

MAR IVANIOS COLLEGE OF ARTS & SCIENCE
PG DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

IN

COMPANY ADMINISTRATION

Code MICAS 102

ABOUT THE COURSE

Modern day business requires large amount of money, due to increasing competition and fast changing technological environment, the element of risk is increasing. As a result the company form of organisation is being preferred by more and more business firms.

The Corporate Sector is the most important segment of a Country's economy. The Companies Act is the basic statute that is responsible to the incorporation, regulation, privileges and restrictions applicable to the Corporate Sector.

This course helps to understand the importance and the role of companies in the economic development of a nation. The study gives an idea about the different types of companies, their functions, management and administration.

COURSE OBJECTIVE

This course will familiarize the students to have a clear and in-depth knowledge about the different aspects of company functions and its management and administration.

LEARNING OUTCOME

After completion of this course, students will be able to

- Explain the need for company form of organization
- Explain the role of companies in the economy
- To describe the sources of company finance
- To equip with financial analysis
- To explain the legal provisions of various Company Laws

COURSE SYLLABUS

Total hours: 30

Period: 3 months

Module I

Introduction

Origin of Company-Characteristics-Types of Companies-Formation of a Company-Documents of company-Management and Administration-Board of Directors-Functions and powers (10 hrs)

Module II

Company Meetings

Notice - Quorum-types of meetings- resolutions-reports - minutes- (5 hrs)

Module III

Compliances and Governance

CSR (Corporate Social Responsibility)- Key Managerial Personnel- Responsibilities and challenges of Company Secretary -Social Responsibility of business- E-business

(5 hrs)

Module IV

Company audit

Types of audit-Rights, Powers, duties and liabilities of Company Auditor-Legal provisions-Audit report (5 hrs)

Module V

Company winding up

Types of winding up-procedure for liquidation-Functions of liquidator-Report of liquidation

(5 Hrs)

ELIGIBILITY

Any student of Second Semester B.Com Tourism and Tax is eligible to join.

INTAKE

Each batch will be limited to a maximum of 25 students.

EVALUATION AND GRADING

Active participation and individual preparation outside the class are important for the successful completion of the course. Students will have to submit two assignments and pass a written final examination. Assignments shall be for 20 marks each and written examination shall be for 60 marks. So total 100 marks. The duration of the written examination will be for two hours and it will cover objective and subjective questions.

GRADING SCALE OF THE COURSE

<u>MARK</u>	<u>GRADE</u>	<u>PERFORMANCE</u>
90 and above	A	OUTSTANDING
80-89	B	EXCELLENT
70-79	C	VERY GOOD
60-69	D	GOOD
50-59	E	SATISFACTORY
<50	F	NEED TO IMPROVE

Certificates will be issued to all those successfully complete the course.

MODE OF LEARNING

Classes will be conducted on every Friday and Saturday from 7 pm to 8.30 pm, from September 15th to December 15TH on blended mode.

COURSE FEES

Rs. 500/-, However due to Covid 19 Pandemic, the fees has been reduced to Rs. 200/- for the academic year 2021-22

COURSE COORDINATOR

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