

# Course Outcome

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## S.Y.B.Com. – Company Secretarial Practice- Semester - III

### Module 1: COMPANY SECRETARY

|     |  | Course Outcome  | Teaching Methods  |
|-----|--|---|---|
| 1.1 | <ul style="list-style-type: none"> <li>Company secretary-</li> <li>Appointment</li> <li>Rights &amp; liabilities</li> </ul>  | Co-1.<br>Company secretary – Qualities & Qualification, Rights & Liabilities<br>Co-2<br>Students will know-<br>Qualification to become Company secretary  | <ul style="list-style-type: none"> <li>Discussion</li> <li>Use analysis on board with student help</li> <li>Case study,</li> <li>Notes</li> </ul>                     |
| 1.2 | <ul style="list-style-type: none"> <li>Role of Company secretary as-</li> <li>Advisor to Chairman</li> <li>Liaison Officer</li> <li>Secretarial standards</li> </ul> | Co-3<br>Describe the role of CS as Advisor to Chairman & Board.<br>Co-4<br>Role of CS as Liaison officer between Co. & Stock Exchange<br><br>Students will know-<br>Role of CS<br>Secretarial standards with specifications | <ul style="list-style-type: none"> <li>Discussion</li> <li>Use analysis on board with help of students</li> <li>Notes</li> <li>Make them think and mention</li> </ul> |
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### Module -2 :COMPANY FORMATION

|     |  | Course Outcome  | Teaching Methods   |
|-----|--|---|--|
| 2.1 | <ul style="list-style-type: none"> <li>Company Registration</li> <li>Types of Co.</li> </ul>         | Students will understand-<br>Co-1 Stages of company registration.<br><br>Co-2 Features & types of Company                     | <ul style="list-style-type: none"> <li>Make them think and mention</li> <li>Notes</li> <li>Chalk and Board</li> </ul>            |
| 2.2 | <ul style="list-style-type: none"> <li>Conversion of Co.</li> <li>Specimen &amp; Performa</li> </ul> | Students will know-<br>Co 3 How Conversion of Co. takes place<br>Co-4 Formats of Co. registration & Incorporation certificate | <ul style="list-style-type: none"> <li>Discussion</li> <li>Use analysis on board with help of students</li> <li>Notes</li> </ul> |

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### Module -3 COMPANY DOCUMENTS & CAPITAL

|     |  | Course Outcome  | Teaching Methods   |
|-----|--|---|--|
| 3.1 | * Corporate compliance                                     | Students will know<br>Co-1 Company compliance issues  | <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Chalk and Board</li> <li>• Notes</li> </ul>                             |
| 3.2 | * Memorandum of association<br><br>Articles of Association | Students will know<br>Co-3 Clauses & alteration in MOA<br><br>Co-4 Contents & alteration in AOA | <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Use analysis on board with help of students</li> <li>• Notes</li> </ul> |
| 3.3 | * Borrowed capital & Owned capital                         | Students will know<br><br>Methods of capital borrowing by the company                           | <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Use analysis on board with help of students</li> <li>• Notes</li> </ul> |

### Module -4 SHAREHOLDERS & DEBENTUREHOLDERS

|     |   | Course Outcome   | Teaching Methods   |
|-----|---|--|--|
| 4.1 | * Shareholders<br><br>Debenture holders                   | Co-1<br>Explain the Rights of shareholders & Debenture holders.<br><br>Co-2 Students will know-<br>Difference between shareholders & debenture holders | <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Use analysis on board with help of students</li> <li>• Notes</li> </ul> |
| 4.2 | * Rights Issue<br>Calls on shares<br>Forfeiture of shares | Students will know-<br>Co-3 Procedure of Rights Issue & Forfeiture of shares   | <ul style="list-style-type: none"> <li>• Case Study</li> <li>• Role play</li> <li>• Chalk and Board</li> <li>• Notes</li> </ul>        |
| 4.3 | * Transfer & Transmission of shares                       | Co-4 Students will know<br>Procedure & Registration related to Transfer & Transmission of shares   | <ul style="list-style-type: none"> <li>• Chalk and Board</li> <li>• Discussion</li> </ul>  |

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