

HEMCHANDRAYACHARYA NORTH GUJARAT UNIVERSITY
C B C S : FOR B.COM L.L.B PROGRAMME
(4 Credits, 60 Hours)

Programme Name	FIVE YEAR INTEGRATED LAW PROGRAMME
Semester	Second
Paper No.	CC 203
Course Name	Secretarial Practice
Course Type	CORE
Effective From	JUNE – 2016
Objective	The objective of this course is to provide basic knowledge of the provisions of the Companies Act 1956 , along with relevant case law.

Unit No	Content
1	Definition and various types of limited companies, secretary, types of secretaries - company secretary, qualification of company secretary, statutory duties and responsibilities of company secretary, powers, rights and liabilities of a company secretary.
2	Duties of the secretary of a limited company with reference with reference to the following : 1. Formation and registration of a company commencement of business. 2. Memorandum and articles of association, their nature, form and contents, amendment, Table-A.
3	Prospectus, form, contents, effect of omission, misrepresentation and fraud statement, in lieu of prospectus.
4	Statutory provisions and procedure regarding members meeting, provisions regarding meeting in general, notice, motions and resolutions, type of resolutions, agenda, proxy, quorum, types of voting, chairman, duties and powers of chairman, company meeting, types of meeting, statutory meeting, general meeting, extraordinary general meeting. Drafting : Notice, agenda and minutes of various shareholder meeting.
5	Definition of share, types of share capital, types of share, issue of share with premium, at a discount, issue of a share and share allotment procedure, minimum subscription, share underwriting commission and brokerage. Debentures - Types of Debenture, trust deed, issue of debentures, methods for redemption of debentures, statutory provisions regarding issue of debenture and allotment. Difference between share and debenture, interest of debentures.
6	Calls on shares, forfeiture of a share, surrender of shares, lien on shares, share certificate, share warrant, stock, transfer and transmission of shares, Demit of shares - procedure, agencies and working.

Reference Books :

1. A. Ramaiya, Guide to the Companies Act, Wadhwa and Co., Nagpur.