

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. Govt. 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 - II

Course Code	UB2MDCOM01	Title of the Course	Secretarial Practice-II
Total Credits of the Course	04	Hours per Week	04

Course Objectives	1. To impart basic knowledge of the Company's Law Procedure for Shares and Debentures.
	2. To make the learners understand the role of Liquidator.
	3. To Understand and acquire the skills for secretarial functions and listing of securities and Mutual funds.
	4. To impart basic knowledge of the Company's Law Procedure and Provisions for Allotment & Forfeiture of Shares.

Course Content

Unit	Description	Weightage (%)
1.	Alteration in Share & Debenture Alteration in Share: Modes of alteration share capital as per Company Law-procedure and provisions of reduction in share capital-Legal provisions for Right Shares and Bonus Shares and its Guiding Principles. Debenture: Meaning and types of debenture –Procedure and legal provisions of Company law Board to issue debenture-Methods of redemption of debenture	25%
2.	Allotment & Forfeiture of Shares Allotment of Shares: Meaning-Procedure-regular and irregular allotment – secretary's duties regarding allotment of shares –procedure of allotment when shares are oversubscribed. Calls: Meaning of calls –Provisions of Company Law regarding share calls-procedure of demanding call of share. Forfeiture of Shares: Meaning-legal provisions for forfeiture of shares procedure of forfeiture of share-effects of forfeiture of share-procedure of reissue of forfeited shares-secretary's duties.	25%
3.	Winding up/Liquidation of the Company Meaning and modes of winding up and liquidation of the company-Provisions regarding compulsory liquidation, meaning and procedure of voluntary winding up of a company-Provisions regarding company's voluntary winding up by members and creditors –appointment –Powers and duties of liquidator.	25%

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4.	Listing of Securities and Mutual Fund Listing Securities: Meaning-legal provisions for listing of securities-Documents required for listing of securities-Advantages of listing of securities. Mutual Fund: Definition-Types-Advantages and Disadvantages.	25%
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Teaching-Learning Methodology	<ul style="list-style-type: none">• Lecture Method• Online Lectures• Group Discussion• Case Study• Project Work• Practical Activities
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Examination	30%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance, Project works, viva etc.	20%
3.	External Examination	50%

Course Outcomes :Having Completed this course, the students will be able to:	
1.	Learn about Alteration in Share & Debenture.
2.	Get familiar with Allotment & Forfeiture of Shares.
3.	Get an idea about Winding up/Liquidation of the Company and Listing of Securities -Mutual Fund.

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Suggested References	
Sr. No.	References
1	A Text book of Company Law-P.P.S. Gogna-S.Chand & Co.
2	A Text book of Office Management –William H. Lifting well abd Edwin Robinson-Tata McGraw Hill.
3	Manual of Secretarial Practice - B.N.Tondon- S.Chand & Co.
4	Secretarial Practice-M.C.Kuchal-Vikas Publication
5	Office Management – R.K.Chopra –Himalaya Publishing House.

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
