

SE 101D Secretarial Practice - I

Note: All units carry equal weightage of marks.

Unit:1. (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.

(2) Company and its Characteristics: Meaning and characteristics-Types of Company-Foreign Company-Multinational Company-Illegal association-Advantages and Limitations of Public Limited Company-Private Limited Company: Meaning and Characteristics-privileges and restrictions on it-procedure to convert Private Limited Company into Public Limited Company and Public Limited Company into Private Limited Company.

Unit:2. (1) Promoters of public Limited Company : Meaning-Functions of Promoters-Preliminary Contract-Liabilities of Promoters.

(2) Allotment of Shares: Meaning-Procedure-regular and irregular allotment – secretary's duties regarding allotment of shares –procedure of allotment when shares are over subscribed-private placement of share/debenture.

Unit:3. (1) Listing Securities: Meaning-legal provisions for listing of securities-Documents required for listing of securities-Advantages 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.

(3)Forfeiture of Shares: Meaning-legal provisions for forfeiture of shares-procedure of forfeiture of share-effects of forfeiture of share-procedure of reissue of forfeited shares-secretary's duties

Unit :4. Office Management: meaning and 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 questions (except M.C.Q.) covering whole 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 –William H. Leffingwell abd Edwin Robinson-Tata McGraw Hill.