

## Secretarial Practice (52)

### Introduction

Now it becomes necessary to give formal, traditional, recent education in Commerce and Industry along with practical knowledge so as to enable the students to have good understanding of the basic concepts of globalised world and its relationship with the society.

Council of Boards of School Education in India ( COBSE) has taken the responsibility of bringing out 'Common content in commerce' at + 2 stages of secondary level. It is a dynamic process that brings together technology, natural resources and human initiative in a constantly changing global environment. Information Technology is becoming a part of educational operations. Computerised systems are fast replacing other systems. This curriculum will prepare students to analyse, manage, evaluate and respond to change which affects seriously. It provides a way of looking at and interacting with the business environment.

This syllabi introduces 80-20 pattern of evaluation. Comprising 80 marks theory and 20 marks practical. Being need of the time, practical approach is introduced. After doing a comparative study of syllabi of different Boards like C.B.S.E, ICSE, regarding their syllabi at + 2 level, this curriculum is prepared which shows common content in commerce at national level. The suggestions and recommendations received from various Boards regarding commerce subjects are considered in this curriculum. It allows students to appreciate that business is an integral component of society and develop an understanding of many social and ethical

issues. Besides, it also informs students of a range of study and work options and bridge the gap between Secondary and Higher secondary education.

### General Objectives

- To develop an understanding of the processes of business and its environment in students.
- To acquaint students with the dynamic nature and inter - dependent aspects of business.
- To help the students regarding the economic and social significance of business activity.
- To acquaint students with the practice of managing the operations and resources of business.
- To enable the students to be aware of socio – economic and ethical values of business.
- To acquire knowledge of new trends in the field of business.
- To enhance the interest of students while doing the practical work like projects.

### Std. XI

#### Specific Objectives

- To acquire knowledge of the basic term 'Secretary'
- To know about Joint Stock Company and machinery monitoring Joint Stock Company, structural organization of Joint Stock Company and company meetings.
- To understand business correspondence, secretarial correspondence with Directors, Registrar, Banks and Insurance company.



**STD: XI****UNIT -1 Secretary**

- Meaning, definition and importance.
- Types of secretaries:
  - a) Personal b) Non – profit Association
  - c) Co – operative Society d) Joint Stock Company e) Government department (Qualifications, qualities and functions)

**UNIT-2 Joint stock company**

- Evolution
- Definition and Features
- Merits and limitations
- Formation of Joint stock Company – Stages – Promotion, Incorporation, Capital raising and obtaining Trading Certificate
- Documents related to the Formation of a Joint stock Company – Memorandum of Association, Articles of Association, Prospectus, Statement in lieu of prospectus (Meaning, purpose and contents of each document).

**UNIT-3 Machinery monitoring Joint stock Company**

- The Central Government's Department of company affairs.
- The Board of Company Law Administration (Company Law Board / National company Law Tribunal )
- Registrar of Companies.
- Advisory Committee.
- Jurisdiction of court (brief outline of the role in monitoring mechanism)

**UNIT-4 Structural Organization of a Joint stock company**

- Shareholders – Acquisition of membership, rights and termination.
- Board of Directors – Qualifications, appointment, Powers, duties.

- Managing Director – Qualifications, appointment, powers, duties and remuneration.
- Auditor – Meaning, functions, rights, appointment, remuneration and removal.
- Company Secretary – Appointment, rights and responsibilities, remuneration.

**UNIT - 5 Company Meetings**

- Provisions for convening and conducting a valid meeting.
- Provisions related to Notice, Agenda, Quorum, Proxy, Voting, Motions, Amendments, Resolutions, Minutes.
- Types of Meetings – Statutory Meeting, Annual General Meeting, Extra – Ordinary General Meeting, Meetings of Board of directors.
- Role of a Company secretary relating to Meetings.

**UNIT - 6 Business Correspondence**

- Basic principles of Business correspondence.
- Importance
- Layout of a Business Letter
- Essentials of a good business letter
- Physical appearance of business letter
- Precaution to be taken while writing business letters

**UNIT-7 Secretarial correspondence****7.1 Correspondence with Directors**

- Notice of Meeting with agenda
- Sending a brief report to directors who were absent for meeting
- Reminding the directors about the provision regarding absenteeism of consecutive meetings
- Requesting a director to be present at a meeting as an expert
- Removal of a director



### 7.2 Correspondence with Registrar of Companies

- Filing Statutory Report
- Filing Annual Report
- Extension of time for holding Annual General Meeting
- Filing special resolution with Registrar of companies
- Alteration in clauses of Memorandum of Association and Articles of Association

### 7.3 Correspondence with Banks

- Opening of an Account
- Stop payment
- Issue of a Letter of Credit

### 7.4 Correspondence with Insurance Companies

- Enquiry about various policies regarding fire & marine Insurance.
- Asking for fire and marine policies.
- Informing insurance company about damage of goods by fire/marine loss
- Settlement of claim

#### Std. XI

#### PROJECT WORK

- 1) Interview of a personal secretary working with Doctor or any Professional.
- 2) Report of a social organization like Lions Club, Rotary Club, Mahila Bachat gat etc.
- 3) Informative report of a non profit association – Hospital, Public Library, Sports club, Cultural Association etc.
- 4) Visit report: Auditor's office.
- 5) Informative report about the office work done by using computer.
- 6) Interview of a promoter, Large scale businessman.
- 7) Documents presentation: Memorandum of

Association, Articles of Association.

