

## SARDAR PATEL UNIVERSITY

<b>B.COM. (BUSINESS STUDIES) SEMESTER-II</b>		
<b>Course Code</b> UB02CCOM74	<b>Course Title</b> Secretarial Practice – II	<b>Total Credit</b> 3
<b>Course Objectives</b>	The objective of the course is to impart basic knowledge of the Company's secretary and secretarial practice.	

<b>Course Description</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age</b>
<b>1.</b>	<p><b>Alteration in Share &amp; Debenture</b>  <b>Alteration in Share:</b> 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.  <b>Debenture:</b> Meaning and types of debenture –procedure and legal provisions of Company law Board to issue debenture-Methods of redemption of debenture</p>	<b>25%</b>
<b>2.</b>	<p><b>Allotment &amp; Forfeiture of Shares</b>  <b>Allotment of Shares:</b> Meaning-Procedure-regular and irregular allotment – secretary's duties regarding allotment of shares –procedure of allotment when shares are oversubscribed.  <b>Calls:</b> Meaning of calls –Provisions of Company Law regarding share calls-procedure of demanding call of share.  <b>Forfeiture of Shares:</b> 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.</p>	<b>25%</b>
<b>3.</b>	<p><b>Winding up/Liquidation of the Company: (25%)</b>  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.</p>	<b>25%</b>
<b>4.</b>	<p><b>Listing of Securities and Mutual Fund (25%)</b>  <b>Listing Securities:</b> Meaning-legal provisions for listing of securities-Documents required for listing of securities-Advantages of listing of securities.  <b>Mutual Fund:</b> Definition-Types-Advantages and Disadvantages.</p>	<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> <li>• Practical Problem Solving</li> </ul>
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<b>Evaluation Pattern</b>		
<b>Sr.No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
<b>1.</b>	Internal/Written Examination	<b>15%</b>
<b>2.</b>	Internal Continuous Assessment in the form of Practical , Viva-Voce, Quizzes, Seminars, Assignments, Attendance	<b>15%</b>
<b>3.</b>	University Examination	<b>70%</b>

\* 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>	
<b>1.</b>	Learn about Alteration in Share & Debenture
<b>2.</b>	Get familiar with Allotment & Forfeiture of Shares
<b>3.</b>	Get an idea about Winding up/Liquidation of the Company and Listing of Securities -Mutual Fund .
<b>Suggested References:</b>	
<b>Sr. No</b>	<b>References</b>
<b>1.</b>	Secretarial Practice-M.C.Kuchal-Vikas Publication
<b>2.</b>	Manual of Secretarial Practice - B.N.Tondon-S.Chand& Co.
<b>3.</b>	A Taxbook of Office Management –William H. Liftingwell abd EdwinRobinson-Tata McGraw Hill.
<b>4.</b>	Office Management – R.K.Chopra –Himalaya Publishing House.
<b>5.</b>	A Taxbook of Company Law-P.P.S. Gogna-S.Chand& Co.
<a href="https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235">https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/235</a>	
<b>Subject :</b> Indian Financial Markets and Services (26) <b>M-14,M-15</b>	