

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.
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
5. General Procedure of Meetings, Notice, Agenda, Chairman, Quorum, Motions and Resolution, Methods of Voting, Minutes etc.

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.