- 8) Interview of a Secretary- Company/Other institutes.
- 9) Insurance proposals – Fire insurance, Marine insurance
- 10) Informative report of education loans given by banks.
- 11) Visit to the bank to open an Account
- 12) Prepare proformas – Notice, Agenda, Resolution etc.
- 13) Report on visit to local co-operative organisation
- 14) Report on company visit.

#### Note :

The above list of projects is given only as guidelines. Being creative and innovative, students may select any topic for project related to the syllabus.

#### Std. XII

#### Specific Objectives

- To acquire the knowledge of business finance, sources of business finance.
- To understand the role of secretary in the capital formation.
- To know about the declaration and payment of dividend.
- To acquire the knowledge of correspondence of a company secretary with members, debenture holders and depositors.
- To give the information about financial markets.

#### UNIT 1 Business Finance

- Business Finance – Meaning, role, objectives of financial management.
- Financial planning – Meaning and



importance.

- Capital structure – Meaning and factors.
- Fixed and working capital – Meaning and factors affecting their requirements.

### **UNIT-2 Sources of Business Finance**

- Nature and significance: Financial requirements and sources.
- Methods of raising finance
  - Equity and preference shares
  - Debentures and Bonds
  - Retained profits
  - Public deposits
  - Loan from commercial banks
  - Loan from financial institutions
  - Trade credit
  - Discounting of bills of Exchange
  - Global Depository Receipt, American Depository Receipt

### **UNIT-3 Role of a Secretary in the Capital Formation Part I**

- Meaning of issue of shares at par, premium and discount, at bid price
- Meaning of Initial public offer.
- Meaning of bonus issue
- Meaning of rights issue
- Meaning of Employee stock option scheme
- Meaning of private placement.
- Issue of shares – procedure
- Allotment – Meaning, conditions for valid allotment, procedure
- Transfer and Transmission of shares – Meaning, provisions, procedure, difference.
- Issue of share certificate and share warrant – Meaning, provisions, procedure, difference.

### **UNIT-4 Role of a Secretary in the Capital Formation Part II**

- Issue of debentures – procedure, conversion and redemption of debentures

- Deposits – invitation, acceptance, renewal, repayment, default and remedies
- Depositories and dematerialization of securities – meaning, importance, procedure, secretarial duties in issuing securities in dematerialized form

### **UNIT-5 Declaration and payment of dividend**

- Meaning
- Provisions related to ascertainment of dividend, declaration of dividend and payment of dividend.
- Procedure of payment of dividend.
- Provisions regarding unpaid / unclaimed dividend
- Interim and final dividend – Meaning and difference

### **UNIT-6 Correspondence of company secretary with members, debenture holders and depositors**

- Allotment of shares
- Regret letter
- Lodgement notice
- Approval / Refusal of Transfer of shares
- Issue of bonus shares
- Distribution of dividend – notice
- Allotment of debentures
- Redemption of debentures
- Conversion of debentures into shares
- Payment of interest on debentures
- Letter thanking the investor for deposits
- Payment of interest (Basic information of TDS to be given)
- Renewal of deposits
- Repayment of deposits

### **UNIT -7 Financial markets**

- Concept of Financial market
- Money market – nature, instruments.



- Capital market- nature and constituents – primary and secondary market.
  - Distinction between capital market and money market.
  - Stock Exchange – meaning, functions, BSE, NSEI, Trading procedure.
  - Securities Exchange Board of India (SEBI) objectives, functions.
- 7) Introduction to latest instruments of debts – (Refer Economic Times, Business Today, internet).
  - 8) Informative report of public deposits offer by company.
  - 9) Informative report of DEMAT account.
  - 10) Report about dividend policy of any company.
  - 11) Specimen presentation of letters issued by company

### PROJECT WORK - Std. XII

- 1) Specimen presentation of different kinds of share certificates.
- 2) Specimen presentation of different kinds of debenture certificates.
- 3) Interview report of an underwriter.
- 4) Functional report of SEBI.
- 5) Visit report – Financial institution other than bank.
- 6) Presentation of prospectus and your observations.
- 12) Collection of news clippings about share market.
- 13) Functional report of stock exchange.
- 14) Prepare specimen – Dividend warrant, Interest warrant

#### Note –

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