Revised Syllabus as per NEP 2020 with effect from the Academic Year 2026-2027

Bachelor of Commerce (BCOM)
Semester – I

Course Code	UB1MICOM04	Title of the Course	SECRETARIAL PRACTICE - I
Total Credits	04 Credits	Hours per Week	04 Hours / Week

Course Learning Outcomes (CLOs)	
CLO 1	Understand & Analyse: Outline the fundamental features and types of companies, and analyse the procedures for company formation and conversion as per the provisions of the Companies Act, 2013.
CLO 2	Analyse & Evaluate: Examine the critical roles in corporate management by evaluating the qualifications, legal positions, powers, and liabilities of Promoters, Directors, and Managing Directors.
CLO 3	Understand & Evaluate: Define the meaning and types of secretaries, and critically evaluate the essential qualities, legal qualifications, statutory duties, and rights of a Company Secretary.
CLO 4	Apply & Create: Apply statutory meeting principles to draft essential corporate documents (such as notices, agendas, and minutes), and assess the secretarial duties regarding company reports and dividend payments.

Course Content		
Unit No.	Description	Weightage (%)
1.	**Company** Definition, Features, New provision of Companies Act - 2013, Types of Company from the point of view of 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**.**	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.	25%
3.	**Secretary** Meaning, Types of Secretaries, Qualities and legal qualification of Company Secretary, Duties of Company Secretary, Powers, Rights & Liabilities of Company Secretary.	25%

4.	**Meetings** 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.	**25%**

Teaching – Learning Methodology
This course utilizes interactive lectures and ICT-enabled tools to teach the legal provisions of the Companies Act, 2013. To build professional competencies, students will engage in practical assignments, including drafting corporate notices, agendas, and minutes. Furthermore, group discussions, case studies, quizzes, and e-resources are integrated to deepen their critical understanding of corporate governance, managerial liabilities, and the strategic role of a Company Secretary.

Examination Evaluation Pattern		
Sr. No.	**Particulars**	**Weightage (%)**
01	Continuous and Comprehensive Evaluation (CCE) (Formative Assessment)	50%
02	Semester End Evaluation (SEE) (Summative Assessment)	50%
	TOTAL	**100%**

Specifications for CCE and SEE			
Sr. No.	**Details of the Evaluation Pattern**		**Marks**
01	Continuous and Comprehensive Evaluation (CCE) (Formative Assessment)		
	A	Assignments	10
	B	Multiple Choice Questions	05
	C	Attendance	05
	D	Written Examination (01 Hour)	30
	(Formative Assessment) (A + B + C + D)		**50 Marks**
02	Semester End Evaluation (SEE) (Summative Assessment)		
	E	Written Examination (01 Hour)	**50 Marks**
	TOTAL (For 04 Credit Course)		**100 Marks**

Rubrics – Based Assessment for Assignments (10 Marks)		
Excellent	09 – 10 Marks	Accurate, error-free, logically presented, timely submission
Good	07 – 08 Marks	Minor errors and good conceptual clarity
Average	05 – 06 Marks	Basic understanding or partially correct
Basic	03 – 04 Marks	Limited clarity, noticeable mistakes, incomplete content
Poor	01 – 02 Marks	Inadequate conceptual clarity, incorrect content
Below Poor	Zero Marks / NA	Content is irrelevant / Not Attempted / Not Submitted

Note:

- Assignments may be taken in forms of written project, computerized and online suggested courses / certificates as per the decision made by the respective faculties of the courses.

Rubrics – Based Assessment for Multiple Choice Questions (05 Marks)		
05 Multiple Choice Questions – 01 Mark Each (05 Marks)		
Excellent	01 Mark	The chosen option is correct, no errors in response
Below Poor	Zero Marks / NA	Chosen option is incorrect, completely irrelevant, multiple options chosen / Not Attempted

Rubrics – Based Assessment for Attendance (05 Marks)		
As per the Rules and Regulations provided by the Academic Section of Sardar Patel University, Vallabh Vidyanagar, for the students studying in all departments and colleges. Reference No.: E – 3 / 3127; dated: 07-03-2024. https://www.spuvvn.edu/orbit-cdn/uploads/circulars/Circular-NEP-InternalExamMarks-March-April24.pdf		
Excellent	05 Marks	More than 90% (More than 54 Hours for 04 Credits Courses)
Good	04 Marks	80% - 89% (48 to 53 Hours for 04 Credit Courses)
Average	03 Marks	70% - 79% (42 to 47 Hours for 04 Credit Courses)
Poor	Zero / NA	Less than 70% (Less than 42 Hours for 04 Credit Courses) **(NOT ELIGIBLE TO APPEAR FOR EXAM)**
Note: • Students with below 70% of attendance must submit their written application to their respective class coordinators with genuine reasons and evidence (in case of working or medical emergencies). Students must **not** pursue dual degree programmes that clash with the college's timings.		

Rubrics – Based Assessment for Mid-Semester Examination (30 Marks)		
Any Two Unit or 50% of The Syllabus - 15 Marks Each Question		
Excellent	13 – 15 Marks	Demonstrates a comprehensive understanding of company formation, management roles, or secretarial duties. Flawlessly applies the provisions of the Companies Act, 2013 with sharp analytical skills, legal reasoning, and clear presentation.
Good	10 – 12 Marks	Demonstrates strong understanding of corporate legal concepts and roles. Explanations are highly relevant with proper legal vocabulary, though minor omissions in statutory details may be present.
Average	07 – 09 Marks	Shows basic recall of company types and managerial functions. Explanations lack deep analytical evaluation of legal liabilities or procedural depth.
Basic	04 – 06 Marks	Exhibits partial understanding with incomplete answers. Noticeable mistakes in explaining corporate procedures or the roles of promoters/directors.
Poor	01 – 03 Marks	Displays inadequate conceptual clarity with major incorrect explanations of basic corporate law terminology.
Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.
Note: • Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.		

