Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013.

Course input:

Unit-1. (25%)
Introduction—Company—characteristics of company, Types of companies including one person company, small company, and producer company, Online registration of a company, dormant company, illegal association

Unit-2. (25%)
Documents (meaning, contents, importance)—Memorandum of association, Articles of Association.
Doctrines: Doctrine of constructive Notice and Indoor Management (meaning)

Unit-3. (25%)
(a) Documents (Meanings, contents, Importance)—Prospectus
Formation of a company (stages of Formation)

(b) Declaration and Payment of Dividend.

Unit-4. (25%)
(a) Issue, Allotment and Forfeiture of shares—meaning and conditions
Transfer and transmission of shares—Provisions and procedure for Transfer
(b) Corporate Social responsibility.
Objective: The objective of the course is to impart basic knowledge of the provisions of the companies Act 2013.

Course input:

Unit –5  
Classification of directors, qualification, legal position, powers and duties, removal of directors.
Key managerial personnel, managing director, manager (meaning, qualification)
Appointment of Managing Director, Whole time director, Manager.

Unit -6  
Company meetings: Meetings of shareholders and Board, Types of meetings, Convening and conduct of meeting, validity of votes of directors, Board meetings through electronic Mode/Video conferencing.
Notice of Board meetings, Audit committee.

Unit-7  
Proxy, Meaning, Appointment, Rights of proxy.
Voting, Types of voting.

Unit—8  
Motion: Meaning of motion, Formal motion.
Resolutions: Meaning and Kinds of resolutions, Meaning and Importance.