Veer Narmad South Gujarat University

First Year B.Com.

Semester - 1

Course Code - CE 125 E

SECRETERIAL PRACTICE I

(Syllabus effective from Academic Year 2011-12 and onward)

Course Contents:

Unit 1. **Company Secretary:** **(30%)**

Definition, Qualification, Appointment, Duties Responsibilities, Removal, Status and Importance

Unit2. **Company:** **(30%)**

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.

Unit3 I. Formation or Incorporation of Companies **(20%)**

II. Memorandum of Associations (including Amendments), Articles of Association, Prospectus, Statement in lieu of Prospectus.

Unit 4. **Secretarial Duties related to:** **(20%)**

I. Formation and registration of Co-operative Society.

II. By-Laws of Co-operative Society.

III. Membership (including transfer and termination of membership)