Shri Govind Guru University
(Established vide Gujarat Act. No. 24/2015)
Programme : B. Com.
Semester : I
Syllabus with effective from : June – 2016

Paper Code :	**Subject Elective (S E) no.**
Title of Paper :	**Secretarial Practice - I**

Note : All Units carry equal weightage of Marks

Unit : 1 Secretary :

Meaning–Types of Secretary-general and legal qualification of Company Secretary-Pre-incorporation and post incorporation duties of company Secretary- Powers and Responsibilities of Company Secretary.

Unit : 2 Company & Its Characteristics :

Meaning and Characteristics – Types of Company- Foreign Company-Multinational Company-Illegal association -Advantage and Limitations of Public Limited Company- **Private Limited Company:** Meaning and Characteristics-privileges and restrictions of it-Procedure to convert Private Limited Company into Public Limited Company and Public Limited Company into Private Limited Company.

Unit : 3 (1) Listing of Securities :

Meaning-Legal Provisions for Listing of securities- Documents required for listing of securities- Advantage of listing of securities.

(2) Calls and Forfeiture of Shares :

Meaning of calls – Provisions of Company Law regarding share calls-Procedure of demanding call of share.

Meaning of forfeiture of shares- Legal provisions for forfeiture of shares -procedure of forfeiture of shares-effects of forfeiture of share-Procedure of reissue of forfeited shares – secretary's duties.

Unit : 4 Office Management :

Meaning & characteristics- Functions procedure of inward and outward letters – Importance of correspondence - Brief idea of modern office equipments – Importance of office management.

Note : 20 % weightage is to be given to objective question (except M.C.Q.) covering entire syllabus.

Recommended Reading :

1. Secretarial Practice – M. C. Kuchal –Vikas Publication.
2. Manual of Secretarial Practice – B. N. Tondon – S. Chand & Co.
3. A Taxbook of Company Law- P.P.S. Gogna- S. Chand & Co.
4. Office Management – R. K. Chopra – Himalaya Publishing House.
5. A Taxbook of Office Management – Williams H. Leffingwell abd Edwin Robinson – Tata McGraw Hill.