. b. 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. c. Analyze the role, responsibilities, and functions of Key Management Personnel in Corporate Administration, with emphasis on directors and the company secretary. d. Examine the procedures of corporate meetings, differentiate between types of resolutions, and assess the company secretary's role in convening meetings. e. Evaluate the liquidation process of a company, including modes of winding up, the role of the official liquidator, and implications under the Insolvency Code. 		
<p>Syllabus:</p>		Hours
<p>Module No. 1: Introduction to Company</p>		12
<p>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.</p>		
<p>Module No. 2: Formation of Companies</p>		13
<p>Introduction -Promotion Stage: Meaning 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 process, Commencement Stage – Document to be filed, e-filing, Registrar of Companies, Certificate of Commencement of Business; Formation of Global Companies: Meaning – Types – Features.</p>		
<p>Module No. 3: Company Administration</p>		13
<p>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.</p>		

Module No. 4: Corporate Meetings	12
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.	
Module No. 5: Winding Up	10
Introduction – Meaning- Modes of Winding up –Consequence of Winding up – Official Liquidator –Role & Responsibilities of Liquidator – Defunct Company – Insolvency Code.	
TOPICS FOR ASSIGNMENT/SKILL DEVELOPMENT ACTIVITIES	
<ol style="list-style-type: none"> 1. Study the Companies Act 2013 from the Ministry of Corporate Affairs website and summarize its key provisions relevant to corporate governance and administration. 2. Visit a Registrar of Companies office to understand and document the procedures involved in company formation in India. 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. 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. 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. 6. Any other activities, which are relevant to the course. 	
Text Books: <ol style="list-style-type: none"> 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. Sharm, Business Law, I.K. International Publishers 	
Note: Latest edition of text books may be referred.	