

**SRM INSTITUTE OF SCIENCE AND HUMANITIES**  
**FACULTY OF SCIENCE AND HUMANITIES**  
**DEPARTMENT OF COMMERCE**  
**CORPORATE SECRETARYSHIP AND ACCOUNTING & FINANCE**  
**LESSON PLAN – EVEN SEMESTER 2018-2019**

SUBJECT CODE	II YEAR - SEMESTER IV - CORE	L	T	P	Total of LTP	C
UCC15402	COMPANY LAW AND SECRETARIAL PRACTICE - I	4	1	0	5	4

Maximum: 100 marks (Internal: 50 marks; External: 50 marks)

**Handled by: S. SAIRAM**

**OBJECTIVES:**

To enable the students to have a thorough knowledge of the present fundamental principles of the Company Law in India

**UNIT – I – Introduction:**

Introduction – Definition of Company – Characteristics – Advantages – Lifting of the Corporate Veil – Kinds of Company – The Companies Act, 1956 (Overview) – The Company Secretaries Act, 1980 (Overview) – Company Act features with amendments of Act, 2013.

S.NO	DATE	DAY ORDER	DESCRIPTION
1	05-12-2018	I	Introduction , Definition of Company
2	06-12-2018	II	Characteristics of Company
3	07-12-2018	III	Advantages and Disadvantages of Company
4	10-12-2018	IV	Lifting of the Corporate Veil
5	11-12-2018	V	Kinds of Company
6	12-12-2018	I	Kinds of Company
7	13-12-2018	II	The Companies Act, 1956 (Overview)
8	14-12-2018	III	The Companies Act, 1956 (Overview)
9	17-12-2018	IV	The Company Secretaries Act, 1980
10	18-12-2018	V	The Company Secretaries Act, 1980
11	19-12-2018	I	Company Act features with amendments of Act, 2013
12	20-12-2018	II	Company Act features with amendments of Act, 2013
13	21-12-2018	III	<b>REVISION</b>

## UNIT II Company Secretary:

Secretary – Definition – Types of Secretaries – Company Secretary – Legal position – Qualification  
- Appointment, Rights, Duties & Liabilities – Dismissal of Company Secretary.

S.NO	DATE	DAY ORDER	DESCRIPTION
14	26-12-2018	IV	Definition – Company Secretary and introduction
15	27 -12-2018	V	Types of Secretaries
16	28-12-2018	I	Types of Secretaries
17	02-01-2019	II	Types of Secretaries
18	03-01-2019	III	Legal position of Company Secretary
19	04-01-2019	IV	Legal position of Company Secretary
20	07-01-2019	V	Qualification of Company Secretary
21	08-01-2019	I	Qualification of Company Secretary
22	09-01-2019	II	Appointment of Company Secretary
23	10-01-2019	III	Duties & Liabilities of Company Secretary
24	11-01-2019	IV	Duties & Liabilities of Company Secretary
25	17-01-2019	V	Dismissal of Company Secretary
26	18-01-2019	I	Dismissal of Company Secretary
27	21-01-2019	II	<b>REVISION</b>
28	22-01-2019	III	<b>REVISION</b>
29	23-01-2019	IV	<b>REVISION</b>
30	24-01-2019	V	<b>REVISION</b>
31	25-01-2019	I	<b>REVISION</b>
32	28-01-2019	II	<b>CYCLE TEST – I</b>
33	29-01-2019	III	<b>CYCLE TEST – I</b>
34	30-01-2019	IV	<b>CYCLE TEST – I</b>

### UNIT III Formulation and Promotion of Company:

Formation of Company – Incorporation – Documents to be filled with Registrar – Certificate of Incorporation - Effects of Registration – Promoter – Preliminary Contracts – Duties of Secretary at the Promotion Stage.

S.NO	DATE	DAY ORDER	DESCRIPTION
35	31-01-2019	V	Formation of Company
36	01-02-2019	I	Incorporation – Documents to be filled with the Registrar
37	04-02-2019	II	Incorporation – Documents to be filled with the Registrar
38	05-02-2019	III	Certificate of Incorporation
39	06-02-2019	IV	Effects of Registration
40	07-02-2019	V	Effects of Registration
41	08-02-2019	I	Promoter – Preliminary Contracts
42	11-02-2019	II	Duties of Secretary at the Promotion Stage
43	12-02-2019	III	Duties of Secretary at the Promotion Stage

### UNIT IV Memorandum & Articles of Company:

Memorandum of Association – Articles of Association – Contents – Alteration – Secretary's Duties – Prospectus – Contents.

