

M.Com. Part - I - Revised Structure

(Effective from June 1993)

Optional Paper : Company Law and secretarial practice..

SYLLABUS

1. The Companies Act 1956- its amendments - Applicability of the Act- Special features of the Act- Machinery for administration of the Act - Company Law Board establishment, constitution, powers of the CLB - appeals against orders of CLB.
2. Company secretary - definition, qualifications, appointment, legal position. Provisions of the Company secretaries Act 1980 and the company secretaries Regulation 1982.
3. Director - Definition, position, appointment, powers, duties, liabilities, removal of Directors.
Managing Director : Definition, Appointment, remuneration.

Schedule XIII

4. Formation of a Public Company - Documents and forms relating to formation including Memorandum of Association, Articles of Association, Prospectus, statutory declaration, Certificate of Incorporation, Certificate to Commence Business - legal effect of Memorandum and Articles.
5. Companies incorporated outside India (sec.591-608)
Application of Companies Act to Companies by Special Acts and to Government Companies (Sec. 615-620).
6. Issue and Allotment of shares and debentures - Payment of dividend and Interest - Transfer and transmission of shares
secretarial work there to - Listing provisions relating to shares and debentures.
7. Company Meetings - Notice, Quorum, Chairman, Poll, Proxy, Resolutions. Annual General Meeting - Provisions and procedure- Documents concerning Annual General Meeting - Chairman's speech
8. Schedules and Guidelines :
Schedule I - Tables B to F
V - Annual Return
VI - Balance sheet and Profit & Loss Account
XIII - Appointment and Remuneration of Managing Director
XIV - Rate of Depreciation.
Guidelines including those issued by SEBI :
 - (a) - Issue of Bonus shares
 - (b) - Issue of fresh capital
 - (c) - Issue of Cumulative convertible preference shares
 - (d) - Issue of debentures by public limited companies