

Veer Narmad South Gujarat University

First Year B.Com.

Semester - 2

Course Code - CE 225 E

SECRETARIAL PRACTICE II

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

Course Contents:

Unit 1 Shares: (40%)

- 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.

Unit 2 Conduct and Proceedings of Meetings: (40%)

- 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

Unit 3. Maintenance of Statutory Books and Registers maintained by the Company (names and contents of books): (20%)