



St. Xavier's College – Autonomous Mumbai

Syllabus For 2nd Semester Courses in **COMMERCE** (June 2016 onwards)

Contents:

Theory Syllabus for Courses:

A.COM.2.01 - Forms of Business Organizations

F.Y. B.A.

Course:A.COM.2.01

Title: Forms of Business Organizations

Learning Objectives:

The purpose of this paper is to impart to the students an understanding of business concepts with a view to provide an insight of the modern business practices, forms, procedures and functioning of various business organizations.

Number of lectures:60

UNIT 1

Meaning and Features of Forms of Organization: (15lectures) Sole Trader, Partnership, LLP, Joint stock company Co-operative form of business organization.

UNIT 2

Joint Stock Company-I: (15 lectures)

Stages involved in the Formation of Company, Important documents required for formation, Structural organization of JSC (Shareholders, Board of Director, Managing Director, Auditor, and Company Secretary).

UNIT 3

Joint Stock Company-II: (15 lectures)

Owned Capital (Equity Share, Preference Shares), Debt Capital (Debentures, Stock, and Bonds), Issue of Shares (at par, Premium and discount), Underwriting of Issue, Bonus Shares, Rights Issue, Application and Allotment of Shares, Membership.

UNIT 4

Joint Stock Company-III: (15 lectures)

Company Meetings-(Statutory Meeting, Annual General Meeting, Board of Directors Meeting, Extra Ordinary meeting), Provisions relating to Notice, Agenda, Quorum, Proxy, Voting Motions, Resolutions, Amendments, Minutes.

List of Recommended Reference Books

1. Dr. C. B. Gupta, Business Organization and Management, Publication: Sultan Chand & Co. Delhi Sayers R.S: Modern Banking; Oxford University Press.
2. N.D. Kapoor, Elements of Company Laws, Publication : Sultan Chand & Sons , New Delhi
3. Dinkar Pagare, Business Studies, Publication: Sultan Chand & Sons, New Delhi.