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
				1.0 Meaning , Definition
			1st	and importance of
1				secretarial Practice
		SEP/3rd week	2nd	1.0 Meaning , Definition
				and importance of
2				secretarial Practice
			3rd	1.0 Meaning ,Definition
				and importance of
3				secretarial Practice
			1st	1.1 Type of Secretaries
4				and their function functions
			2nd	1.1 Type of Secretaries
5				and their function functions
		SEP/4th week	3rd	1.1 Type of Secretaries
6				and their function functions
			4th	1.1 Type of Secretaries
7				and their function functions
	Unit-I:INTRODUCTION		5th	1.2 Appointment of
8				company Secretary
		SEP/5th week	1st	1.2 Appointment of
9				company Secretary
			2nd	1.2 Appointment of
10				company Secretary
			3rd	1.3 Rights Duties and
				Power of Company
11				Secretary.
				1.3 Rights Duties and
			4th	Power of Company
12				Secretary.
			5th	1.4 Liabilities of Company
13				Secretary
			1st	1.4 Liabilities of Company
14				Secretary
			ეიძ	1.4 Liabilities of Company
15			2nd	Secretary

16		OCT/3rd week	3rd	1.4 Liabilities of Company Secretary
10			4th	Revision of unit 1
			Terr	
			5th	2.0 Role of a secretary in
18				, the formation of a company
			1st	2.0 Role of a secretary in
19				the formation of a company
			2nd	2.0 Role of a secretary in
20				the formation of a company
		OCT/4th week		
			3rd	2.0 Role of a secretary in
21				the formation of a company
			4th	2.1 Issue of Share and
22				Debentures
			5th	2.1 Issue of Share and
23			501	Debentures
			1st	2.1 Issue of Share and
24			200	Debentures
				2.2 Procedures for
			2nd	application and allotment of
25				shares
				2.2 Procedures for
Unit-II: CON	MPANY	OCT/5th week	3rd	application and allotment of
26 FORMATION 8	ISSUE OF			shares
AND DEBEN	NTURE			2.2 Procedures for
27			4th	application and allotment of
27				shares
			C+b	2.2 Procedures for
28			5th	application and allotment of shares
20				2.3 Forfeiture and Re-
			1st	issue of Shares and
29				debentures.
				2.3 Forfeiture and Re-
			2nd	issue of Shares and
30				debentures.
		NOV/1st week		2.3 Forfeiture and Re-
		-	3rd	issue of Shares and
31				debentures.
			A 1	2.4 Share Certificates
32			4th	and Share Warrants
			C+h	2.4 Share Certificates
33			5th	and Share Warrants

34 1st and Share Warrants 35 and Share Warrants 2.4 Share Certificates 36 3rd Revision of unit 2 37 3rd Revision of unit 2 38 37 3.0 Appointment, duties 38 3.0 Appointment, duties 39 3.0 Appointment, duties 39 3.0 Appointment, duties 40 3.0 Appointment, duties 41 3.0 Appointment, duties 42 3.1 Appointment, Duties 43 3.1 Appointment, Duties 44 3.1 Appointment, Duties 43 3.1 Appointment, Duties 44 3.1 Appointment, Duties 45 3.1 Appointment, Duties 44 3.1 Appointment, Duties 45 3.1 Appointment, Duties 46 3.2 Company Meeting - 47 7ypes of Meeting 3.2 46 3.2 Company Meeting - 47 NOV/5th week 3.3 <t< th=""><th></th><th></th><th></th><th></th><th>2.4 Share Certificates</th></t<>					2.4 Share Certificates
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	51			3rd	Revision of unit 3
52 Ist Agenda				1+	4.0 Preparing of an
	52			IST	Agenda

			2nd	4.0 Preparing of an
53	Unit-IV: COMPANY MEETINGS	DEC/2nd week	Zhù	Agenda
54			3rd	4.1 Quorum
55			4th	4.1 Quorum
56			5th	4.2 Voting
57			1st	4.2 Voting
58			2nd	4.3 Poll
59		DEC/3rd week	3rd	4.4 Proxies
60			4th	Revision of unit 4
61	Unit – V: RESOLUTIONS		5th	5.1 Types of Minutes
62		DEC/4th week	1st	5.2 Recording of Minutes
			2nd	5.3 Secretarial Work
63				regarding Resolutions
64			3rd	Revision of unit 5

Khioabdhi Tanaya Mohapatoa