

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

Ordinance No. 66

P. G. DIPLOMA IN COMPANY SECRETARY SHIP

1. Objectives :

Presently more than 7 lacs companies are at work in the country which are registered with the office of registrar of companies. About 14% of these companies are limited companies and remaining 86% are private limited companies. These companies are registered under the companies Act, 1956 and required to comply with the provision of the Act, which includes filling of number of forms and returns. These companies are also required to maintain statutory record prescribed under the Act. Senior position in secretarial department of big companies are occupied by professional, in the field and there is lot of scope for manpower at junior level.

Further, as per companies (Appointment and qualification of secretary) rules 1988 , Diploma holder in company secretaryship in the companies having paid up capital of less than Rs. 2 crores. Therefore the diploma is designed to prepare skilled manpower for corporate sector for doing secretarial job .

2. Duration : The duration of this course is of one year.

3. Eligibility : Graduate in any discipline

4. Course Component:

There will be a total of 6 papers. Five papers will be theoretical and one paper will comprise of project report. Students are supposed to acquire working knowledge in Company Law I, Company Law II and Capital Market Regulations. Income Tax Laws and Company Accounts & Management Accounting, basic knowledge is expected.

5. Contact Sessions :

The duration of the contact classes will be decided by the university.

6. Course Fees : The fees of the course will be decided by the university.

7. Evaluation :

Form Assignment - the weightage of 30% will be given to the assignment while 70% of weightage will be given to the Final Examination. Each student will have to appear in final examination at the end of the year in 5 papers enumerated above