

# UNIVERSITY OF MUMBAI



## Syllabus for the

**Program: B.Sc. Interdisciplinary Science**

**Course : Secretarial Practice**

(Credit Based Semester and Grading System with  
effect from the academic year 2014–2015)

## **Course: Secretarial Practice**

### **Syllabus**

**For Credit Based Semester and Grading System  
To be implemented form the Academic year 2014-2015**

#### **MODULE I**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>L/Week</b>
<b>USIDSP01</b>	<b>I</b>	<b>Secretary, Joint stock company</b>	<b>3</b>	<b>1</b>
	<b>II</b>	<b>Company Meetings</b>		<b>1</b>
	<b>III</b>	<b>Business Correspondence</b>		<b>1</b>

#### **MODULE II**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>L/Week</b>
<b>USIDSP02</b>	<b>I</b>	<b>Business Finance, Sources of Business Finance</b>	<b>3</b>	<b>1</b>
	<b>II</b>	<b>Role of a Secretary in the Capital Formation</b>		<b>1</b>
	<b>III</b>	<b>Declaration and payment of Dividend, Financial markets</b>		<b>1</b>

## SYLLABUS MODULE I

Course Code	Credits
<b>USIDSP01</b>	<b>3 Credits (45 Lectures)</b>
<p><b>Secretary:</b> 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)</p> <p><b>Joint stock company:</b> 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).</p>	<b>15 Lectures</b>
<p><b>Company Meetings :</b> 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.</p>	<b>15 Lectures</b>
<p><b>Business Correspondence :</b> 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</p>	<b>15 Lectures</b>

## SYLLABUS MODULE II

Course Code	Credits
<b>USIDSP02</b>	<b>3 Credits (45 Lectures)</b>
<p><b>Business Finance :</b> 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.</p> <p><b>Sources of Business Finance :</b> 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</p>	<b>15 Lectures</b>
<p><b>Role of a Secretary in the Capital Formation Part I</b>            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.</p> <p><b>Role of a Secretary in the Capital Formation Part II</b>            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</p>	<b>15 Lectures</b>

<p><b>Declaration and payment of dividend</b> 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</p> <p><b>Financial markets</b> 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.</p>	<p><b>15</b> <b>Lectures</b></p>
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