

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified

GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A⁺** KCG-Dept of Edu. Got of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A⁺'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

Bachelor of Commerce (BCOM)

Semester - 1

| | | | |
|-----------------------------|------------|---------------------|------------------------|
| Course Code | UB1MDCOM01 | Title of the Course | SECRETARIAL PRACTICE-1 |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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|-------------------|---|
| Course Objectives | 1. To impart detail knowledge about the company and its management |
| | 2. To make the learners understand the role of Company Secretary towards Company's statutory provisions, rules and regulations. |
| | 3. To Understand and acquire the skills for secretarial functions and proceedings of official meetings and reports |

| Unit | Description | Weightage (%) |
|------|---|---------------|
| 1 | Company Definition, Features, New provision of Companies Act - 2013, Types of Company from the point of view Incorporation, Liabilities, Nationality & Public interest, Formation of a Company, Advantages, Limitations, Procedure to convert Private Limited Company into Public Limited Company and Public Limited Company into Private Limited Company. Skill developments activities. | 25% |
| 2. | Company Management Promoters of Public Limited Company: Meaning-Functions of Promoters - Preliminary Contract-Liabilities of Promoters. Director- position, qualification, disqualification, appointment, duties, powers. Managing Director- qualification and appointment. Learning through functional approach. | 25% |
| 3. | Secretary Meaning-Types of Secretary- Qualities and legal qualification of Company Secretary, duties of Company Secretary-Powers, Rights & Liabilities of Company Secretary. Learning through functional approach. | 25% |
| 4. | Meetings | 25% |

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| | | |
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| | Meaning, Needs, Principal, Types of meeting, Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting, Notice, Agenda, Quorum, Proxy, Resolution, Minutes. Company Reports – Types, Secretarial Duties with regard to payment of dividend, Interest, Charges & Penalties. Skill Developments Activities. | |
|--|--|--|

| | |
|--------------------------------------|--|
| Teaching-Learning Methodology | <ul style="list-style-type: none">• Lecture Method• Online Lectures• Group Discussion• Case Study• Project work• Practical Activities |
|--------------------------------------|--|

| Evaluation Pattern | | |
|--------------------|---|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written | 30% |
| 2. | Internal Continuous Assessment in the form of Practical, Quizzes, Seminars, Assignments, Attendance, Project works etc. | 20% |
| 3. | External Examination | 50% |

| Course Outcomes: Having Completed this course, the students will be able to | |
|---|--|
| 1. | Acquire in-depth knowledge about a company |
| 2. | Get thorough understanding about Management of the company |
| 3. | Aware about various aspects of a Secretary |
| 4. | Obtain insights about Meetings |

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| Suggested References | |
|----------------------|--|
| Sr. No. | References |
| 1 | Secretarial Practice-M.C.Kuchal-Vikas Publication |
| 2 | A Textbook of Office Management –William H. Liftingwellabd EdwinRobinson-Tata McGraw Hill. |
| 3 | Manual of Secretarial Practice - B.N.Tondon-S.Chand& Co. |
| 4 | Office Management – R.K.Chopra –Himalaya Publishing House. |
| 5 | A Textbook of Company Law-P.P.S. Gogna-S.Chand& Co. |
| 6 | MC Kuchhal, Modern Indian Company Law, Shri Mahaveer Book Depot (Publishers),Delhi |
| 7 | Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, Delhi |
| 8 | Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi |
| 9 | Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell |
| 10 | MC Kuchhal, Modern Indian Company Law, Shri Mahaveer Book Depot (Publishers),Delhi |

On-line resources to be used if available as reference material

On-line Resources

https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235

https://onlinecourses.swayam2.ac.in/nou22_mg08/preview
