



(Shri Ramkrishna Seva Mandal's)
ANAND COMMERCE COLLEGE

An Autonomous College (2025-26 to 2034-35)
(Affiliated to Sardar Patel University)
NAAC ACCREDITED "A" GRADE (3.04 CGPA)
ISO 9001:2015



Syllabus as per NEP 2020 with effect from the Academic Year 2025-2026

Bachelor of Commerce
B COM Semester – II

Course Code	UC02MICOM03	Title of the Course	SECRETARIAL PRACTICE
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	<ul style="list-style-type: none">To understand the role of a SecretaryTo develop office and Administrative skillsTo practice records keeping and documentationTo understand legal & ethical responsibilitiesTo understand the Secretarial correspondence
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Course Content		
Unit	Description	Weightage* (%)
1.	<p><u>INTRODUCTION TO COMPANY</u></p> <p>Introduction to Company- Features, Types-As per Company's Act,2013</p> <p>Company Secretary- Qualities, Qualifications, Appointment Procedure, Resignation & Removal.</p> <p>Role of Company Secretary- Rights, Responsibilities, Liability of Company Secretary, Career options of Company Secretary.</p>	20%
2.	<p><u>COMPANY SECRETARY PRACTICES</u></p> <ul style="list-style-type: none">Advisory Services- Role of Company Secretary as an advisor to Chairman, Secretary as an liaison officer between the (a) Company and Stock Exchange (b) Company and Depository Participants (c) Company and Registrar of Companies (ROC)Secretarial Audit- Procedure and Stages, Need and Importance, Scope.	20%

3.	<p><u>COMPANY DOCUMENTATION AND FORMATION</u></p> <ul style="list-style-type: none"> • Memorandum of Association (MoA) – Clauses, Alteration of MoA • Articles of Association (AoA) – Contents, Prospectus- Statement in Lieu of Prospectus, Contents, Misleading Prospectus 	20%
4.	<p><u>COMPANY FORMATION</u></p> <ul style="list-style-type: none"> • Company Formation- Stages, Secretarial Duties at each stage in Public company & Private Company. • Conversion & Reconversion of Public and Private Company- Secretarial Procedures. 	20%
5.	<p><u>SECRETARIAL CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • Correspondence-Shareholders, Debenture Holders, Registrar of Companies, Stock Exchange & penalties thereon. • Correspondence with SEBI, Company Law Board and Penalties thereon, Role of technology in Secretarial Correspondence. 	20%

Teaching-Learning Methodology	To measure student learning through both formal and informal forms of assessment, like interactive / participated methods, group projects, student portfolios, and class participation and in the student-cantered classroom, teaching and assessment are connected.
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Internal and / or External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Mark s (%)	25 Mark s (%)
1	Class Test (at least one)	15 (30%)	10 (40%)
2	Quiz (at least one)	15 (30%)	05 (20%)
3	Active Learning	05 (10%)	----
4	Home Assignment	05 (10%)	05 (20%)
5	Class Assignment	05 (10%)	----
6	Attendance	05 (10%)	05 (20%)

Total Internal (%)	50 (100%)	25 (100%)
College External Examination (%)	50 (100%)	25 (100%)

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand the role and functions of a Secretary
2.	Develop office management skills
3.	Gain knowledge of Business communication
4.	Understand Company procedures and compliance
5.	Apply practical secretarial skills

Suggested References:	
Sr.No.	References
1.	M.C. Bhandari: Guide to Memorandum, Articles and R.D. Makheeja incorporation of Companies ;Wadhwa & Company, Agra & Nagpur
2.	Taxman : Company Law, Digest
3..	K V Sha nbhogue : Company Law Practices; Bhartlaw House, New Delhi- 34
Digital resources to be used if available as reference material	
Digital Resources	
swayam.gov	
diksha.gov	


Chairman
BOS of Commerce
Anand Commerce College


Academic Coordinator
Anand Commerce College


Principal
Anand Commerce College