



## B. J. VANIJYA MAHAVIDYALAYA

(Autonomous)

(Grant-in-Aid)

(Affiliated to Sardar Patel University)

Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India

Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC

Syllabus as per the NEP 2020 with effect from June – 2024

**Bachelor of Commerce (B. Com.)**

**Semester – I**

<b>Course Code</b>	<b>UB01MDCOM02</b>	<b>Title of the Course</b>	<b>Secretarial Practice-I</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per week</b>	<b>04</b>

<b>Course Objective:</b>	<ol style="list-style-type: none"><li>1) To impart basic knowledge of the Company's secretary and secretarial practice.</li><li>2) To understand formation procedure of a company.</li><li>3) To gain knowledge about functions of top management personnel of a company.</li><li>4) To understand the functioning of shareholders meeting.</li></ol>
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<b>Course Content</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1.</b>	<b>Company:</b> <ul style="list-style-type: none"><li>• Definition of Company</li><li>• Features of Company</li><li>• Provision of companies Act -2013</li><li>• Types of Company from the point of view Incorporation, Liabilities, Nationality &amp; Public interest</li><li>• Procedure of Formation of Company</li><li>• Advantages &amp; Disadvantages</li><li>• Procedure to convert Private Limited Company in to Public Limited Company &amp; Public Limited Company in to Private Limited Company</li></ul>	<b>25%</b>



2.	<b>Company Management:</b> <b>A. Promoters of Public Limited Company:</b> <ul style="list-style-type: none"> <li>• Meaning of Promoters</li> <li>• Functions of Promoters</li> <li>• Preliminary Contract</li> <li>• Liabilities of Promoters</li> </ul> <b>B. Director:</b> <ul style="list-style-type: none"> <li>• Position of Director</li> <li>• Qualification and Disqualification of Director</li> <li>• Appointment of Director</li> <li>• Duties of Director</li> <li>• Powers of Director</li> <li>• Managing Director - Qualification and Appointment</li> </ul>	25%
3.	<b>Secretary:</b> <ul style="list-style-type: none"> <li>• Meaning of Secretary</li> <li>• Types of Secretaries</li> <li>• Qualities and legal qualification of Company Secretary</li> <li>• Duties of Company Secretary</li> <li>• Powers, Rights &amp; Liabilities of Company Secretary</li> </ul>	25%
4.	<b>Company's Meetings:</b> <ul style="list-style-type: none"> <li>• Meaning of Meeting</li> <li>• Needs of Meeting</li> <li>• Types of Meeting <ul style="list-style-type: none"> <li>✓ Statutory Meetings,</li> <li>✓ Annual General Meeting,</li> <li>✓ Extra Ordinary General Meeting,</li> </ul> </li> <li>• Secretary duties regarding meetings</li> <li>• Notice, Agenda, Quorum, Proxy, Resolution, Minutes</li> </ul>	25%

<b>Teaching- Learning Methodology</b>	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
<b>1.</b>	Internal Written / MCQ (As per CBCS R.6.8.3)	<b>30%</b>
<b>2.</b>	Internal Continuous Assessment in the form of Practical, Viva-voce, Quiz, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	<b>20%</b>
<b>3.</b>	Final Examination	<b>50%</b>

<b>Course Outcomes: Having completed this course, the learner will be able to</b>	
<b>1.</b>	Understand about a company.
<b>2.</b>	Student will get idea about Management of the company.
<b>3.</b>	Students will be aware about various aspect of secretary.
<b>4.</b>	Students will get insights about meetings.

<b>Suggested References:</b>	
<b>Sr. No.</b>	<b>References:</b>
<b>1.</b>	MC Kuchhal, Modern Indian Company Law, Shri Mahaveer Book Depot (Publishers), Delhi.
<b>2.</b>	Manual of Secretarial Practice - B. N. Tondon- S. Chand & Co.
<b>3.</b>	A Textbook of Company Law - P. P. S. Gogna-S. Chand & Co.
<b>4.</b>	Office Management–R. K. Chopra–Himalaya Publishing House.
<b>5.</b>	A Textbook of Office Management–William H. Lifting well Edwin Robinson-Tata McGraw Hill.
<b>6.</b>	G K Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.
<b>7.</b>	Anil Kumar, Corporate Laws, Indian Book House, Delhi.
<b>8.</b>	Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi.
<b>9.</b>	Avtar Singh, Introduction to Company Law, Eastern Book Company.
<b>10.</b>	Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Butters worth.
<b>11.</b>	Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, Delhi.



12.	A Compendium of Companies Act 2013, along with Rules, by Taxman Publications.
13.	Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell.
14.	Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi.

<b>Sr. No.</b>	<b>On-Line Resources available that can be used as Reference Material</b>
1.	<a href="https://cleartax.in/s/types-of-company">https://cleartax.in/s/types-of-company</a> <a href="https://cleartax.in/s/company-secretary-appointments-roles-responsibilities-removal">https://cleartax.in/s/company-secretary-appointments-roles-responsibilities-removal</a>

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