

**SARDAR PATEL UNIVERSITY**  
**Programme: B.Com.**  
**Semester: I**  
**Syllabus with Effect From: June-2018**

<b>Paper Code: UB01CCOM24</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Secretarial Practice – I</b>	

**Objective:** The objective of the course is to impart basic knowledge of the Company's secretary and secretarial practice.

Unit	Description of Detail	Weighting(%)
<b>I</b>	<b>Company</b> Definition, Features, 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>II</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>III</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>IV</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>

**Basic Text & Reference Books:-**

- Secretarial Practice-M.C.Kuchal-Vikas Publication
- Manual of Secretarial Practice - B.N.Tondon-S.Chand& Co.
- A Textbook of Company Law-P.P.S. Gogna-S.Chand& Co.
- Office Management – R.K.Chopra –Himalaya Publishing House.
- A Textbook of Office Management –William H. Liftingwell abd EdwinRobinson-Tata McGraw Hill.