

Academic Lesson Plan Winter 2024

Discipline: Modern Office Management	Semester 3rd	Name of the Teacher Faculty : Rajani Kanta Choudhury
Subject: Company Law and Secreterial Practices	No. of days/per week class alloted 04	Semester from date: 01/07/2024 to 24/12/2024
	Class day	No. of weeks : 15
July	1/7/2024	Meaning ,Definition and importance of secretarial Practice
	2/7/2024	Meaning ,Definition and importance of secretarial Practice
	3/7/2024	Meaning ,Definition and importance of secretarial Practice
	4/7/2024	Meaning ,Definition and importance of secretarial Practice
	5/7/2024	Type of Secretaries and their function functions
	8/7/2024	Type of Secretaries and their function functions
	9/7/2024	Type of Secretaries and their function functions
	10/7/2024	Type of Secretaries and their function functions
	11/7/2024	Type of Secretaries and their function functions
	12/7/2024	Appointment of company Secretary
	15/7/24	Appointment of company Secretary
	16/7/24	Appointment of company Secretary
	18/7/24	Appointment of company Secretary
	19/7/24	Rights Duties and Power of Company Secretary.
	22/7/24	Rights Duties and Power of Company Secretary.
	23/7/24	Rights Duties and Power of Company Secretary.
	24/7/24	Rights Duties and Power of Company Secretary.
25/7/24	Liabilities of Company Secretary	

	26/7/24	Liabilities of Company Secretary
	29/7/24	Liabilities of Company Secretary
	30/7/24	Liabilities of Company Secretary
	31/7/24	Revision of unit 1
August	1/8/2024	Revision of unit 2
	2/8/2024	Quiz
	5/8/2024	Quiz
	6/8/2024	Role of a secretary in the formation of a company
	7/8/2024	Role of a secretary in the formation of a company
	8/8/2024	Role of a secretary in the formation of a company
	9/8/2024	Role of a secretary in the formation of a company
	12/8/2024	Issue of Share and Debentures
	13/8/24	Issue of Share and Debentures
	14/8/2024	Issue of Share and Debentures
	16/8/2024	Issue of Share and Debentures
	20/8/2024	Procedures for application and allotment of shares
	21/8/2024	Procedures for application and allotment of shares
	22/8/2024	Procedures for application and allotment of shares
	23/8/2024	Procedures for application and allotment of shares
	24/8/2024	Procedures for application and allotment of shares
	27/8/2024	Forfeiture and Re- issue of Shares and debentures.
	28/8/2024	Forfeiture and Re- issue of Shares and debentures.
	29/8/2024	Forfeiture and Re- issue of Shares and debentures.
	30/8/2024	Share Certificates and Share Warrants
September	2/9/2024	Share Certificates and Share Warrants
	3/9/2024	Share Certificates and Share Warrants
	4/9/2024	Share Certificates and Share Warrants
	5/9/2024	Revision of unit 2
	6/9/2024	Revision of unit 3
	10/9/2024	Quiz
	11/9/2024	Appointment, duties and powers of a Director
	12/9/2024	Appointment, duties and powers of a Director
	13/9/2024	Appointment, duties and powers of a Director
	18/9/2024	Appointment, duties and powers of a Director
	19/9/2024	Appointment, duties and powers of a Director
	20/9/2024	Appointment, duties and powers of a Director

	23/9/2024	Appointment, Duties and powers of a Meaning Directors
	24/9/2024	Appointment, Duties and powers of a Meaning Directors
	25/9/2024	Appointment, Duties and powers of a Meaning Directors
	26/9/2024	Appointment, Duties and powers of a Meaning Directors
	27/9/2024	Appointment, Duties and powers of a Meaning Directors
	30/9/2024	Appointment, Duties and powers of a Meaning Directors
October	1/10/2024	Company Meeting –Types of Meeting
	3/10/2024	Company Meeting –Types of Meeting
	4/10/2024	Company Meeting –Types of Meeting
	7/10/2024	Holiday
	8/10/2024	
	9/10/2024	
	10/10/2024	
	11/10/2024	
	14/10/2024	Revision
	15/10/2024	Revision
	16/10/2024	Holiday
	17/10/2024	Secretarial Work regarding conduct of a meeting
	November	18/10/2024
21/10/2024		Secretarial Work regarding conduct of a meeting
22/10/2024		Secretarial Work regarding conduct of a meeting
28/10/2024		Secretarial Work regarding conduct of a meeting
29/10/2024		Revision of unit 3
30/10/2024		Revision of unit 3
1/11/2024		Revision of unit 3
4/11/2024		Quiz
5/11/2024		Preparing of an Agenda
6/11/2024		Preparing of an Agenda
7/11/2024		Preparing of an Agenda
8/11/2024		Preparing of an Agenda
11/11/2024		Preparing of an Agenda
12/11/2024		Quorum
13/11/2024		Quorum
14/11/2024		Quorum
16/11/2024		Voting
18/11/2024	Voting	
19/11/2024	Voting	

	20/11/2024	Poll
	21/11/2024	Poll
December	22/11/2024	Proxies
	25/11/2024	Proxies
	26/11/2024	Revision of unit 4
	27/11/2024	Revision of unit 5
	28/11/2024	Types of Minutes
	29/11/2024	Types of Minutes
	2/12/2024	Recording of Minutes
	4/12/2024	Secretarial Work regarding Resolutions
	5/12/2024	Revision of unit 5
	6/12/2024	Revision of unit 5
	11/12/2024	Revision
	12/12/2024	Revision
	13/12/2024	Revision
SIGNATURE OF THE FACULTY		<i>Rajani Kanta Choudhury</i>