

Competency Statements

Unit No.	Topic	Competency Statements
1	Secretary	<p>The Students will be able to -</p> <ul style="list-style-type: none"> ● Understand the concept of Secretary ● Understand importance of Secretary, types of secretary ● Know about qualities and qualification of Secretary
2	Joint stock company	<p>The Students will be able to -</p> <ul style="list-style-type: none"> ● Understand Evolution of Business organisations ● Understand Meaning, Features and types of Joint Stock Companies ● Compare Various Forms of Business Organisation
3	Formation of company and Documents related to Formation of company	<p>The Students will be able to -</p> <ul style="list-style-type: none"> ● Understand the Procedure of Formation of a company ● Understand different documents of the company namely MOA, AOA, Prospectus etc. ● Compare MOA and AOA.
4	Members, Directors and Key Managerial Personnel	<p>The Students will be able to -</p> <ul style="list-style-type: none"> ● Understand the concept of shareholder and member, rights of members ● Explain ways and reasons of acquisition and termination of membership. ● Understand role, importance, duties of Board of Director, M.D., CEO, CFO, C.S.

5	Company Meeting	<p>The student will be able to -</p> <ul style="list-style-type: none"> • Understand the meaning, need, provisions of Company Meetings • Understand the types of company meeting and legal provisions. • State the functions of secretary related to annual general meeting.
6	Business Communication skills of secretary	<p>The student will be able to -</p> <ul style="list-style-type: none"> • Understand different types of Business Communication, importance, layout and essentials of Business letters. • State role of secretary in preparing letters, notices, reports, returns and minutes <p>The student will be able to -</p> <ul style="list-style-type: none"> • Understand circumstances under which secretary communicates with directors and drafting of letters. • Understand circumstances under which secretary communicates with banks and drafting of letters. • Circumstance under which secretary communicates with statutory authorities and drafting of letters.

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