

Lesson Plan Winter 2022-23

Semester: 3rd
Subject : TH 3- COMPANY LAW AND SECRETARIAL PRACTICE
Name of the Faculty : Khirabdhi Tanaya Mohapatra

SI No	Title of the chapter	week/month	Class Day	Topic to be covered
1	Unit-I:INTRODUCTION	SEP/3rd week	1st	1.0 Meaning ,Definition and importance of secretarial Practice
2			2nd	1.0 Meaning ,Definition and importance of secretarial Practice
3			3rd	1.0 Meaning ,Definition and importance of secretarial Practice
4		SEP/4th week	1st	1.1 Type of Secretaries and their function functions
5			2nd	1.1 Type of Secretaries and their function functions
6			3rd	1.1 Type of Secretaries and their function functions
7			4th	1.1 Type of Secretaries and their function functions
8			5th	1.2 Appointment of company Secretary
9		SEP/5th week	1st	1.2 Appointment of company Secretary
10			2nd	1.2 Appointment of company Secretary
11			3rd	1.3 Rights Duties and Power of Company Secretary.
12			4th	1.3 Rights Duties and Power of Company Secretary.
13			5th	1.4 Liabilities of Company Secretary
14			1st	1.4 Liabilities of Company Secretary
15			2nd	1.4 Liabilities of Company Secretary

16	Unit-II: COMPANY FORMATION & ISSUE OF AND DEBENTURE	OCT/3rd week	3rd	1.4 Liabilities of Company Secretary	
17			4th	Revision of unit 1	
18			5th	2.0 Role of a secretary in the formation of a company	
19		OCT/4th week	1st	2.0 Role of a secretary in the formation of a company	
20			2nd	2.0 Role of a secretary in the formation of a company	
21			3rd	2.0 Role of a secretary in the formation of a company	
22			4th	2.1 Issue of Share and Debentures	
23			5th	2.1 Issue of Share and Debentures	
24			OCT/5th week	1st	2.1 Issue of Share and Debentures
25				2nd	2.2 Procedures for application and allotment of shares
26		3rd		2.2 Procedures for application and allotment of shares	
27		4th		2.2 Procedures for application and allotment of shares	
28		5th		2.2 Procedures for application and allotment of shares	
29		NOV/1st week	1st	2.3 Forfeiture and Re-issue of Shares and debentures.	
30			2nd	2.3 Forfeiture and Re-issue of Shares and debentures.	
31			3rd	2.3 Forfeiture and Re-issue of Shares and debentures.	
32			4th	2.4 Share Certificates and Share Warrants	
33			5th	2.4 Share Certificates and Share Warrants	

34	Unit-III: COMPANY MANAGEMENT	NOV/2nd week	1st	2.4 Share Certificates and Share Warrants	
35			2nd	2.4 Share Certificates and Share Warrants	
36			3rd	Revision of unit 2	
37		NOV/3rd week	1st	3.0 Appointment, duties and powers of a Director	
38			2nd	3.0 Appointment, duties and powers of a Director	
39			3rd	3.0 Appointment, duties and powers of a Director	
40			4th	3.0 Appointment, duties and powers of a Director	
41			5th	3.1 Appointment, Duties and powers of a Meaning Directors	
42		NOV/4th week	1st	3.1 Appointment, Duties and powers of a Meaning Directors	
43			2nd	3.1 Appointment, Duties and powers of a Meaning Directors	
44			3rd	3.2 Company Meeting – Types of Meeting	
45			4th	3.2 Company Meeting – Types of Meeting	
46			5th	3.2 Company Meeting – Types of Meeting	
47		NOV/5th week	1st	3.2 Company Meeting – Types of Meeting	
48			2nd	3.3 Secretarial Work regarding conduct of a meeting	
49		DEC/1st week	1st	3.3 Secretarial Work regarding conduct of a meeting	
50			2nd	3.3 Secretarial Work regarding conduct of a meeting	
51			3rd	Revision of unit 3	
52				1st	4.0 Preparing of an Agenda

53	Unit-IV: COMPANY MEETINGS	DEC/2nd week	2nd	4.0 Preparing of an Agenda
54			3rd	4.1 Quorum
55			4th	4.1 Quorum
56			5th	4.2 Voting
57			1st	4.2 Voting
58		DEC/3rd week	2nd	4.3 Poll
59			3rd	4.4 Proxies
60			4th	Revision of unit 4
61			5th	5.1 Types of Minutes
62			DEC/4th week	1st
63	Unit – V: RESOLUTIONS	2nd		5.3 Secretarial Work regarding Resolutions
		3rd		Revision of unit 5
64				

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