

SARASWATI MAHILA MAHAVIDYALAYA, PALWAL

LESSON PLAN

Class: B.Com II

Semester: IV

Paper: Secretarial Practices

Sessions: 2021-2022

Lectures	Topic
16	Unit - I Secretary : Meaning, definitions, functions, duties, responsibilities, powers, appointment, procedure; qualifications and disqualifications; position and removal of secretary.
30	Unit - II Promotion of Company and Secretary: Duties of Secretary regarding formation of M/A and A/A and their alterations. Duties of secretary regarding issue of share certificate, share warrant and share stock, calls-in-arrear, forfeiture and re-issue of shares, transfer and transmission of shares.
24	Unit - III Company Meeting & Secretary: Duties of Secretary regarding meetings, requisites of a valid meeting, secretarial duties regarding meetings of shareholders, meetings of Board of directors.
20	Unit - IV Company Secretary and motion and Resolution, voting and proxy.