



# SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

## DEPARTMENT OF BUSINESS ADMINISTRATION

### CERTIFICATE COURSE IN SECRETARIAL PRACTICE

#### – SYLLABUS

(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

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| COURSE CODE | COURSE TITLE                        | CATEGORY           | T       | P | CREDITS |
|-------------|-------------------------------------|--------------------|---------|---|---------|
| 24CBNC11    | SECRETARIAL PRACTICE - FUNDAMENTALS | CERTIFICATE COURSE | 20 Hrs. | - | -       |

| YEAR     | SEMESTER     | INTERNAL | EXTERNAL | TOTAL |
|----------|--------------|----------|----------|-------|
| I/II/III | Any in Seven | -        | 100      | 100   |

| NATURE OF COURSE | Employability <input checked="" type="checkbox"/> | Skill Oriented <input checked="" type="checkbox"/> | Entrepreneurship <input checked="" type="checkbox"/> |
|------------------|---|--|--|
|------------------|---|--|--|

#### COURSE DESCRIPTION:

This course helps to provide the fundamental knowledge of secretarial practice in corporate.

#### COURSE OBJECTIVES:

- To introduce secretarial practice in corporate
- To make them know the procedure in companies with regard to meetings and management.

#### COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

| No.  | Course Outcome  | Knowledge Level (According to Bloom's Taxonomy) |
|------|---|---|
| CO 1 | understand the basic concepts of the Company and its kinds.   | Upto K3   |
| CO 2 | develop knowledge on formation of company                     | Upto K3   |
| CO 3 | understand the role of a company secretary                    | Upto K3   |
| CO 4 | understand the procedure for conducting meetings of a company | Upto K3   |
| CO 5 | awareness on overall management of companies as per the Act.  | Upto K3   |

K1- KNOWLEDGE (REMEMBERING), K2-UNDERSTANDING, K3- APPLICATION

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



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#### **SECRETARIAL PRACTICE -FUNDAMENTALS**

##### **UNIT– I: COMPANY AND ITS TYPES**

Company – Definition – Characteristics – Difference between a Company and Sole Proprietorship- Difference between a Company and Partnership

##### **UNIT– II: KINDS OF COMPANY**

Kinds of Companies- Public Company - Private Company- Difference between Public and Private Companies.

##### **UNIT– III: COMPANY SECRETARY**

Definition - Qualification of a Company Secretary - Procedure for Appointment & Dismissal of a Company Secretary

##### **UNIT– IV: DUTIES OF COMPANY SECRETARY**

Duties and Responsibilities - Rights and Powers - Liabilities of a Company Secretary

##### **UNIT– V: FORMATION OF A COMPANY**

Promotion of a Company- Steps in Company Promotion - Steps for Incorporation of a Company

##### **TEXT BOOK:**

P.K.Ghosh & V.Balachandran, “Company Secretarial Practice”- Sultan Chand & Sons. New Delhi – 110002.

##### **REFERENCE BOOKS:**

1. Appannaiah, Reddy, Prabhudev, **Company Law and Secretarial Practice**, Himalaya Publishing House , Mumbai - 400 004.
2. P.K.Ghosh, **Secretarial Practice** Sultan Chand & Sons, 23, Daryaganj, New Delhi –110002
3. M.C.Shuka, **Secretarial Practice**, S.Chand & Co, Ram Nagar, New Delhi – 110002

#### **Mapping of CO with PSO**

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 |
|-----|------|------|------|------|------|------|
| CO1 | 3    |      |      |      |      |      |
| CO2 |      | 3    | 1    |      |      | 2    |
| CO3 | 2    |      |      |      |      |      |
| CO4 | 2    |      | 2    | 3    |      | 1    |
| CO5 | 2    | 2    | 3    |      | 2    | 1    |

3. Advanced Application    2. Intermediate Development    1. Introductory Level

**COURSE DESIGNER: Dr. B. ANBAZHAGAN**

**Passed in the BoS Meeting held on 09/03/2024**

**Signature of the Chairman**



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|-------------|------------------------------------|--------------------|---------|---|---------|
| 24CBNC12    | MEETINGS AND SECRETARIAL PROCEDURE | CERTIFICATE COURSE | 20 Hrs. | - | -       |

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#### **MEETINGS AND SECRETARIAL PROCEDURE**

##### **UNIT– I: COMPANY BASIC DOCUMENTS**

Memorandum of Association- Content- Clauses- Articles of Association- Distinction between Memorandum and Articles of Association- Prospectus.

##### **UNIT– II: COMPANY MEETINGS - LAW AND PRACTICE**

Company Meetings – Meaning- Kinds of Company Meetings- Law and Practice of Meetings- Notice of Meetings- Quorum- Agenda

##### **UNIT– III: COMPANY MEETINGS - LAW AND PRACTICE**

Proxies- Chairman of Meetings – Appointment-Qualifications- Powers and Duties- Proxy- Methods of Voting- Resolution and Minutes -Types

##### **UNIT– IV: MEMBERS MEETINGS**

Statutory Meeting – Procedure- Secretarial Duties Before-During and After the Statutory Meeting-Annual General and Extraordinary General Meeting

##### **UNIT– V: BOARD MEETINGS**

Notice- Procedure for holding the Meeting- Secretarial work- Board Meeting Procedure- General Powers of the Board- Secretarial Duties during the Board meeting.

##### **TEXT BOOK:**

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3. Advanced Application    2. Intermediate Development    1. Introductory Level

**COURSE DESIGNER: Dr. B. ANBAZHAGAN**

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**Signature of the Chairman**