

SARDAR PATEL UNIVERSITY
Programme: B.Com.
Semester: II
Syllabus with Effect From: November/December-2018

Paper Code:UB02CCOM24	Total Credit:3
Title Of Paper: Secretarial Practice – II	

Objective: The objective of the course is to impart basic knowledge of the Company's secretary and secretarial practice.

Unit	Description of Detail	Weighting(%)
I	<p>Alteration in Share & Debenture Alteration in Share: Modes of alteration share capital as per Company Law-procedure and provisions of reduction in share capital-Legal provisions for Right Shares and Bonus Shares and its Guiding Principles. Debenture: Meaning and types of debenture –procedure and legal provisions of Company law Board to issue debenture-Methods of redemption of debenture</p>	25%
II	<p>Allotment & Forfeiture of Shares Allotment of Shares: Meaning-Procedure-regular and irregular allotment – secretary's duties regarding allotment of shares –procedure of allotment when shares are oversubscribed. Calls: Meaning of calls –Provisions of Company Law regarding share calls-procedure of demanding call of share. Forfeiture of Shares: Meaning-legal provisions for forfeiture of shares procedure of forfeiture of share-effects of forfeiture of share-procedure of reissue of forfeited shares-secretary's duties.</p>	25%
III	<p>Winding up/Liquidation of the Company: (25%) Meaning and modes of winding up and liquidation of the company-Provisions regarding compulsory liquidation, meaning and procedure of voluntary winding up of a company-Provisions regarding company's voluntary winding up by members and creditors –appointment –Powers and duties of liquidator.</p>	25%
IV	<p>Listing of Securities and Mutual Fund (25%) Listing Securities: Meaning-legal provisions for listing of securities-Documents required for listing of securities-Advantages of listing of securities. Mutual Fund: Definition-Types-Advantages and Disadvantages.</p>	25%

Basic Text & Reference Books:-

- Secretarial Practice-M.C.Kuchal-Vikas Publication
- Manual of Secretarial Practice - B.N.Tondon-S.Chand& Co.
- A Taxbook of Company Law-P.P.S. Gogna-S.Chand& Co.
- Office Management – R.K.Chopra –Himalaya Publishing House.
- A Taxbook of Office Management –William H. Liftingwell abd EdwinRobinson-Tata McGraw Hill.