



St. Xavier's College – Autonomous Mumbai

Syllabus For 1st Semester Courses in **COMMERCE** (June 2020 onwards)

Contents:

Theory Syllabus for Courses: ACOM0101 - Forms of Business Organizations

F.Y. B.A.

Course:ACOM0101

Title: Forms of Business Organizations

Learning Objectives:

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

Number of lectures: 60

UNIT 1

Meaning and Features of Forms of Organizations: (15lectures)

Sole Trader - meaning, features, merits, demerits and suitability,
Partnership firm - meaning, features, types of partnership, merits, demerits and suitability,
Co-operative Society - meaning, features, types, merits, demerits and suitability,
Joint Stock company- meaning, features, types, merits, demerits

UNIT 2

Sources of Capital in Joint Stock Company: (15 lectures)

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

UNIT 3

Formation of Joint Stock Company: (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 4

Company Meetings: (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.
4. H. R. Ramanath, H. A. Bhaskar, H.R. Appannaiah, Forms of Business Organization, Himalaya Publishing House.