

Lesson Plan Winter 2023-2024

Semester: 3rd
Subject : TH 3- COMPANY LAW AND SECRETARIAL PRACTICE
Name of the Faculty : Barsa PattnayakS

Sl No	Title of the chapter	week/month	Class Day	Topic to be covered
1	Unit-I: INTRODUCTION	1ST/AUG	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			4th	1.1 Type of Secretaries and their function functions
5		2nd Aug	1st	1.1 Type of Secretaries and their function functions
6			2nd	1.1 Type of Secretaries and their function functions
7			3rd	1.1 Type of Secretaries and their function functions
8			4th	1.2 Appointment of company Secretary
9			5th	1.2 Appointment of company Secretary
10		3rd/Aug	1st	1.2 Appointment of company Secretary
11			2nd	1.3 Rights Duties and Power of Company Secretary.
12			3rd	1.3 Rights Duties and Power of Company Secretary.
13			4th	1.4 Liabilities of Company Secretary
14		4th/Aug	1st	1.4 Liabilities of Company Secretary
15			2nd	1.4 Liabilities of Company Secretary
16			3rd	1.4 Liabilities of Company Secretary
17			4th	Revision of unit 1
18	Unit-II: COMPANY FORMATION & ISSUE OF AND DEBENTURE	5th/Aug	5th	2.0 Role of a secretary in the formation of a company
19			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			1st/Sep	1st
23		2nd/Sep	1st	2.1 Issue of Share and Debentures
24			2nd	2.1 Issue of Share and Debentures
25			3rd	2.2 Procedures for application and allotment of shares
26			4th	2.2 Procedures for application and allotment of shares
27			1st	1st
28	2nd	2.2 Procedures for application and allotment of shares		

29		3rd/Sep	3rd	2.3 Forfeiture and Re-issue of Shares and debentures.	
30			4th	2.3 Forfeiture and Re-issue of Shares and debentures.	
31			5th	2.3 Forfeiture and Re-issue of Shares and debentures.	
32		4th/Sep	1st	2.4 Share Certificates and Share Warrants	
33			2nd	2.4 Share Certificates and Share Warrants	
34			3rd	2.4 Share Certificates and Share Warrants	
35		5th/Sep	1st	2.4 Share Certificates and Share Warrants	
36			2nd	Revision of unit 2	
37		Unit-III: COMPANY MANAGEMENT	5th/Sep	3rd	3.0 Appointment, duties and powers of a Director
38				4th	3.0 Appointment, duties and powers of a Director
39			1st/OCT	1st	3.0 Appointment, duties and powers of a Director
40				2nd	3.0 Appointment, duties and powers of a Director
41	3rd			3.1 Appointment, Duties and powers of a Meaning Directors	
42	4th			3.1 Appointment, Duties and powers of a Meaning Directors	
43	2nd/Oct		1st	3.1 Appointment, Duties and powers of a Meaning Directors	
44			2nd	3.2 Company Meeting – Types of Meeting	
45			3rd	3.2 Company Meeting – Types of Meeting	
46			4th	3.2 Company Meeting – Types of Meeting	
47			5th	3.2 Company Meeting – Types of Meeting	
48	3rd/Oct		1st	3.3 Secretarial Work regarding conduct of a meeting	
49		2nd	3.3 Secretarial Work regarding conduct of a meeting		
50		3rd	3.3 Secretarial Work regarding conduct of a meeting		
51		4th	Revision of unit 3		
52	Unit-IV: COMPANY MEETINGS	5th/Oct	5th	4.0 Preparing of an Agenda	
53			1st	4.0 Preparing of an Agenda	
54		1st/Nov	2nd	4.1 Quorum	
55			1st	4.1 Quorum	
56			2nd	4.2 Voting	
57		2nd/Nov	3rd	4.2 Voting	
58			1st	4.3 Poll	
59			2nd	4.4 Proxies	
60			3rd	Revision of unit 4	
61		Unit – V: RESOLUTIONS	3rd/Nov	4th	5.1 Types of Minutes
62				5th	5.2 Recording of Minutes
63				1st	5.2 Recording of Minutes
64	3rd/Nov		2nd	5.2 Recording of Minutes	
65			3rd	5.3 Secretarial Work regarding Resolutions	
66			4th	5.3 Secretarial Work regarding Resolutions	
67			5th	5.3 Secretarial Work regarding Resolutions	
68			1st	5.3 Secretarial Work regarding Resolutions	
69	2nd		5.3 Secretarial Work regarding Resolutions		

70		4th/Nov	3rd	Revision of unit 5
71			4th	Revision of unit 5
72			5th	Revision of unit 5
73		5th/Nov	1st	Revision of unit 5
74			2nd	Revision of unit 5

Bansa Pattanayak