

SARDAR PATEL UNIVERSITY

Programme: BCOM

Semester: III

Syllabus (Revised) with effect from: June-2022

Paper Code: UB03CCOM 79	Total Credit: 3
Title of Paper: Secretarial Practice – III	

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

Unit	Description in detail	Weightage (%)
1	Dividend and Interest: Meaning and definition-Company's act provisions for dividend-Provisions of Table 'A' for dividend-Procedure to pay off dividend-Dividend List-Dividend Warrant-Dividend Mandate-Unpaid Dividend-Interim Dividend-Secretary's duties regarding dividend-Interest from capital-Difference between dividend and interest	25 %
2	Capital Market: Meaning and definition-Types of Market: Primary and Secondary-Share Market: meaning and definition-development-characteristics-importance-Organization of share market: BSE-NSE-securities transactions-SEBI	25 %
3	Borrowing Powers: Capital management-Requirement of capital-Borrowing Powers-Controlling of borrowing powers-Types of borrowing: Bank Loan-Cash Credit-Bank Overdraft-Discounting Bills-Public Deposits-Financial Institutes	25 %
4	Memorandum of Association, Articles of Association and Prospectus: (A) Memorandum of Association and Articles of Association: MOA: Meaning-definition-importance and sections AOA: Meaning-definition-importance-provisions-Table A (B) Prospectus: Meaning-definition-structure and importance-matters to be stated in prospectus (section 26)-company's act provisions-registration of prospectus (section 389)	25 %

Recommended Reading:

1. Secretarial Practice-M. C. Kuchal-Vikas Publication
2. Manual of Secretarial Practice - B. N. Tandon-S. Chand & Co.
3. A Textbook of Company Law-P. P. S. Gogna-S. Chand & Co.

