



SECOND YEAR OF BACHELOR OF COMMERCE MAJOR
ACCOUNTANCY REVISED SYLLABUS ACCORDING TO CBCS
NEP2020

COURSE TITLE: COMPANY SECRETARIAL PRACTICE
SEMESTER-IV, W.E.F. 2024-2025

RECOMMENDED BY THE BOARD OF STUDIES IN COMMERCE AND

APPROVED BY THE ACADEMIC COUNCIL

Devrukh Shikshan Prasarak Mandal's

Nya. Tatyasaheb Athalye Arts, Ved. S. R. Sapre Commerce, and Vid. Dadasaheb Pitre
Science College (Autonomous), Devrukh. Tal. Sangmeshwar, Dist. Ratnagiri-415804,
Maharashtra, India

Academic Council Item No:

Name of the Implementing Institute	:	Nya. Tatyasaheb Athalye Arts, Ved. S. R. Sapre Commerce, and Vid. Dadasaheb Pitre Science College (Autonomous), Devrukh. Tal. Sangmeshwar, Dist. Ratnagiri-415804,
Name of the Parent University	:	University of Mumbai
Name of the Programme	:	Bachelor of Commerce
Name of the Department	:	Accountancy
Name of the Class	:	Second Year
Semester	:	Fourth
No. of Credits	:	02
Title of the Course	:	Company Secretarial Practice
Course Code	:	ACVS202
Name of the Vertical in adherence to NEP 2020	:	Major and Minor
Eligibility for Admission	:	Any First Year B.Com Pass seeking Admission to Degree Programme in adherence to Rules and Regulations of the University of Mumbai and Government of Maharashtra
Passing Marks	:	40%
Mode of Assessment	:	Formative and Summative
Level	:	UG
Pattern of Marks Distribution for TE and CIA	:	30:20
Status	:	NEP-CBCS
To be implemented from Academic Year	:	2024-2025
Ordinances /Regulations (if any)	:	

Syllabus for Second Year of Bachelor of Commerce in Accountancy

(With effect from the academic year 2024-2025)

SEMESTER-IV

Paper No.— I

Course Title: Company Secretarial Practice

No. of Credits - 02

Type of Vertical: Major and Minor

COURSE CODE:

ACVS202

Learning Outcomes Based on BLOOM's Taxonomy:

After completing the course, the learner will be able to...		
Course Learning Outcome No.	Blooms Taxonomy	Course Learning Outcome
CLO-01	Remember	Remembering the qualification, qualities and functions of company secretary
CLO-02	Understand	Understanding the procedure and types of company

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SEMESTER-IV

Paper No.— I

Course Title: Company Secretarial Practice

No. of Credits – 02

Type of Vertical: Major and Minor

COURSE CODE: ACVS202

Sr. No.	Modules	No. of Lectures
1	Management of Companies	15
2	Company Meetings	15
Total		30

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(With effect from the academic year 2024-2025)

SEMESTER-IV

Paper No.— I

Course Title: Company Secretarial Practice

No. of Credits – 02

Type of Vertical: Major and Minor

COURSE CODE: ACVS202

Sr. No.	Modules / Units
1	Management of Companies
	Role of Directors including the chairman, Chief Executive and Non Executive Directors, Directors – Duties, Appointment, Retirement, Resignation and Removal, Disqualification and Penalties. Auditors – Appointment, Remuneration, Resignation, Rights and Duties. Statutory Audit Procedure.
2	Company Meetings
	Procedure in respect of Statutory Meeting, Annual General Meeting, Extra Ordinary General Meeting, Directors Meeting, Board and Committee Meeting. Meaning and Types of Motion and Resolution, Voting and Polls, Minutes, Proxies, Role of the Company Secretary before, during and after Meetings.

Access to the Course

The course is available for all the students who have successfully completed First Year of B.Com.

Forms of Assessment

The assessment of the course will be of Diagnostic, Formative and Summative type. At the beginning of the course diagnostic assessment will be carried out. The formative assessment will be used for the Continuous Internal Evaluation whereas the summative assessment will be conducted at the end of the term. The weightage for formative and summative assessment will be 30:20. The detailed pattern is as given below.

Term End Evaluation (30 Marks)

Question Paper Pattern

Time: 1.5 hours

Question No.	Unit/s	Question Pattern	Marks
Q.1	All	Fill in the Blanks	6
Q.4	All	Attempt any three question from the following five questions (Applied Questions)	24
Total			30

Internal evaluation (20 Marks)

Sr. No.	Description	Marks
1	Mid Term Examination	10
2	Active Participation in teaching learning Process	5
3	Subject related activities as assigned by the teacher	5
Total		20

Grading Scale

The grading scale used is O to F. Grade O is the highest passing grade on the grading scale, and grade F is a fail. The Board of Examinations of the college reserves the right to change the grading scale.

References :

- 1) M.C.Bhandari : Guide to Company Law Procedure, Wadhwa & Company, Agra and Nagpur
- 2) K.V. Shanbhogue : Company Law Practice, Bharat Law House, New Delhi-34.
- 3) M.L.Sharma : Company Procedures and register of companies , Tax Publishers, Delhi.
- 4) N.G.Kale and M. Ahmad, Company Secretarial Practice, Vipul Prakashan, Mumbai.
- 5) Archana Prabhudesai, Company Secretarial Practice Sheth Pub.