

GOVERNMENT COMMERCE COLLEGE, VADALI

B.COM- SEMESTER-3

SUBJECT : SECRETARIAL PRACTICE –III

ASSIGNMENT

UNIT-1 : SHARES AND ITS TYPES

Que-1 : What is Preference Share? Discuss types of Preference Share in details.

Que-2 : Difference between Equity Share and Preference Share.

UNIT-2 : COMPANY SECRETARY

Que-1 : Describe role of company secretary under Companies Act, 2013 in details.

Que-2 : Describe roles and responsibilities of Company Secretary.

UNIT-3 : COMPANY SECRETARY UNDER DIFFERENT ACTS

Que-1 : Write in details about Recognition to Company Secretary in practice under various laws/Acts.

Que-2 : Write Short Note on : Recognition of CS in practice under various rules

UNIT-4 : BUSINESS LETTERS

Que-1 : Write a letter from Oswal Food Oil Traders, Idar inquiring about the prices and terms of sale for bulk purchase of various types of Food Oil from Surat Oil Mills, Surat.

Que-2 : Being the proprietor of Style India Cloth Store, Vadodara write a letter of order to Western Trend Textile, Ahmedabad requesting them to send you a large quantity of fashionable cloths.

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