

SARDAR PATEL UNIVERSITY

B.COM. (BUSINESS STUDIES) SEMESTER-I		
Course Code UB01CCOM74	Course Title Secretarial Practice – I	Total Credit 3
Course Objectives	The objective of the course is to impart basic knowledge of the Company's secretary and secretarial practice.	

Course Description		
Unit	Description	Weightage
1.	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%
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.	Secretarial Practice-M.C.Kuchal-Vikas Publication
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. Liftingwell abd EdwinRobinson-Tata McGraw Hill.
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235	