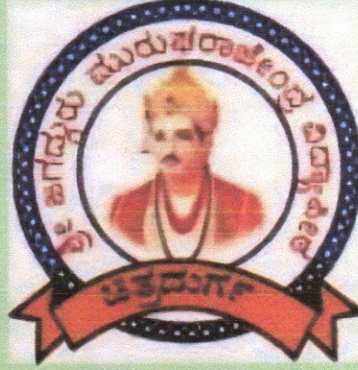


S.J.M.V. Mahantha First Grade



RAYAPUR , DHARWAD – 580 009

2024

ASSIGNMENT/SEMINAR

Subject: S.P Secretarial practice

Topic : Role of company Secretary

Guided by

Dr./Prof. : Divya madam

Name: Tejashwini. Tadhar

B.A/B.Com Sem: III Sem

UUCMS/Reg. No: U02BC23C0070

Role of a Company Secretary

Company Secretary plays an important role in the management of day-to-day affairs of the company. He acts in different capacities. His role depends upon the size of the company and the nature of the business. His role may be studied under the following heads.

A. Actual position :

The actual position of a company secretary is that of a chief executive officer of the company under whose control and supervision all ministerial and administrative duties are carried out. He also acts in an administrative capacity as an officer of the company. These three positions are enumerated below.

i. As an executive officer :

A company secretary is an executive officer and is empowered to supervise and control the secretarial and other departments of the company.

Being the principal officer of the company, he has the right to sign every document of the company on which the company seal is affixed.

S.J.M.V. Mahantha First Grade



RAYAPUR , DHARWAD – 580 009

2024 / 25

ASSIGNMENT/SEMINAR

Subject: Secretarial Practice.

Topic : Qualification and Qualities of a
Company Secretary.

Guided by

Dr./Prof. : Divya. madam

Name: M. C. Jadar.

B.A/B.Com Sem: 3rd Sem.

UUCMS/Reg. No: U02BC23C0019

Qualification and Qualities of a Company Secretary

Under the Companies Secretary's [Qualifications] Rules 2002, the qualification which a person must possess in order to be a person must possess in order to be eligible for appointment as Secretary are as under.

- A. Companies where the paid-up Share Capital is Rupees 2 Crore or more.
- B. Qualification : The membership of the Institute of Company Secretary of India, New Delhi.
 1. The membership of the Institute of Company Secretaries of India, New Delhi.
 2. The membership of the Institute of Chartered Accountants of India.
 3. The membership of the Institute of Cost and Works Accountants of India.
 4. The membership of the Association of Secretaries and Administrators, Kolkata.

Management Theory and Practice

ATTENDANCE SHEET

SL NO	NAME OF STUDENTS	SIGNATURE
1	Veda Battur	Veda
2	Veena Sajjan	SE
3	Mahmadgous Dandekar	md
4	Varsha Savse	vs
5	Arshwarya Totad	Kattur
6	Jyoti Kattur	J.K
7	Yashoda Muddi	Ym
8	Sanjana Kakade	SK
9	Manjunath Badami	mb
10	Siddu Samoji	Siddu
11	Gangamma Mangalgatti	G
12	Jyoti Vaddar	Sum
13	Sumanda Mayekar	SK
14	Santosh Kari	L.K
15	Laxmi Kurubgatti	R.S
16	Renuka Gouger	S.H
17	Ashwini Kurlageri	AK
18	Sangeeta Hubballi	B.K
19	Manjibabu Machalibandar	M.M
20	Bhagyashree Kesarkar	B
21	Yallamma Waghmode	Y.W
22	Manjula Ankalgemath	MA
23	Puneet Kumar Totappanwar	P.T
24	Pavitra Byalal	P. Byalal
25	Chetanguda Halemani	C.H


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