

B.COM. Part II

B.COM. Part- II

Paper I - Company Law and Secretarial Practice

Paper II - Management

Paper I - Company Law and Secretarial Practice

Time : 3 hours.

Min. Marks : 36

Max. Marks : 100

Unit I

Meaning, Characteristics of a Company, Lifting of Corporate veil, types of company.

Unit II

Formation of a Company, Memorandum of Association: Contents and Alterations, Articles of Association.

Unit III

Prospectus, share Capital, Types of Shares and Debentures, Membership.

Unit IV

Directors- Qualifications and Disqualifications, Appointment and Removal, Power and Duties, Managing Director, Whole time Director.

Unit V


Company Secretary - Qualifications, Role and Position, Secretarial Practice relating to allotment of shares.

Note: All Provisions as per Companies Act, 2013.

Book Recommended:

1. आर.सी. अग्रवाल एवं एन.एस. कोठारी कम्पनी अधिनियम एवं सचिवीय पद्धति
2. एस.एम. शुक्ला एवं सहाय : कम्पनी अधिनियम एवं सचिवीय पद्धति
3. S.A. Sharlkar: Secretarial Practice.
4. J.C. Bahl: Secretarial Practice.
5. N.D. Kapoor: Company Law.
6. M.C. Kuchhal: Secretarial Practice.
7. Awatar Singh : Company law.
8. माथुर सक्सेना : कम्पनी अधिनियम एवं सचिवीय पद्धति (रमेश बुक डिपो, जयपुर)
9. शर्मा जोशी, खीचा : कम्पनी अधिनियम (अजमेरा बुक कम्पनी, जयपुर)

**Only For Session
2020-21**


अकादमिक प्रभारी
महाराजा सूरजमल बृज विश्वविद्यालय
भरतपुर (राज.)

Paper II - Management

Time : 3 hours.

Min. Marks : 36

Max. Marks : 100

Unit I

Management: Concept, Nature, Principles, Importance and Process; MBO; Planning- Importance, process and Components; Decision Making- Process, Types and Techniques.

Unit II

Organization- Goal, Structure, Importance, Formal and Informal Organization; Organizational Change and Development; Authority and Responsibility; Power and Authority; Sources of Authority; Delegation of Authority; Centralization and Decentralization; Span of Control.

Unit III

Communication- Significance, Channels, Types, Process, Barriers and Remedies; co-ordination and cooperation; co-ordination as an essence of management; Principles and Techniques of co-ordination; obstacles in co-ordination.

Unit IV

Leadership- Functions, Qualities, Styles and theories: Motivation- Importance, Types, Process and Techniques; Theories of Motivation (maslow, Herzberg).

Unit V

Control-Nature, Process, Techniques and Essentials of Effective Control; TQM.

Book Recommended:

1. B.S. Mathur: principles of Management. (1978)
2. Satya Saran Chatterjee : Introduction of Management.
3. Mritunjoy Banerjee: Business Administration.
4. Richard, Hatman tuwence P.Hogan and John Wholipan: Modern Business Administration
5. S. Sarlekar; Business Management.
6. Koontz o' Donnel: Essentials of Management
7. जे.पी. सिंघल : प्रबंध, अजमेरा बुक कम्पनी, जयपुर
8. P. Subha Rao : Management- Theory and Practice, HPH.

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