

GUJARAT UNIVERSITY
SYLLABUS FOR S Y B.COM.
SEMESTER III

SS 201 C: COMPANY SECRETATRY – DUTIES & FUNCTIONS

Objectives: To provide knowledge about company secretary related duties and functions to the students.

UNIT-1

Concept of Company secretary, Appointment of company secretary, functions of company secretary, Rights and duties of company secretary, Qualification of Company secretary, Removal of company secretary, Company secretary in employment, Writing of minutes of company meeting.

UNIT-2

Secretarial correspondence: With directors
With Registrar of companies
With Banks
With Insurance companies.

References:

1. Company law & Secretarial Practice: Dr Ashok Sharma: V K (INDIA) Enterprise.
2. Company law & Secretarial Practice: Dr P N Reddy & H R Reddy : Himalaya Publication.
3. Secretarial Practice: Dr D N Kshirsagar & Others: Himalaya Publication.