

**Subject Code: 403**

**Subject Name: Corporate Law Secretarial Practice**

**Unit I**

**10 hrs**

Structural Organization of a Joint Stock Company- Shareholders- acquisition of membership- rights and termination-Board of Directors, Managing Director and Auditor Role, Importance and qualifications and role of a Company Secretary- Practicising Company Secretary

**Unit II**

**10 hrs**

Company Meetings- Statutory Meeting, General Meeting, Extraordinary General Meeting and Provisions relating to the same- Board Meetings- Requisites of a valid Meeting. Role of a Company Secretary in conducting meetings.

**Unit III**

**10 hrs**

Sources of Capital for a company- Introduction to the concept of owned capital and debt capital- merits and demerits- Share Capital-meaning nature and features- types - Equity share capital-Preference share capital-meaning and importance of debt Capital- Debentures and Deposits debenture stock and bonds- deposits meaning and provisions as per companies Act

**Unit IV**

**10 hrs**

Meaning of Issue of shares at par, premium and at discount IPO-Bonus issue- rights issue- private placement- issue of share- ESOP and provisions relating to subscription- allotment, calls-forfeiture-surrender-transfer and transmission- share certificate and share warrant meaning and differences

**Unit V**

**5 hrs**

Ploughing back of profits-provisions and proceeds. Developments in Corporate debt restructuring. Conversion and redemption of debentures.

**Unit IV**

**15 hrs**

Depositories and Dematerialization of securities-meaning and importance-procedure-role of the secretary in issuing securities in dematerialized form. Declaration OF dividend-Meaning procedure and ascertainment of dividend-payment of dividend-dividend policy-interim and final dividend-meaning and difference-provisions regarding unpaid and unclaimed dividend-Introduction to stock exchanges. Meaning organization and role of stock exchange in the capital market-functions s stock exchange-a brief outline of the

various stock exchanges in India.-Role of SEBI in monitoring the stock exchanges- terms relating to stock exchange transactions.