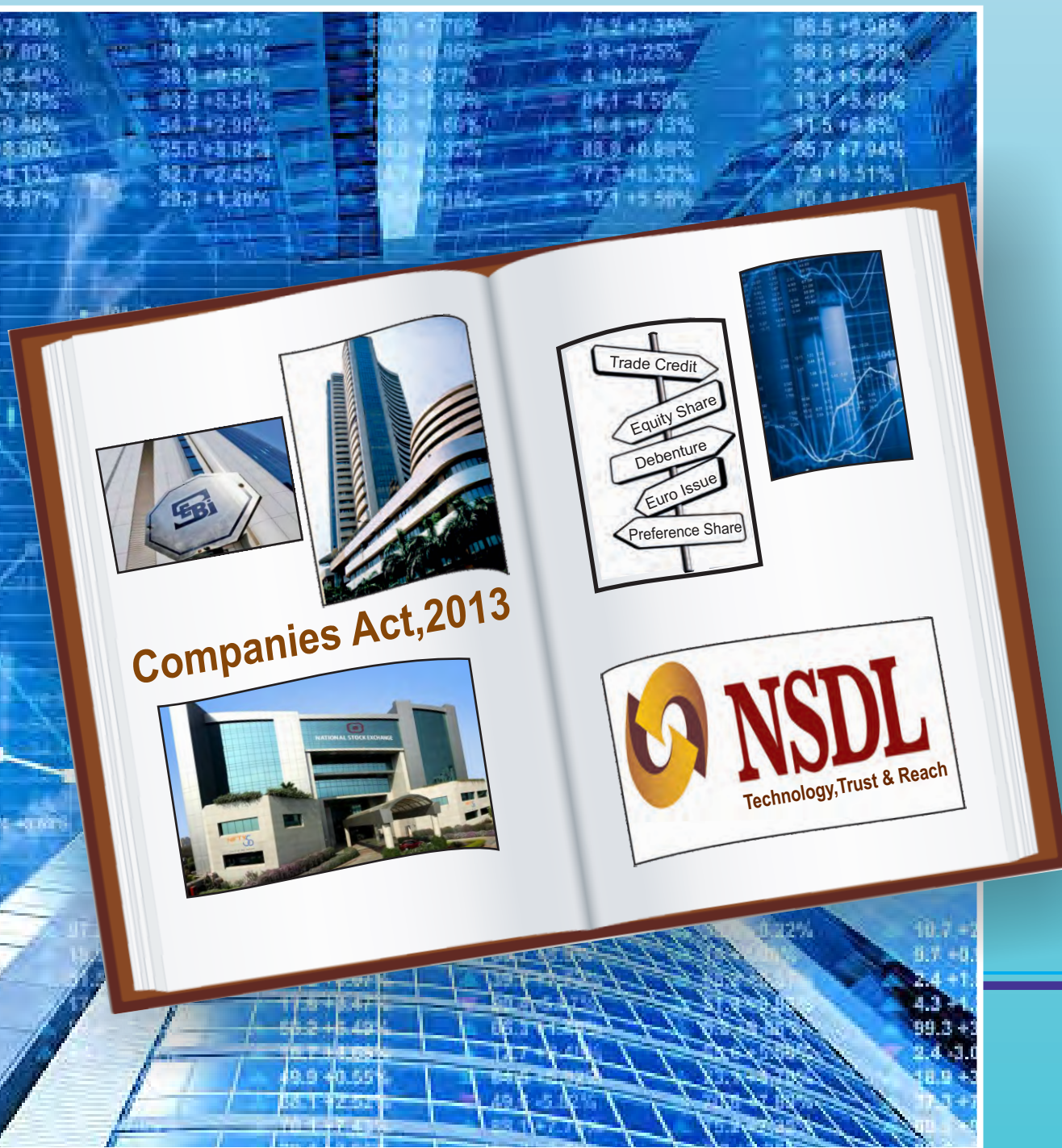




SECRETARIAL PRACTICE

STANDARD XII



The Constitution of India

Chapter IV A

Fundamental Duties

ARTICLE 51A

Fundamental Duties- It shall be the duty of every citizen of India—

- (a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities, to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers and wild life and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- (j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;
- (k) who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.

The Coordination Committee formed by GR No. Abhyas - 2116/(Pra.Kra.43/16) SD - 4
Dated 25.4.2016 has given approval to prescribe this textbook in its meeting held on
30.01.2020 and it has been decided to implement it from the educational year 2020-21.

