

Part B

Programme: Bachelor of Business Administration (Semester III)

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-304	Secretarial Practice and Company Management	75

Course Outcomes:

The students will be able to -

1. Acquire knowledge about Company Management
2. Understand skills required for a Company Secretary

Unit	Topics	No. of Periods
I	1.1 Introduction Of Company, definition and features of Company 1.2 Formation and incorporation of company 1.3 Role of promoters and liability of promoter 1.4 Classification of Company	13
II	2.1 Memorandum of Association – various clauses, doctrine of ultra vires and alteration of memorandum 2.2 Articles of Association – meaning, contents and its alteration 2.3 Prospectus – definition, contents, statement -in-lieu of prospectus, shelf prospectus, Red Herring Prospectus 2.4 Mis-statements in Prospectus and their consequences	13
III	3.1 Definition of shares and various types of shares and structure of share capital 3.2 Application, allotment and forfeiture of shares 3.3 Transfer and Transmission of shares 3.4 Share Certificate	13
IV	4.1 Appointment, qualification and legal status of Company Secretary 4.2 Rights, duties and responsibilities of Company secretary 4.3 Remuneration of Company Secretary and Retirement of company secretary	13
V	5.1 Various types of Meetings-AGM, Board, statutory meetings etc. 5.2 Secretarial work related to Various meetings, Notice, Agenda, Minutes and other formalities regarding the meetings 5.3 Secretarial Standard [SS-2] on General meetings 5.4 Quorum for meetings, Proxies, Voting and Poll	13
VI	Skill Modules 6.1 According to your requirement decide which type of company you can set-up and what is its registration procedure 6.2 Procedure for application for the registration of a company 6.3 Procedure for Opening a Demat account 6.4 Draft a notice of Annual General Meeting 6.5 Draft a notice of statutory meeting 6.6 Draft a notice of Board Meeting 6.7 Draft minutes of Annual General Meeting 6.8 Draft minutes of Board Meeting	10

BOOKS RECOMMENDED :

1. Company Law and Secretarial Practice – N. D. Kapoor
2. Company law and Secretarial Practice – Dr. S. M. Shukla
3. Company Law and Secretarial Practice – K. L. Maheshwari
4. Companies Act, 2013 With rules – By Commercial Law Publishers (India) Pvt. Ltd.