

Subject Code: 1MS1010105	Subject Title: Forms of Business Organization
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1. Course Objectives:

The objective of subject is to make the students familiar with the basic conceptual knowledge of business. The students are expected to understand various forms of business.

2. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit	Evaluation Scheme (Marks)		Total
				University Assessment	Continuous Assessment	
4	-	-	4	70	30	100

3. Syllabus:

Module No.	Contents	Total Hours	Weight
1	Nature and Scope of Business: Meaning, Objectives Of Business, Classification Of Business, Importance Of Business. Forms of Business Organization: Sole Proprietorship, Partnership, Joint Stock Company, Co-Operative Society and Public Enterprises: Meaning, Features, Formation and Merits/ Demerits of Above.	11	25%
2	Company Formation: The Procedure With Emphasis on Memorandum of Association, Article of Association and Prospectus. Company Management: Director, Managing Director, Company Secretary, Position, Qualification- Appointment, Powers, Duties, Responsibilities of Above.	12	25%
3	Company Meetings: Types and Procedure, Equity Shareholders, Statutory General Meeting, Annual General Meeting, Extra Ordinary General Meeting, Meeting of Board of Directors, Minutes of The Annual General Meeting	10	25%
4	Share Capital: Meaning of Share, Types of Shares and Share Capital, Calls on Shares, Forfeiture of Shares, Surrender of Shares, Transfer and Transmission of Shares. Meaning of Debenture, Types of Debentures.	11	25%

4. Suggested Readings

Books:

1. Y. k Bhushan: Fundamentals of Business Organization, Sultan chand and Sons, New Delhi.
2. S. A. Sharlekar : Modern Business Organisation and Management, Himalaya Publishing House, New Delhi.
3. A. N. Agrwal : Indian Economy, Vikas Publishing House PVT, Ahmedabad