Secretarial Practice

Standard : XII



2020

**Maharashtra State Bureau of Textbook Production and
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The Constitution of India

Preamble

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens :

JUSTICE, social, economic and political ;
LIBERTY of thought, expression, belief, faith and worship ;

EQUALITY of status and of opportunity ;
and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation ;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

NATIONAL ANTHEM

Jana-gana-mana-adhināyaka jaya hē
Bhārata-bhāgya-vidhātā,

Panjāba-Sindhu-Gujarāta-Marāthā
Drāvida-Utkala-Banga

Vindhya-Himāchala-Yamunā-Gangā
uchchala-jaladhi-taranga

Tava subha nāmē jāgē, tava subha āsisa māgē,
gāhē tava jaya-gāthā,

Jana-gana-mangala-dāyaka jaya hē
Bhārata-bhāgya-vidhātā,

Jaya hē, Jaya hē, Jaya hē,
Jaya jaya jaya, jaya hē.

PLEDGE

India is my country. All Indians
are my brothers and sisters.

I love my country, and I am proud
of its rich and varied heritage. I shall
always strive to be worthy of it.

I shall give my parents, teachers
and all elders respect, and treat
everyone with courtesy.

To my country and my people,
I pledge my devotion. In their
well-being and prosperity alone lies
my happiness.

Preface

Dear students,

We take pleasure in introducing the textbook for Standard XII based on the revised syllabus from the academic year 2020-2021.

Secretarial Practice is one of the subjects in the commerce stream which deals exclusively with the business world's largest and the most popular form of commercial enterprises viz. the Joint Stock Company. The Standard XI syllabus covers topics like features of a company, incorporation of a company, its management, role of company secretary, etc. The syllabus for Standard XII further deals with the working of Joint Stock Company by focusing on the methods used by a company to raise capital by issuing Shares, Debentures, Public Deposits, etc. in the financial market. Chapters on the important sources of capital, viz. Shares, Debentures and Public Deposits, covers only the provisions and procedures related to raising such capital. These chapters are followed by chapters on correspondence with contributors of capital.

The subject derives its contents from the Companies Act, 2013. Due care has been taken to present the matter in a simple language so that students can easily understand the legal and technical aspects of the Act. Charts and diagrams are given wherever necessary. Meaning of every new term or word has been explained in a box. Moreover, to make learning stimulating, additional information has been given in every chapter along with interesting activities for the students. Exercise given at the end of every chapter is exhaustive. Various types of questions have been asked to test conceptual clarity and encourage logical thinking and reasoning. Application-based questions have been included to enable students to apply theoretical knowledge to solve real life-like situations. Documents, Proformas, etc. have been given in the Q.R. Code on the title page.

The new Companies Act has been amended many times since its enactment in 2013. This book includes all the amendments made in the Act and the various Rules and Regulations of SEBI upto November 2019.

We are thankful to the subject committee members, study group members, translators, reviewers and all those who have contributed in designing this new version of the textbook.

We hope the textbook meets all the expectations of the academicians, teachers and students.



(Vivek Gosavi)
Director

Pune

Date : 21 February 2020

Bharatiya Saur : 2 Phalguna 1941

Maharashtra State Bureau of Textbook
Production and Curriculum Research, Pune.

Competency Statements

Unit No.	Topic	Competency Statements
1	Sources of Corporate Finance	<ul style="list-style-type: none"> • Understand the concept of Corporate Finance and its Importance. • Understand meaning of capital structure of a company • Understand various sources of owned and borrowed capital • Compare different sources of finance.
2	Capital raising	<ul style="list-style-type: none"> • Understand the provisions and procedures related to Issue of Shares, Debentures and Acceptance of Public Deposits.
3	Secretarial Correspondence	<ul style="list-style-type: none"> • Develop Communication skills related to Members, Debenture holders and Deposit holders.
4	Depository System	<ul style="list-style-type: none"> • Understand the concept of Depository system and its Importance. • Know the constituents of Depository System. • Learn the Functioning of Depository System.
5	Payment of Dividend and Interest	<ul style="list-style-type: none"> • Understand the concept of Dividend and Interest. • Compare between Interim and Final Dividend. • Learn about provisions on sources and for Declaration and Payment of Dividend.

6	Financial Markets	<ul style="list-style-type: none">• Understand the Meaning of Financial Market.• Know the types of Financial Markets.• Learn about the Different Types of Financial Instruments.• Understand the Meaning and functions of Stock Exchange.• Know about BSE and NSE• Understand the different terms related to stock exchange.• Understand the role of SEBI in Capital Market.
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