



Bhavnagar University
Bhavnagar

Diploma in Company Laws & Secretarial Practice

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| Paper-I | Accountancy | 100 Marks |
| 1. | Rojmel - day book | |
| 2. | Ledger-Posting. | |
| 3. | Trial balance | |
| 4. | Trading Account | |
| 5. | Profit & Loss Account | |
| 6. | Balance sheet of Sole - trading concern and partnership | |
| 7. | Petty cash Book | |
| 8. | Bank Reconciliation | |
| 9. | Partnership Accounts | |
| 10. | Elementary Theory of Accountancy | |
| Paper-II | The Indian Companies Act, 1956 with latest amendments | 100 Marks |
| Paper-III | The Contract Partnership and sale of Goods Act | 100 Marks |
| 1. | The Indian Contract Act | |
| 2. | The Indian Partnership Act | |
| 3. | The Indian Sale of Goods Act | |
| | All with latest amendments. | |
| Paper-IV | Company Management | 100 Marks |
| 1. | Personnel Management - Functions-Expectations - Personnel Personality. | |
| 2. | Human Psychology, Personality, Behavior, Transactional Analysis. | |
| 3. | Employee Morale and Quality of Work life. | |
| 4. | Concept of Industrial Relations | |
| 5. | Discipline in Industry | |
| 6. | Human Relations & Conflict Resolution | |
| 7. | Grievance Handling, Counseling Employees | |
| 8. | Personnel Communications, workers, Participation. | |
| 9. | Human Capital | |
| 10. | Selecting the Right Man for the Job, Recruitment Policies | |
| 11. | Employee Performance Appraisal, The Rewards system. | |
| 12. | Need Based & Result Oriented Training(Mentorship) | |
| 13. | Employee safety & Health | |
| 14. | Organization & Management Development | |
| 15. | Salary & Wage Administration | |
| 16. | The Personnel Office | |
| 17. | Employee Benefits Programmes, Community Welfare & Development | |
| 18. | Personnel Audit, Mistakes a Personnel man should not make | |
| 19. | The Domestic Enquiry | |
| 20. | Union Management - Collective Bargaining | |
| 21. | Personnel Management in India | |
| 22. | Development workable personnel policies. | |