***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 |
| 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 |
| Week 15 | * Motions & Resolutions * Revision |
| Week 16 | * Voting * Assignment & Presentation |
| Week 17 | * Proxy * Written Test |
| Week 18 | Revision & Tests |