***Lesson plan***

 ***Session: 2021-22***

**Faculty Name:** Ms. Anshu

**Subject:-** Secretrial Practice

**Class:** B.Com IVth Sem

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| Week 1 | * Introduction to Company Secretary
* Group Discussion
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| Week 2 | * Formation of Company
* Written Test
 |
| Week 3 | * Formation of Secretary
* Assignment & Presentation
 |
| Week 4 | * Share Certificate
* Written Test
 |
| Week 5 | * Share Warrant and Stock
* Written Test
 |
| Week 6 | * Call & Forfeiture of Shares
* Subject related Intra Class Quiz
 |
| Week 7 | * Reissue of Forfeited Shares
* Assignment & Presentation
 |
| Week 8 | * Requisite of a Valid Meeting
* Written Test
 |
| Week 9 | * Transfer & Transmission of Shares
* Group Discussion
 |
| Week 10 | * Company Meetings
* Written Test
 |
| Week 11 | * Requisites of a Valid Meeting
* Assignment & Presentation
 |
| Week 12 | * Meetings of the Shareholders and Secretrial Function
* Written Test
 |
| Week 13 | * Meetings of the Board of Directors
* Group Discussion
 |
| Week 14 | * Secretrial Work
* Written Test
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| Week 15 | * Motions & Resolutions
* Revision
 |
| Week 16 | * Voting
* Assignment & Presentation
 |
| Week 17 | * Proxy
* Written Test
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| Week 18 | Revision & Tests |