



Bachelor of Commerce (B.Com.)
Semester - I

Course Code Inter Disciplinary	UB01IDCOM02	Title of the Course	Secretarial Practice-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives	The objective of the course is to impart basic knowledge of the Company's secretary and secretarial practice.
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Course Description		
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.	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 Secretary- Qualities and legal qualification of Company Secretary, duties of Company Secretary-Powers, Rights & Liabilities of Company Secretary.	25%
4.	Company's Meetings Meaning, Needs, Types of meeting, Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting, Notice, Agenda, Quorum, Proxy, Resolution, Minutes.	25%

*Units will have the same Weightage in the evaluation as suggested in the course outline.

Teaching-Learning Methodology	<ul style="list-style-type: none"> Lecture Method Online Lectures Group Discussion
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal/Written Examination	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-Voce, Quizzes, Seminars, Assignments, Attendance	15%
3.	University Examination	70%

*Students will have to score a minimum of 40 (Forty) Percent to pass the course.

Course Outcomes: Having Completed this course, the students will be able to	
1.	Understand about a company
2.	Student will get idea about Management of the company
3.	Students will be aware about various aspects of a secretary
4.	Students will get insights about meetings.

Suggested References:	
Sr. No.	References
1	MC Kuchhal, Modern Indian Company Law, Shri Mahaveer BookDepot (Publishers),Delhi
2	Manual of Secretarial Practice- B. N. Tondon- S. Chand & Co.
3	A Textbook of Company Law-P. P. S. Gogna- S. Chand & Co.
4	Office Management–R.K.Chopra–Himalaya Publishing House.
5	A Textbook of Office Management–William H.Liftingwellabd Edwin Robinson-Tata McGraw Hill.
6	GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.
7	Anil Kumar, Corporate Laws, Indian Book House, Delhi.
8	Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi.
9	Avtar Singh, Introduction to Company Law, Eastern Book Company.
10	Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.
11	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
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235	