Course Contents:

1. **Company Secretary:** (15)
   - Definition, Qualification, Appointment, Duties Responsibilities,
   - Removal, Status and Importance

2. **Company:** (25)
   - Definition and Types of Companies
   - Joint Stock Companies, Characteristics, Advantages and disadvantages
   - Private Company, Definition, Characteristics, Promotion Process and
   - Privileges. Difference between Private and Joint Stock Companies,
   - Restriction on Private ltd Companies.
   - Formation or Incorporation of Companies
   - Memorandum of Associations (including Amendments), Articles of
   - Association, Prospectus, Statement in lieu of Prospectus.

3. **Shares:** (20)
   - Definition, Types, Duties of Company Secretary related to issue,
   - Application and Allotment Shares
   - Calls on Share, Forfeiture, Surrender and lien
   - Share Certificate, Share Warrant, Difference between Share Certificate
   - And Share Warrant. Procedure for Issue of Duplicate Share Certificate
   - Transfer of Share, Transmission of Shares.

4. **Conduct and Proceedings of Meetings:** (20)
   - Meetings (types of meeting- statutory meeting, annual general,
   - Extraordinary meeting, Board of Directors Meeting)
   - Notice, Agenda, Proxy, Quorum, Voting, Minutes
   - 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)
   - Formation and registration of Co-operative Society.
   - By-Laws of Co-operative Society.
   - Membership (including transfer and termination of membership)