

**SARDAR PATEL UNIVERSITY**  
**B.Com. Semester: II**  
**Syllabus with Effect From: November/December-2019**

<b>Paper Code: UB02CCOM54</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Secretarial Practice – II</b>	

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

Unit	Description of Detail	Weighting(%)
<b>I</b>	<p><b>Alteration in Share &amp; Debenture</b>  <b>Alteration in Share:</b> 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.  <b>Debenture:</b> Meaning and types of debenture – procedure and legal provisions of Company law Board to issue debenture- Methods of redemption of debenture</p>	<b>25%</b>
<b>II</b>	<p><b>Allotment &amp; Forfeiture of Shares</b>  <b>Allotment of Shares:</b> Meaning- Procedure- regular and irregular allotment – secretary's duties regarding allotment of shares – procedure of allotment when shares are oversubscribed.  <b>Calls:</b> Meaning of calls – Provisions of Company Law regarding share calls- procedure of demanding call of share.  <b>Forfeiture of Shares:</b> 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>	<b>25%</b>
<b>III</b>	<p><b>Winding up/Liquidation of the Company: (25%)</b>  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>	<b>25%</b>
<b>IV</b>	<p><b>Listing of Securities and Mutual Fund (25%)</b>  <b>Listing Securities:</b> Meaning- legal provisions for listing of securities- Documents required for listing of securities- Advantages of listing of securities.  <b>Mutual Fund:</b> Definition- Types- Advantages and Disadvantages.</p>	<b>25%</b>

**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 and Edwin Robinson- Tata McGraw Hill.