

Secretarial Practice

	Std. XI Revised Syllabus	Marks
Unit – I	Secretary – Meaning, Definition, qualities, qualification, Importance and functions.	10
Unit – II	Types of Secretaries a) Personal Secretary b) Secretary of a Non – Profit Association c) Secretary of a Co-operative Society d) Secretary of a Political Party e) Company Secretary f) Govt. Secretary – i) Chief Secretary ii) Department Secretary iii) Secretary of a local Body g) Parliamentary Secretary (Meaning, qualifications, appointments, and duties of all the and mentioned secretaries. Qualification of a company secretary according to ICSI.)	10
Unit – III	Secretarial Correspondence. i) Meaning, Definition, Importance, basic principles – clarity, conciseness, correctness, completeness, courtesy and 'You' attitude. ii) Parts of business letter iii) Layout of a business letter – only block forms – order and placements of the parts. iv) Functions of Secretary relating to business correspondence. Procedure for Inward and outward Mail (Specimen of Inward and Outward Registers) e.mail	20
Unit – IV	Formalities of Company Meetings Meaning of following terms Notice, Agenda, Quorum, Proxy, Chairman, point of order, motion, Amendment, Resolution, Minutes, ascertaining the sense of meeting.	05

Unit – V	Joint Stock Company	10
	(A) Meaning, Defination, features, Merits and Demesits of Joint Stock Company	
	(B) Kinds of Companies	10
	i) <u>On the basis of incorporation</u> -	
	Chartered Company	
	Registered Company	
	Statutory Company	
	ii) <u>On basis of liability</u> -	
	Company with limited liability	
	Company with unlimited liability	
	Company limited by guarantee	
	iii) <u>On the basis of Ownership</u> -	
	Private Company	
	One Person Company (OPC)	
	Public limited Company	
	Goverment Company	
	Foreign Company	
	Multinational Company	
	iv) <u>On the basis of Shareholding</u> -	
	Holding Company	
	Subsidiary Company	
	<u>Difference between</u> -	
	One Person Company (OPC) & Sole Proprietorship	
	Private Company & Public Company	
	Foreign Company & Multinational Company	
	Holding Company & Subsidiary Company	

Unit – VI	<p>Company formation</p> <p>Stages - Promotion</p> <p style="padding-left: 100px;">Registration (Incorporation)</p> <p style="padding-left: 100px;">Subscription</p> <p style="padding-left: 100px;">Commencement</p> <p>Role of Secretary in all the stages drafting of a) Certificate of Incorporation</p> <p style="padding-left: 100px;">b) Certificate of Commencement</p> <p>Online Registration of Companies – procedure, documents to be filed online</p>	15
Unit – VII	<p>Company Documents</p> <p>a) Memorandum of Association – Meaning, Importance, clauses of Memorandum & alterations.</p> <p>b) Articles of Association – Meaning, contents alteration, Table A' -</p> <p>c) Prospectus – Meaning, objectives, provisions contents</p> <p>d) Statement in lieu of Prospectus meaning.</p> <p>e) Underwriting – Meaning and advantages</p> <p>g) Dist. between Memo & Articles – Distinguish between Memorandum and Articles.</p> <p>Record keeping</p> <p>a) Meaning</p> <p>b) Importance of E- filing</p> <p>c) Maintenance of Records</p>	
Unit – VIII	<p>Company Management/Structural Organisation of Joint Stock Company - 20</p> <p><u>Introduction -</u></p> <p>A - Shareholders: - Meaning, reasons for separation of Management from Ownership.</p> <p style="padding-left: 100px;">Acquisition of membership, shareholder, individual and group rights.</p> <p>B – Director(s) – Meaning, Definition, Qualification and Duties.</p>	

C – Managing Director (M.D.), C.E.O. (Chief Executive Officer) – Meaning and Definition

D – Manger/General Manager – Meaning

E – Auditors – Meaning, Appointment, Removal, Rights

F – Accountant – Meaning, Appointment, Duties and Powers of an Accountant

Unit – IX	Role of Secretary in Capital Raising of a Joint Stock Company (A)	25
	a) Meaning and concept of capital Raising.	
	b) Types of Capital - Authorised, Issued, Called up, Paid up, Reserve capital	
	c) Shares – Meaning, Features, Issue at different prices.	
	d) Kinds of Shares:-	
	i) Equity shares -Meaning, Features, Advantages and Disadvantages	
	ii) Preference Shares - Meaning, Features, Advantages and Disadvantages, kinds of Preference shares.	
	iii) Distinction between Equity Shares and Preference Shares	
	iv) Deferred Shares – Meaning	
	v) Bonus Shares – Meaning	
	vi) Qualification Shares – Meaning	
	vii) Sweat Equity Shares – Meaning	
	Stock - Meaning and conditions for conversion of shares into stock.	
	e) Debenture Capital – Meaning, Features, Advantages, Disadvantages, Types of Debentures, Procedure for issue of debenture, Secretarial duties related to issue of Debentures. Difference between shares and debenture, Difference between Interest and dividend.	

Unit – IX	Role of Secretary in Capital Raising of a Joint Stock Company (B)	15
	a) Share Certificate - Meaning, definition, contents, statutory Provision, Procedure relating to the issue of a share certificate, Secretarial duties relating to the share certificate.	
	b) Duplicate share Certificate – Circumstances, Procedure and Secretarial duties for issue of duplicate share Certificate.	
	c) Specimen of a share Certificate	

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- d) Specimen of a Loss of share Certificate
- e) Share warrant – Meaning, Conditions, Procedure and Secretarial duties for issue of share Warrant.
- f) Distinction between Share Certificate and Share Warrant.

Mid term	20 Marks	Unit I & II
1 st term	70 Marks	Unit III, IV, V & VI Core content, Unit II
2 nd term	100 Marks	Unit VII, VIII , IXA & IXB Core content Unit III

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