

SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: I
Syllabus with effect from: June 2011

Paper Code: UB01CCOM06	Total Credit: 3
Title Of Paper: Secretarial Practice	

Unit	Description in detail	Weighting (%)
1	Introduction to company Form of Organization Meaning, features, merits & demerits of joint stock co. Company formation procedure with reference to memorandum of association, articles of association and prospectus. Conversion of Private Ltd. to Public Ltd. company.	25 %
2	Dividend and Interest Meaning of dividend and interest, Procedure regarding declaration and payment of dividend, Unclaimed dividend, Interim dividend, difference between interim dividend and final dividend, Payment of interest out of capital, difference between dividend and interest, Duties of secretaries regarding payment of dividend.	25 %
3	Director- position, qualification, disqualification, appointment, duties, powers. Managing Director-qualification and appointment.	25 %
4	Notice, Agenda, Quorum, Proxy, Resolution, Minutes. Statutory Meetings, Annual General Meeting, Extra Ordinary General Meeting.	25 %

Basic Text & Reference Books

- Company Law & Secretarial Practices by M J Mathew
- Company Law By N D Kapoor
- Modern India company law by M C Kuhal
- Secretarial Practices 1 & 2 by B S Shah

