

VEER NARMAD SOUTH GUJARAT UNIVERSITY

F.Y. B.Com.

Secretarial Practice (Optional)

(in force from July 2002)

Objectives of the course :

1. To impart the conceptual knowledge of Secretary ship .
2. To acquaint the students with procedural work of a Secretary.
3. To develop the Secretarial skill of the students.

	Weight age
1. Basic idea of a Company : Definition and Various types of limited companies , Secretary , types of secretaries , Company Secretary , his prescribed qualifications under the Companies Act. Statutory Duties Responsibilities, Powers and authorities and liabilities of a Company Secretary.	15%
2. Duties of the Secretary of a Ltd. Company with reference to the following : (a) Formation and registration of a Company – Commencement of business. (b) Memorandum and Articles of Association , their nature , form and contents , amendment Table A. (c) Prospectus, form and contents , effects of omission , misrepresentation and fraud statement in lieu of prospectus.	25%
3. Share : Definition , types and issue of shares. Application and allotment , procedure for issue of shares calls, forfeiture annulment and reissue of shares , lien share certificate , share warrant , transfer and transmission of shares, issue of share Certificate Rules.	25%
4. Statutory Provisions and procedure regarding members meeting . Provisions regarding meeting in general, Notice Motions and Resolutions. Agenda, Proxy , Quorum Chairman, Voting Minutes , Company meetings, types of meeting Statutory meeting ,General Meeting and extra ordinary meeting.	15%
5. Maintenance of statutory books and registers.	10%
6. Procedural duties of a secretary of a co- operative society under the Gujarat, co – operative societies Act relating to the following : Promotion and registration , Constitution and Byelaws, Membership – Including admission of new transfer and cancellation . Meeting , Agenda and Resolution : Different types of meeting , Notice and Agenda for the meetings, Proceedings and Reports of meetings.	10%

Selected References :-

1. Secretarial Practice – B.K. Acharya & P.G. Govekar
A.R. Sheth & Co. Publishers Ahmedabad.
2. Secretarial Practice – Y.K. Bhushan & A.K. Mittal
Someiya publication Pvt. Ltd. Bombay.
3. Secretarial Practice – M.C. Kuchhal
Vikash publishing house Pvt. Ltd. Delhi.
4. Secretarial Practice in India - Dr. S.D. Singh Chauhan
Dr. N.K. Sharma – Sahitya Bhavan , Agra.
5. Secretarial Practice in India - Dr. J.C. Bhel.
N.M. Tripathi Pvt. Ltd. , Bombay
6. Secretarial Practice – Dr. S.A. Sherlekar
Kitab Mahal Allahabad.
7. Secretarial Practice – jain & Dugur
World Press Calcutta.
8. Secretarial Practice – M.C. Shukla - S.S. Gulshan
S. Chand & Co. New Delhi.
9. Bombay Co- Operative Societies Act.
10. સેક્રેટરીયલ પ્રેક્ટીસ કંપની ધારાનો પરિચય પ્રો. વેલવન પ્રિ. બુખારી ભારત પ્રકાશન અમદાવાદ.