



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 – 2026

Bachelor of Commerce (B. Com.)

Semester – I

Course Code	UBB1MDSPT02	Title of the Course	Secretarial Practice–I
Total Credits of the Course	04	Hours per week	04

Course Learning Outcomes: Having completed this course, the students will be able to	
CLO 1	Demonstrate understanding of business organizations, company law, corporate governance, and regulatory framework governing companies.
CLO 2	Analyze corporate management practices, legal compliance issues, and organizational decision-making processes.
CLO 3	Apply managerial, administrative, and secretarial skills required in corporate offices, company administration, and governance systems.
CLO 4	Evaluate ethical and legal responsibilities of company management including promoters, directors and company secretaries, and prepare and present formal corporate documents such as notices, agendas, resolutions and minutes effectively.

Course Content			
Unit No.	Description	Weightage (%)	CLO(s)
1.	Company: • Meaning and Definition of Company • Features of Company • Provision of companies Act -2013 • Types of Company from the point of view Incorporation, Liabilities, Nationality & Public interest • Procedure of Formation of Company • Advantages & Disadvantages • Procedure to convert Private Limited Company in to Public Limited Company & Public Limited Company in to Private Limited Company	25%	CLO 1



2.	Company Management: (A) Promoters of Public Limited Company: • Meaning and functions of Promoters • Preliminary Contract • Liabilities of Promoters (B) Director: • Position of Director • Qualification and Disqualification of Director • Appointment of Director • Duties and powers of Director • Managing Director - Qualification and Appointment	25%	CLO 2
3.	Secretary: • Meaning of Secretary • Types of Secretaries • Qualities and legal qualification of Company Secretary • Duties and powers of Company Secretary • Liabilities of Company Secretary	25%	CLO 3
4.	Company's Meetings: • Meaning of Meeting • Needs of Meeting • Types of Meeting (Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting) • Secretary duties regarding meetings • Notice, Agenda, Quorum, Proxy, Resolution, Minutes	25%	CLO 4

Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Expert Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
-------------------------------	--

Internal and External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)
1	Class Test (at least one)	15 (30%)
2	Quiz (at least one)	15 (30%)
3	Active Learning	05 (10%)
4	Home Assignment	05 (10%)
5	Class Assignment	05 (10%)
6	Attendance	05 (10%)
Total Internal (%)		50 (100%)
Final Examination		50 (100%)

Notes:

- ❖ Multiple Choice Questions will be based on Bloom's Taxonomy Level 1 & 2.
- ❖ Class Test and Written Examination questions will be based on various levels of Bloom's Taxonomy.

CLO-PLO Matrix (Course Learning Outcomes-Programme Learning Outcomes)

CLO	PLO										
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11
CLO 1	3	2	2	1	1	2	2	2	---	1	---
CLO 2	3	2	3	1	1	3	2	2	1	1	---
CLO 3	3	3	2	1	2	2	2	3	1	1	---
CLO 4	3	3	3	1	3	3	3	3	1	2	---

(Scale: 3: Strong, 2: Moderate, 1: Low, ---: No Correlation)

Suggested Learning Material Books:

Sr. No.	Title	Author(s)	Year / Edition	Publisher
1	Modern Indian Company Law	M. C. Kuchhal	2022, Revised Edition	Book Depot Publishers
2	Manual of Secretarial Practice	B. N. Tondon	2021, Revised Edition	S. Chand & Company Ltd.
3	A Textbook of Company Law	P. P. S. Gogna	2022, Revised Edition	S. Chand & Company Ltd.
4	Office Management	R. K. Chopra	2020, Revised Edition	Himalaya Publishing House
5	A Textbook of Office Management	William H. Leffingwell & Edwin M. Robinson	2019, Reprint Edition	Tata McGraw Hill Education
6	Company Law	G. K. Kapoor & Sanjay Dhamija	2023, Revised Edition	Bharat Law House
7	Corporate Laws	Avtar Kumar	2022, Revised Edition	Indian Book House
8	Corporate Laws	R. Chadha & S. Chadha	2021, Revised Edition	Scholar Tech Press
9	Introduction to Company Law	Avtar Singh	2023, Revised Edition	Eastern Book Company
10	A Guide to the Companies Act	A. Ramaiya	2023, 20th Edition	LexisNexis Butterworths Wadhwa
11	Manual of Companies Act, Corporate Laws and SEBI Guidelines	Bharat Law House (Editorial Board)	2023, Revised Edition	Bharat Law House

Online Resources (Open Sources)

Sr. No.	Description of Resource	Web Link
1	SWAYAM – Company Law and Corporate Governance (Online course covering the Companies Act, corporate governance, legal compliance, directors' duties, and corporate management.)	https://onlinecourses.swayam2.ac.in/e-learning/preview/imb26_mgl11
2	UGC e-PG Pathshala (INFLIBNET) – Commerce and Management e-Content (Online learning modules covering Company Law, Corporate Laws, Business Law, Corporate Governance, and related commerce subjects.)	https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=ZzUApmBk4i7kYctp+aiPlw==