Name of the Teacher:\_\_Rajeev Chander Sharma\_\_\_\_\_ Class:\_B A 3rd Sem\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **Joint Stock Company: Meaning, Characteristics, and Types of Companies.** | **Open question answers and feedback.** |
|  | **01-31 Aug 2017** | **Lifting of Corporate Veil.**  **Meaning and types of secretaries. Qualities, qualifications, power and duties of secretaries of co-operative society, club, or other such association, educational societies and chambers of commerce.** | **Open questions answers and discussion & 1st assignment.** |
|  | **01-30 Sept 2017** | **Company Secretary: Qualities, qualifications and appointment of company secretary. Rights, duties and liabilities of company secretary.** | **Open questions answers and discussion & 2nd assignment.** |
|  | **01-31 Oct 2017** | **Formation of Joint Stock Company and Secretarial Work. Share Capital of Joint Stock Company. Secretarial Practices relating to issue and allotment of shares and share certificate.** | **Open questions answers and discussion & Class Test.** |
|  | **01-13 Nov 2017** | **Secretarial Practices relating to transfer and transmission of shares. Revision. Examination strategy.** | **Open questions answers and discussion.** |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **Meaning and types of companies.** |
| **Assignment 2** | **Meaning and types of secretaries.** |
| **Class Test** | **Types of secretaries or companies.** |