

BACHELOR OF COMMERCE - FOURTH SEMESTER
COMPANY LAW AND SECRETARIAL PRACTICE

Code: SC4.5

Contact Hours: 56

Credits: 4

Evaluation: Continuous Internal Assessment – **30 Marks**
Semester-End Examination – **70 Marks**

Univ Code:

Work load: **4 hours per week**

Objectives: To orient the students towards strategic position and role of the company secretary and motivate them to find their career spot in that lucrative area.

Pedagogy: Combination of lectures, seminars, GDs, assignments, motivate the students to refer to important documents (e.g., Memorandum of Association) of the companies and examine them to have linkage of theory with the real practice.

Module 1: Company Secretary - meaning and definition, qualifications, procedure of appointment and dismissal of secretary, role of a company secretary-rights, duties and liabilities, qualities of a good company secretary.

Module 2: Promotion of companies and secretarial duties - nature and types of companies, stages of company promotion and incorporation, certificate of commencement of business-secretarial duties and procedure for incorporation of private and public limited companies and company limited by guarantee.

Module 3: Documents of companies - Memorandum of Association-Articles of Association-Prospectus, duties of secretary in relation to Memorandum of Association and Articles of Association

Module 4: Issue of shares, allotment of shares, legal procedure for allotment of shares, forfeiture of shares, reissue of forfeited shares, transfer and transmission of shares, duties of secretary in connection with issue of shares, forfeited shares and transfer of shares.

Module 5: Meetings - legal provisions relating to company meetings, types of meetings, duties of secretary in connection with meetings.

Recommended Books

1. Company Law and Secretarial Practice - S.A Sherlekar
2. Secretarial Practice - M.C Kuchal
3. Company Law and Secretarial Practice -N.D.Kapoor
4. Company Law and Secretarial Practice -Shukla & Mahajan
5. A Comparative Study of Companies Act 2013 and Companies Act 1956, The Institute of Company Secretaries of India, Taxmann, New Delhi