



**COURSE NAME: BACHELOR OF BUSINESS ADMINISTRATION**

**Self Learning Courses:**

Subject	Semester	Credit	Ext =Tot	Subject Code
Company Organization	III/V	5	100 = 100	U1BASL51/ U22BASL31

**Self Learning Course**

**V - Semester**

**COMPANY ORGANISATION**

**Credit: 5**

**Subject Code: U1BASL51/ U22BASL31**

**Total marks 100**

**Unit – I**

Company – Meaning- Definition- Features- Private company- Meaning- Privileges of Private company- Public company- Meaning- Differences between a Private Company and a Public company.

**Unit – II**

The Promoter- Functions of a Promoter- Important Documents of the Company- Memorandum of Association- Meaning- Contents- Articles of Association- Meaning- Contents- Prospectus- Meaning- Contents.

**Unit – III**

Directors- Meaning- Qualification and Disqualification of Directors- Appointment of Directors- Position of Directors- Removal of Directors- Powers, Duties, and Liabilities of Directors.

**Unit – IV**

Company Meetings- Meaning- Features- Types of Meetings- Essentials of a Valid Meeting: Notice- Agenda- Quorum- Motion- Minutes- Resolution(Meaning only)- Chairman- Powers and Duties of Chairman.

**Unit – V**

Winding up of Companies- Meaning- Methods of Winding up: Compulsory Winding up- Member's Voluntary Winding up- Creditor's voluntary Winding up- Winding up subject to the supervision of the court.

**Text book:**

- 1) Company Organisation – Dr. V.M. Selvaraj, Bavani Publications, 2012.

**Reference Book:**

- 1) Company Organisation – Kathiresan and Thirunavukkarasu.



**VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE**  
*(An Autonomous Institution Affiliated to Madurai Kamaraj University)*  
**[Re-accredited with 'A' Grade by NAAC]**  
**Virudhunagar – 626 001.**



**Self learning Course 4**

Course Title : <b>Export Procedures and Documentation</b>	Total Hours :
Course Code : U22BASL41	Total Credits : 5

**Course Outcomes**

COs	CO Statement
<b>CO1</b>	To impart the managerial skills in promoting export oriented business.
<b>CO2</b>	To educate the students about the commencement, phases and procedures of the export and related activities.
<b>CO3</b>	To edify students the knowledge about Shipment and related documents.
<b>CO4</b>	To impart the knowledge about realisation of the proceeds and negotiation.
<b>CO5</b>	To inculcate the documenting knowledge and skills in export management among the students

**Unit I**

Export Management – Growth. Challenges, Discipline of Management – Manager Skills.

**Unit II**

Commencement – Regional licensing authority, Registration with the export promotion council.

Procedures in the various phases of Export – Phase I - Offer and receipt of confirmed orders – The consignee or the Buyer, Description of Good, Price, Conditions of Sale, other obligations

Phase II –Producing the goods, Excise duty rebate, Sales tax exemption, Pre-shipment Inspection of Export cargo

**Unit III**

Phase III – Shipment – Clearing and Forwarding agents, Shipping Bill, A drawback shipping Bill, Export license, Customs clearance, Carting order, Customs Examination of Cargo at the Docks, Let Ship, Mate Receipt, Port trust Dues – Marine Insurance Policy.

**Unit IV**

Phase IV - Realization of Export proceeds, Bill of lading, Commercial Invoice, Certificate of Origin –Negotiation

**Unit V**

Phase V - Realization of Export Incentives – Duty Drawback - Central Excise rebate – Octroi Excise Rebate – Documentation and Procedures,

**Text Book**

1. Export Management – T.A.S.Balagopal, Himalaya publishing house

Unit I	Pg no 151 – 170
Unit II	Pg no 319 – 327
Unit III	Pg no 327 – 333
Unit IV	Pg no 333 – 338
Unit V	Pg no 338 – 339



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**Reference Books**

1. “International Trade and Export management”, Francis Cherunilam, Himalaya Publishing House.

**e- Resources**

1. <https://www.youtube.com/watch?v=PoBFkhvfEdI>
  2. <https://www.youtube.com/watch?v=t5akMj54T7U>
  3. <https://www.shippingsolutions.com/blog/shipping-documentation-process>
  4. <https://www.shippingsolutions.com/blog/documents-required-for-international-shipping>
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