

602 : Company Law & Secretarial Practice

1. Meaning and Nature of Company, classification of companies, formation of company.
Memorandum of Association, Articles of Association.
2. Prospectus, Introduction & Contents
Winding-up of Companies-different modes, oppression & Mis management.
3. Appointment, rights, Duties & Liabilities of Directors, Managing Director and Manager.
Introduction to share capital: SEBI Guidelines on listing of shares.
4. Company Secretary- Definition, appointment, qualities, position and duties.
The work and duties of company secretary with reference to
 - (a) Issue and Allotment of shares
 - (b) Calls in Shares
 - (c) Forfeiture of Shares
 - (d) Transfer of shares
 - (e) Declaration and payment of Dividend
5. General Procedure of Meetings, notice, agenda, chairman, quorum, motions and resolution, methods of voting, minutes etc. company meeting: statutory, annual general, extraordinary and Board Meeting.

Suggested Readings:

1. Agarwal & Khatri : Company Law & Secretarial Practice
2. Chundawat & Khicha: Company Law & Secretarial Practice
3. Kuchhal, S.C. : Secretarial Practice
4. Mathur & Navlakha : Company Law & Secretarial Practice
5. Mittal & Agarwal : Company Law & Secretarial Practice
6. Sharlekar : Secretarial Practice
7. Shukla : Company Law & Secretarial Practice
8. Upadhyaya, Chaturvedi : Company Law & Secretarial Practice