

Veer Narmad South Gujarat University

First Year B.Com.

SECRETARIAL PRACTICE

(External Programme)

(Syllabus effective from Academic Year 2017-18 and onward)

Course Contents:

- Unit-I. Company Secretary: (10%)**
Definition, Qualification, Appointment, Duties, Responsibilities, Removal, Status and Importance.
- Unit-II. Company: (15%)**
I. Definition and Types of Companies
II. Joint Stock Companies, Characteristics, Advantages and disadvantages
III. Private Company, Definition, Characteristics, Promotion Privileges.
Difference between Private and Joint stock Companies, Restriction on Private Ltd Companies.
- Unit-III I. Formation or Incorporation of Companies (15%)**
II. Memorandum of Associations, Articles of Association,
III. Prospectus, Statement in lieu of Prospectus.
- Unit -IV. 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)

Bhorel

Unit-V. Shares:

(25%)

Definition, Types, Duties of Company Secretary related to issue, Application and Allotment of Shares

- I. Calls on Share, share warrant, difference between share certificate and share warrant, procedure for Issue of duplicate share certificate.
- II. Transfer of Share, Transmission of Shares.

Unit-VI. Conduct and Proceedings of Meetings:

(25%)

- I. Meetings (types of meeting- statute meeting, annual general, Extra-ordinary, Board of Directors)
- II. Notice, Agenda, Proxy, Quorum, Voting, Minutes
- III. Performa of notice for different types of meetings

Bhate