

B.COM Part-II

Semester-III

(CREDIT-06)

Company Law and Secretarial Practice

Course Outcome:

This course provides an understanding of the business legal framework, highlighting the responsibilities, stakeholders' rights, regulatory compliance, and ethical behaviour necessary for fostering trust. It equips individuals with the tools for risk control, informed decision-making, and strategic management. Company secretaries play a crucial role in promoting governance standards, best practices, and effective communication with stakeholders.

UNIT-I

Meaning; Characteristics of a Company, Lifting of Corporate Veil, Types of Company, Privileges of a Private Company.

UNIT-II

Formation of Company; Functions and Duties of Promoters, Memorandum of Association, Articles of Association, Prospectus, Share Capital, Types of Shares and Debentures.

UNIT-III

Directors- Qualifications and Disqualifications, Appointment and Removal, Power and Duties, Methods of Winding-up, Company Secretary- Qualifications, Role and Position, Secretarial Practice relating to allotment of shares, transfers and transmission of shares.

Note: All Provisions as per Companies Act, 2013.

Suggested Readings:

1. आर.सी. अग्रवाल एवं एन.एस.कोठारी; कंपनी अधिनियम एवं सचिवीय पद्धति।
2. एस.एम.शुक्ला एवं सहाय कम्पनी अधिनियम एवं सचिव पद्धति।
3. Awatar Singh; Company Law.
4. M.C. Kuchhal; Secretarial Practices
5. N.D.Kapoor; Company Law
6. J.C. Bhal; Secretarial Practices
7. S.A. Sharlekar; Secretarial Practices
8. माथुर सक्सेना कंपनी अधिनियम एवं सचिवीय पद्धति, रमेश बोक डिपो, जयपुर
9. शर्मा जोशी खेची कंपनी अधिनियम, अजमेरा बुक कंपनी, जयपुर


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