

VEER NARMAD SOUTH GUJARAT UNIVERSITY

FIRST YEAR B.COM. Semester - I

Course code-CE 125 E

SECRETARIAL PRACTICE Paper I

(Syllabus In force from Academic Year 2017-18 onwards)

Course Contents.

- Unit -I.** **Company Secretary:** **(20%)**
Definition, Qualification, Appointment, Duties Responsibilities,
Removal, Status and Importance
- Unit-II.** **Company:** **(30%)**
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 and Incorporation of Companies **(30%)**
II. Memorandum of Associations, Articles of Association,
III. Prospectus, Statement in live of Prospectus.
- Unit-IV** **Secretarial Duties related to:** **(20%)**
I. Formation and registration of Co-Operative Society.
II. By-Laws of Co-Operatives Society.
III. Membership (including transfer and termination of member ship)

Veer Narmad South Gujara University, Surat
FIRST YEAR B.COM. Semester - II
Course code-CE 225 E
SECRETARIAL PRACTICE Paper II
(Syllabus In force from Academic Year 2017-18 onwards)
Course Contents.

Unit -I Shares: (50%)

- I. Definition, Types, Duties of Company Secretary related to issue, Application and Allotment Shares
- II. Calls on Share, share warrant, difference between share certificate and share warrant, procedure for Issue of duplicate share certificate.
- III. Transfer of share, Transmission of shares.

Unit -II Conduct and Proceedings of Meetings: (50%)

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