

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma in Commercial Practice

Semester: 3

Subject Code

Subject Name SECRETARIAL PRACTICE - III

Sr. No.	Course content
1.	GENERAL SECRETARY: a) Meaning, - definition b) Qualities – Duties c) Types
2.	COMPANY SECRETARY: a) Meaning – Definition Qualities and Qualification b) Duties of the company secretary prior & past to incorporation c) Rights of the company and responsibilities. d) Appointments, Status – Important – Dismissal.
3.	CAPITAL STRUCTURE OF A COMPANY: a) Types of shares and share capital b) Share and stock c) Procedure of conversions share into stock. d) Issue of share at par at premium and at discount.
4.	ISSUE OF SHARES AND DEBENTURES: i) Procedure for receiving application of shares and debentures. ii) Procedure for allotment of shares and debentures.
5.	MEMBERSHIP: a) Meaning and definition how it is acquired? b) Maintaining register of members. c) Right and liabilities of members. d) Termination of membership.
6.	SHARE CERTIFICATE AND WARRANTS: a) Duties of the company secretary regarding issue of original and duplicate certificate. b) Duties of the company secretary regarding issue of original and duplicate warrant.
7.	TRANSFER AND TRANSMISSION OF SHARES: a) Meaning, provisions, procedure and duties of the secretary b) Distinction between transfer and transmission. c) Demat and Remat of shares and securities.
8.	COMPANY MEETINGS: a) Definition, types and requisition. b) Meaning and drafting notice, agenda, minutes of different – meetings. c) Meaning – Types of resolutions – drafting – circumstances in which they are to be adopted. d) Duties and powers of a chairman regarding the meetings.

LABORATORY EXPERICNECS :

1. Studying the meaning and types of general secretary.
2. Study the meaning, qualification right and duties of company secretary
3. Prepare and explain chart of capital structure.
4. List out the contents of prospectus.
5. List the formalities of share issue – both right and public issue and issue of debentures.
6. List out the different modes of obtaining membership and member's right & duties and modes of termination of membership.
7. Prepare a specimen of share certificate and warrant and their issue procedure.
8. List out the procedure and documents of opening a demat account and list the services of a demat service provider.
9. Prepare a notice and agenda for a meeting.
10. Prepare the minutes of a meeting.
11. Visit of a public limited company.

REFERENCES BOOK :

- | | | |
|-------------------------|---|---------------------------------|
| 1. Secretarial Practice | - | P. K. Ghosh |
| | - | Sultan Chand & Sons – New Delhi |
| 2. Secretarial Practice | - | M. C. Kuchal |
| | - | Vikas Pub. New Delhi. |
| 3. Company Law & S. P. | - | Verma & Agrawal |
| | - | Kings Books, New Delhi |
| 4. Secretarial Practice | — | Acharya & Govaker |
| | - | Himalaya Pub. Mumbai |