

Subject Code: 1MS3010105

Subject Title: Forms of Business Organization

1. Course Overview

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. Course Objectives

After the course, participants

- Would be able to understand various forms of Business
- Would be able to Understand basic procedure of starting various forms of Business
- Would be able to understand procedure and functioning of public and pvt limited company.
- Would be able to understand suitability of these forms of business in different context.

3. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit			Total
				University Assessment	Continuous Assessment	
3	1	0	4	60	40	100

4. Syllabus:

Module No.	Contents	Total Hours	Weight (%)
1	Nature and Scope of Business: Meaning, Objectives Of Business, Classification Of Business, Importance Of Business.	7	20
2	Forms of Business Organization: Sole Proprietorship, Partnership, Joint Stock Company, Co-Operative Society and Public Enterprises: Meaning, Features, Formation and Merits/ Demerits of Above.	10	20
3	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.	10	20
4	Company Meetings: Types and Procedure, Equity Shareholders, Statutory	8	20

	General Meeting, Annual General Meeting, Extra Ordinary General Meeting, Meeting of Board of Directors, Minutes of The Annual General Meeting		
5	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.	10	20

5. Suggested Readings

Text Books

Author/s	Publication	Title
Y. k Bhushan	Sultan chand and Sons, New Delhi	Fundamentals of Business Organization

Reference books

Author/s	Publication	Title
S. A. Sharlekar	Himalaya Publishing House	Modem Business Organisation and Management
A. N. Agrwal	Vikas Publishing House	Indian Economy

6. Evaluation Scheme

Sr. No.	Component	Weight
1	University Examination * For the written examination, the open book examination may be opted by the paper setter appropriately	60%
2	Internal Assessment -Depending on the need and objectives of the subject, internal assessment should include minimum three of the following sub-components; <i>Class Test, Quiz, Assignments, Case Presentation, Class Participation, Projects, Team/Individual Assignments.</i> -The weightage of a sub-component should not exceed 50% of internal assessment component weight. -The bifurcation of sub-components shall be communicated by the instructor before commencement of the academic sessions.	40%