



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

Course Code	UB02 MDCOM 02	Title of the Course	Secretarial Practice–II
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	Weight age
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: (25%) 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%
4.	Listing of Securities and Mutual Fund (25%) 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%

*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 • Practical Problem Solving
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EvaluationPattern		
Sr.No.	DetailsoftheEvaluation	Weightage
1.	Internal/WrittenExamination	15%
2.	InternalContinuousAssessmentintheformofPractical,Viva-Voce, Quizzes,Seminars,Assignments,Attendance	15%
3.	UniversityExamination	70%

*Studentswillhavetoscore a minimum of40(Forty)Percenttopassthecourse.

CourseOutcomes:HavingCompletedthiscourse,thestudentwillbeableto	
1.	LearnaboutAlterationinShare&Debenture
2.	GetfamiliarwithAllotment&Forfeiture ofShares
3.	GetanideaaboutWindingup/LiquidationoftheCompanyandListingofSecurities-MutualFund.

SuggestedReferences:	
Sr.No	References
1	MC Kuchhal, Modern Indian Company Law, Shri Mahave BookDepot (Publishers),Delhi
2	ManualofSecretarialPractice-B.N.Tondon-S.Chand&Co.
3	ATextbookofCompanyLaw-P.P.S.Gogna-S.Chand&Co.
4	OfficeManagement–R.K.Chopra–HimalayaPublishingHouse.
5	ATextbookofOfficeManagement–WilliamH.LiftingwellabdEdwinRobinson-TataMcGrawHill.
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-LineResourcesavailablethatcanbeusedasReferenceMaterial	
https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235	