

## **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, Privileges of a private Company.

#### **Unit II**

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

#### **Unit III**

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

#### **Unit IV**

Directors- Qualifications and Disqualifications, Appointment and Removal, Power and Duties, Managing Director, Whole time Director.  
Meetings of the Company, Proxy, Agenda, Resolution, Minutes, Methods of Winding-up.

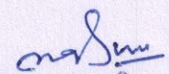
#### **Unit V**

Company Secretary – Qualifications, Role and Position, Secretarial Practice relating to allotment of shares, transfer and transmission of shares, payment of dividend.

**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. Sharlekar : Secretarial Practice.
4. J.C. BaHI: 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)

  
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; Schools of Management Thought; MBO; Planning- Importance, process and Components; Decision Making- Process, Types and Techniques.

### Unit II

Organization- Goal, Structure, Importance, Process and Principles; Theories of Organization; Environment and organization: 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 co-operation; co-ordination as an essence of management; Principles and Techniques of co-ordination; obstacles in co-ordination; Direction- Essentials of effective co-ordination; Direction- Concept, Importance and Principles

### Unit IV

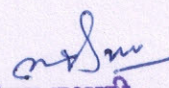
Leadership- Functions, Qualities, Styles and theories: Motivation- Importance, Types, Process and Techniques; Theories of Motivation (maslow, Herzberg, McGregor); Sound Motivation System.

### Unit V

Control-Nature, Process, Techniques and Essentials of Effective Control; Business process Re-engineering; TQM, Six Sigma.

### **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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