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

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

**Note : All Units carry equal weightage of Marks**

**Unit : 1 Alteration in Share Capital :**

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.

**Debenture :**

Meaning–Types of Debenture-procedure and legal Provisions of Company Law Board to Issue debenture – Methods of redemption of debenture – Guiding Principles of SEBI.

**Unit : 2 Administration of Company Law :**

Department of Company affairs – The Company Law Board – Regional Directors – The Company Registrar.

**Investigation of Company's Administration :**

Provisions of Company Law regarding investigation of company's administration – Appointment of Inspector by Central Government its Provisions, his power and report.

**Corporate Governance :**

Meaning – its development in India – contents of corporate governance Report – Importance of corporate governance.

**Unit : 3 Capital Market :**

Meaning of Primary and Secondary Capital Market – Share Market Meaning and organization – Types - BSE, NSE, NEFTY, OTCE – Types of Trading in share Market – Derivatives – Demate Account – Main Provisions of Securities Contract Regulation Act.

**Mutual Fund :**

Definition – Types – Advantages and Disadvantages

**Unit : 4 Winding Up / Liquidation of the Company :**

Meaning & 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.

**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.