S.NO	DATE	DAY ORDER	DESCRIPTION
44	13-02-2019	IV	Memorandum of Association - Contents
45	14-02-2019	V	Memorandum of Association - Contents
46	15-02-2019	I	Articles of Association - Contents
47	18-02-2019	II	Articles of Association - Contents
48	19-02-2019	III	Alteration of Articles of Association
49	20-02-2019	IV	Alteration of Articles of Association
50	21-02-2019	V	Secretary's Duties relating to Prospectus
51	22-02-2019	I	Prospectus - Contents
52	25-02-2019	II	Prospectus - Contents
53	26-02-2019	III	<b>CYCLE TEST – II</b>
54	27-02-2019	IV	<b>CYCLE TEST – II</b>

55	28-02-2019	V	<b>CYCLE TEST – II</b>
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**UNIT V Capital Structure of Company:**

Share Capital – Meaning – Kinds - Alteration of Capital – Reduction of Capital – Secretarial procedure for reduction of Capital – Guidelines for the issue of fresh capital – Secretary’s duties in connection with issue of shares.

<b>S.NO</b>	<b>DATE</b>	<b>DAY ORDER</b>	<b>DESCRIPTION</b>
56	01-03-2019	I	Share Capital – Meaning, Kinds
57	04-03-2019	II	Kinds of Share Capital
58	05-03-2019	III	Reduction of Capital
59	06-03-2019	IV	Reduction of Capital
60	07-03-2019	V	Secretarial procedure for reduction of Capital
61	08-03-2019	I	Secretarial procedure for reduction of Capital
62	11-03-2019	II	Guidelines for the issue of fresh capital
63	12-03-2019	III	Guidelines for the issue of fresh capital
64	13-03-2019	IV	Secretary’s duties in connection with issue of shares
65	14-03-2019	V	Secretary’s duties in connection with issue of shares
66	15-03-2019	I	Secretary’s duties in connection with issue of shares
67	18-03-2019	II	<b>REVISION</b>
68	19-03-2019	III	<b>REVISION</b>
69	20-03-2019	IV	<b>REVISION</b>
70	21-03-2019	V	<b>MODEL EXAMINATION</b>
71	22-03-2019	I	<b>MODEL EXAMINATION</b>
72	25-03-2019	II	<b>MODEL EXAMINATION</b>
73	26-03-2019	III	<b>MODEL EXAMINATION</b>
74	27-03-2019	IV	<b>MODEL EXAMINATION</b>
75	28-03-2019	V	<b>MODEL EXAMINATION</b>

## QUESTION PAPER PATTERN – UNIT BASED

EXAMINATION	PART - A	PART - B	TOTAL MARKS
<b>CYCLE TEST</b> I - Unit I and II II – Unit III and IV	9 Questions – Equally Distributed - all to be answered and each carries TWO Marks.	2 Questions – 2 Questions from each Unit – Internal Choice Pattern – Each Carries 16 marks	Part A – 18 Marks and Part B – 32 Marks Total Marks – 50 Marks
<b>MODEL EXAMINATION</b> Full Syllabus	10 Questions – Equally Distributed– Each carries TWO Marks.	5 Questions – 2 Questions from each Unit – Internal Choice – All Questions carry 16 Marks each	Part A – 20 Marks and Part B – 80 Marks Total Marks – 100 Marks
<b>SEMESTER EXAMINATION</b> Full Syllabus	10 Questions – Equally Distributed– Each carries TWO Marks.	5 Questions – 2 Questions from each Unit – Internal Choice – All Questions carry 16 Marks each	Part A – 20 Marks and Part B – 80 Marks Total Marks – 100 Marks

## EVALUATION AND MARKS

### 1. Internal Examination – 40 Marks

Cycle Test – I – Marks obtained for 50 will be converted to 10

Cycle Test – II – Marks obtained for 50 will be converted to 10

Model Examination – Marks obtained for 100 will be converted to 20

### 2. Assignment – 5 Marks

5 Marks will be awarded for Assignment/Project/Seminar/Class Work Maintenance

### 3. Attendance – 5 Marks

Attendance Marks is as

95% and More Attendance – 5 Marks

90% to 94.99% - 4 Marks

85% to 89.99% - 3 Marks

80% to 84.99% - 2 Marks

75% to 79.99% - 1 Mark

Less than 75% - Nil

### 4. External Examination – 50 Marks

Examination will be conducted at the end of the Semester – marks Obtained for 100 will be converted to 50.

### 5. Qualification to Higher Semester and Passing Criteria

Student must appear for minimum of Three Subjects in the Current Semester to qualify for higher semester – failure will lead to detention in the present semester

Passing minimum is 50% in End Semester (External) Examination and 50% Overall (Internal and External)

**\*\*\* Students securing less than 75% Attendance in the semester will be detained in the semester and they have to redo the semester in the forthcoming Academic Year on payment of fees as prescribed by the University**