

SARDAR PATEL UNIVERSITY
B.Com. Semester: I
Syllabus with Effect From: June-2019

Paper Code: UB01CCOM54	Total Credit: 3
Title Of Paper: Secretarial Practice – I	

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

Unit	Description of Detail	Weighting(%)
I	Company 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.	25%
II	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%
III	Secretary Meaning-Types of Secretary- Qualities and legal qualification of Company Secretary, duties of Company Secretary-Powers, Rights & Liabilities of Company Secretary.	25%
IV	Company's Meetings Meaning, Needs, Types of meeting, Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting, Notice, Agenda, Quorum, Proxy, Resolution, Minutes.	25%

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.

