

VEER NARMAD SOUTH GUJARAT UNIVERSITY

FIRST YEAR B.COM.

SYALLABUS

SECRETARIAL PRACTICE

(Syllabus In force from Academic Year 2010-11)

Course Contents:

- 1. Company Secretary:** (15)
Definition, Qualification, Appointment, Duties Responsibilities, Removal, Status and Importance
- 2. Company:** (25)
 - I. Definition and Types of Companies
 - II. Joint Stock Companies, Characteristics, Advantages and disadvantages
 - III. Private Company, Definition, Characteristics, Promotion Process and Privileges. Difference between Private and Joint Stock Companies, Restriction on Private Ltd Companies.
 - IV. Formation or Incorporation of Companies
 - V. Memorandum of Associations (including Amendments), Articles of Association, Prospectus, Statement in lieu of Prospectus.
- 3. Shares:** (20)
 - I. Definition, Types, Duties of Company Secretary related to issue, Application and Allotment Shares
 - II. Calls on Share, Forfeiture, Surrender and lien
 - III. Share Certificate, Share Warrant, Difference between Share Certificate And Share Warrant. Procedure for Issue of Duplicate Share Certificate
 - IV. Transfer of Share, Transmission of Shares.
- 4. Conduct and Proceedings of Meetings:** (20)
 - I. Meetings (types of meeting- statutory meeting, annual general, Extraordinary meeting, Board of Directors Meeting)
 - II. Notice, Agenda, Proxy, Quorum, Voting, Minutes
 - III. Pro forma of notice for different types of meetings
- 5. Maintenance of Statutory Books and Registers maintained by the Company (names and contents of books):** (10)
- 6. Secretarial Duties related to:** (10)
 - I. Formation and registration of Co-operative Society.
 - II. By-Laws of Co-operative Society.
 - III. Membership (including transfer and termination of membership)