

VEER NARMAD SOUTH GUJARAT UNIVERSITY

FIRST YEAR B. COM

EXTERNAL

SECRETARIAL PRACTICE

(Syllabus In force from Academic Year 2020-21 onwards)

Course Contents

Unit -I Company Secretary: (20%) (10 x) ✓

I Definition, II Qualifications (Statutory and Non-Statutory),
III Appointment, IV Duties and Responsibilities, V Removal,
VI Role and Importance, VII Basic Understanding of Secretarial Standards

Unit-II Types of Companies: (20%) (15 x) ✓

I. Definition and Types of Companies on basis of Incorporation,
Number and Domicile; (according to Company Law 2013)

On basis of Incorporation:

- Statutory Companies and
- Registered Companies (Only meaning)

On basis of Number:

- Private Company:- Definition, Characteristics, Privileges, Restrictions

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- Public Limited Company:- Definition, Characteristics, Advantages, Disadvantages

Difference between Private and Public Limited Companies

- One Person Company:- Meaning and characteristics

On the basis of Domicile

- Indian Company: (Only meaning)
- Domicile Company (Only meaning)

Unit-III Company (20%) (25 %)

- Formation and Incorporation of Companies (Public and Private Companies)
- Memorandum of Associations (meaning and clauses),
- Articles of Association (meaning and contents)
- Prospectus (meaning and contents) and Statement in lieu of Prospectus (meaning and difference)

Unit-IV: Co-operative Society (20%) (10 %)

- Meaning and Characteristics
- Secretarial Duties related to Formation and Registration of Co-Operative Society
- By-Laws of Co-Operatives Society (meaning, importance and contents)
- Membership (conditions for membership and types)

Unit -V Shares: (20%) (25 %)

- Definition and Types of Shares

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- II. Duties of Company Secretary related to Issue, Application, Allotment of Shares and Calls on Share
- III. Share Certificate and Share Warrant, Difference between Share Certificate and Share Warrant (with their Performa)
- IV. Transfer of shares, Transmission of shares (Meaning and difference)
- V. Buyback of Shares (meaning)

Unit VI Company Meetings (50%) (25 %)

- Types of Company Meetings (Statutory, Annual General, Board of Directors and Extraordinary),
- Conduct and Secretarial duties for Company Meetings, (including Performa of Notice and Agenda for different types of meetings)
- For Company and Meetings;
 - Notice, Agenda, Proxy, Quorum, Motion, Voting (types), Resolutions (Ordinary, Special and Resolution with Special Notice), (meaning and conditions) (including Performa for types of Resolutions)
 - Minutes (meaning, conditions and importance)
 - Directors Responsibility Statement (basic understanding)

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B.S. Bhat
Chartered Accountant
VJ
05.08.2020