



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

<b>Course Code Inter Disciplinary</b>	<b>UB1IDCOM02</b>	<b>Title of the Course</b>	<b>Secretarial Practice-I</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per Week</b>	<b>04</b>

<b>Course Objectives</b>	The objective of the course is to impart basic knowledge of the Company's secretary and secretarial practice.
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<b>Course Description</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage</b>
<b>1.</b>	<b>Company</b> 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.	<b>25%</b>
<b>2.</b>	<b>Company Management</b> <b>Promoters of public Limited Company:</b> Meaning-Functions of Promoters- Preliminary Contract-Liabilities of Promoters. <b>Director-</b> position, qualification, disqualification, appointment, duties, powers. Managing Director-qualification and appointment.	<b>25%</b>
<b>3.</b>	<b>Secretary</b> Meaning-Types of Secretary- Qualities and legal qualification of Company Secretary, duties of Company Secretary-Powers, Rights & Liabilities of Company Secretary.	<b>25%</b>
<b>4.</b>	<b>Company's Meetings</b> Meaning, Needs, Types of meeting, Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting, Notice, Agenda, Quorum, Proxy, Resolution, Minutes.	<b>25%</b>

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

<b>Teaching-Learning Methodology</b>	<ul style="list-style-type: none"> <li>• Lecture Method</li> <li>• Online Lectures</li> <li>• Group Discussion</li> </ul>
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
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.

<b>Course Outcomes: Having Completed this course, the students will be able to</b>	
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.

<b>Suggested References:</b>	
<b>Sr. No.</b>	<b>References</b>
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
<b>On-Line Resources available that can be used as Reference Material</b>	
<a href="https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235">https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235</a>	