Rubrics – Based Evaluation Pattern for End-Semester Examination (50 Marks)		
10 Multiple Choice Questions – 01 Mark Each (10 Marks)		
Excellent	01 Mark	The chosen option is correct, no errors in response
Below Poor	Zero Marks / NA	Chosen option is incorrect, completely irrelevant, multiple options chosen / Not Attempted
UNIT I - 10 Marks Each Question		
Excellent	09 – 10 Marks	Demonstrates profound analysis of company features and flawlessly explains incorporation or conversion procedures with accurate references to the Companies Act, 2013.
Good	07 – 08 Marks	Sound explanation of company types and formation steps, with only minor gaps in statutory provisions.
Average	05 – 06 Marks	Basic recall of company definitions and characteristics. Lacks deep understanding of conversion procedures.
Basic	03 – 04 Marks	Incomplete knowledge of company features; highly fragmented explanation of incorporation.
Poor	01 – 02 Marks	Incorrect or highly flawed understanding of basic company formats and liabilities.
Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.
UNIT II - 10 Marks Each Question		
Excellent	09 – 10 Marks	Provides highly accurate and critical evaluations of the legal positions, qualifications, duties, and liabilities of promoters, directors, and managing directors.
Good	07 – 08 Marks	Clear and sensible description of managerial roles and duties, with slight omissions regarding specific legal liabilities.
Average	05 – 06 Marks	Defines basic managerial positions correctly but struggles to differentiate specific legal powers or disqualifications.
Basic	03 – 04 Marks	Confuses the roles of promoters vs. directors; explanations lack systemic legal coherence.
Poor	01 – 02 Marks	Erroneous descriptions of corporate management structures and responsibilities.
Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.
UNIT III - 10 Marks Each Question		
Excellent	09 – 10 Marks	Demonstrates complete conceptual clarity regarding a Company Secretary's legal qualifications, statutory duties, rights, and liabilities.
Good	07 – 08 Marks	Good understanding of the types of secretaries and their core duties, with minor errors in legal terminologies.

Average	05 – 06 Marks	Basic understanding of secretarial qualities with limited explanation of their statutory powers.
Basic	03 – 04 Marks	Very limited knowledge; explanation of the secretary's role lacks clarity and legal depth.
Poor	01 – 02 Marks	Major conceptual mistakes regarding the basic definition and duties of a secretary.
Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.
UNIT IV - 10 Marks Each Question		
Excellent	09 – 10 Marks	Perfectly outlines statutory meeting requirements and demonstrates superior practical ability in drafting flawless, legally compliant notices, agendas, or minutes.
Good	07 – 08 Marks	Correctly identifies meeting types and core reporting duties. Drafting attempts are well-structured with minor formatting or legal slip-ups.
Average	05 – 06 Marks	Applies basic meeting terminologies correctly but lacks the practical depth required to independently draft accurate minutes or agendas.
Basic	03 – 04 Marks	Fragmented knowledge of meeting types; drafting attempts are incomplete and violate structural rules.
Poor	01 – 02 Marks	Inability to differentiate meeting types or identify elementary secretarial duties regarding dividends.
Below Poor	Zero Marks / NA	No attempt or completely irrelevant answer.

Note:

- Multiple Choice Questions of 10 Marks will be based on various levels of Revised Bloom's Taxonomy.
- Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.

PLO – CLO Mapping

SECRETARIAL PRACTICE-I

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
CLO 1	03	01	02	00	01	02	00	01	00	01
CLO 2	03	01	02	00	01	03	00	01	00	01
CLO 3	03	02	02	01	01	03	00	01	00	02
CLO 4	03	03	02	03	01	03	00	01	00	03

Note:

- High: **03**; Moderate: **02**; Low: **01**; No Mapping: **00**

Suggested References and E-Resources for Further Reading
• Secretarial Practice-M. C. Kuchal -Vikas Publication • A Textbook of Office Management –William H. Lifting wellabd Edwin Robinson-Tata McGraw Hill. • Manual of Secretarial Practice - B. N. Tondon- S. Chand & Co. • Office Management – R. K. Chopra –Himalaya Publishing House. • A Textbook of Company Law-P.P.S. Gogna-S. Chand & Co. • MC Kuchhal, Modern Indian Company Law, Shri Mahaveer Book Depot (Publishers), Delhi • G K Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi. • Anil Kumar, Corporate Laws, Indian Book House, Delhi. • Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi. • Avtar Singh, Introduction to Company Law, Eastern Book Company. • Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Butters worth. • Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, Delhi. • A Compendium of Companies Act 2013, along with Rules, by Taxman Publications. • Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell. • UGC MOOCs Undergraduate Module: Secretarial Practice / Commerce: https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235 • BCOE-144: Office Management and Secretarial Practices (SWAYAM): https://onlinecourses.swayam2.ac.in/nou22_mg08/preview • Types of Companies under the Companies Act, 2013: https://cleartax.in/s/types-of-company • Company Secretary: Appointment, Roles, Responsibilities, and Removal https://cleartax.in/s/company-secretary-appointments-roles-responsibilities-removal

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