

# Course Outcome

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**S.Y.B.Com. – COMPANY SECRETARIAL PRACTICE**

**Semester - IV**

## Module 1: MANAGEMENT OF COMPANIES

		Course Outcome	Teaching Methods
1.1	Company Directors	Co.1 Appointment &removal of company directors  Co-2 Director report & DIN	<ul style="list-style-type: none"><li>• Discussion</li><li>• Chalk and Board</li><li>• Notes</li></ul>
1.2.	Company Auditors	Students will know-  Co-3Appointment of Co. Auditors  Co-4Rights & duties of Co. Auditors	<ul style="list-style-type: none"><li>• Make them think and mention</li><li>• Discussion</li><li>• Chalk and board</li><li>• Notes</li></ul>

## Module 2 : COMPANY MEETINGS

		Course Outcome	Teaching Methods
2.1	Company meetings	Co-1 Concept of Annual General Meeting  Co-2Directors meeting  Co-3Extra Ordinary General Meeting	<ul style="list-style-type: none"><li>• Use analysis on board with help of students</li><li>• Discussion</li><li>• Case study</li><li>• Notes</li></ul>
2.2	Role of company secretary	Students will know-  Co-4Concepts of Motion & Resolution  Co-5Methods of Voting in Co. Meetings.  It motivates students to become Company secretary.	<ul style="list-style-type: none"><li>• Discussion</li><li>• Notes</li><li>• Role play</li><li>• Case study</li></ul>

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### Module3 : DEMATERIALIZATION

		Course Outcome	Teaching Methods
3.1	Dematerialization of Securities	Co.1 Procedure of Dematerialization of Securities  Co-2 Benefits of Dematerialization of Securities  Students will know – How important it is to open Demat Account in Today’s world	<ul style="list-style-type: none"> <li>• Use analysis on board with help of students</li> <li>• Discussion</li> <li>• Notes</li> </ul>
3.2	Depository Participants  IPO  Listing of Shares	Co-4 Role of DP  Co-5 IPO procedure  Students will know - How shares are listed on stock Exchanges	<ul style="list-style-type: none"> <li>• Use analysis on board with help of students</li> <li>• Discussion</li> <li>• Study tours</li> <li>• Notes</li> </ul>

### Module 4 : ONLINE TRADING

		Course Outcome	Teaching Methods
4.1.	Online Trading	Co.1 Students will be able to state- Benefits of Online trading of securities  Co-2 Dividend Reinvestment Plans (DRIPS)	<ul style="list-style-type: none"> <li>• Use analysis on board with help of students</li> <li>• Discussion</li> <li>• Notes</li> <li>• Chalk and Board</li> </ul>
4.2	Specimen of- Proxy form	Co-3 They will be able to understand-	<ul style="list-style-type: none"> <li>• Use analysis on board with help of</li> </ul>

	Notice & Agenda of AGM	Mandatory Performa & Documents required by Co. Before, During & after Company formation	students • Discussion • Notes • ICT

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