

**FACULTY OF SCIENCE AND HUMANITIES**  
**DEPARTMENT OF B.COM A&F & CS**  
**LESSON PLAN FOR EVENSEMESTER 2014 – 2015**  
**SUBJECT: COMPANY LAW AND SECRETARIAL PRACTICE**

SUBJECT CODE: BCC1143

STAFF NAME: A.K.KAVITHA

Month	Date	unit	Topics to be covered	Title of the Book&Author	Chapter
December	Lecture 1	I	Introduction	Elements of company law by N.D.Kapoor	1
	Lecture 2		Definition of company	Elements of company law by N.D.Kapoor	1
	Lecture 3		Characteristics	Elements of company law by N.D.Kapoor	1
	Lecture 4		Advantages	Elements of company law by N.D.Kapoor	1
	Lecture 5		Lifting of the Corporate Veil	Elements of company law by N.D.Kapoor	1
	Lecture 6		Kinds of compan	Elements of company law by N.D.Kapoor	1
	Lecture 7		Overview of the companies Act	Elements of company law by N.D.Kapoor	2
	Lecture 8		Overview of company secretariat Act 1980	Elements of company law by N.D.Kapoor	3
	Lecture 9		Difference of pvt. and public company	Elements of company law by N.D.Kapoor	1
	Lecture 10	II	Secretary	Elements of company law by N.D.Kapoor	5

	Lecture 11		Definition and meaning	Elements of company law by N.D.Kapoor	6
	Lecture 12		Types of secretary	Elements of company law by N.D.Kapoor	6
	Lecture 13		Company secretary	Elements of company law by N.D.Kapoor	6
	Lecture 14		Legal position	Elements of company law by N.D.Kapoor	6
	Lecture 15		Qualification	Elements of company law by N.D.Kapoor6	6
	Lecture 16		Appointment	Elements of company law by N.D.Kapoor	6
	Lecture 17		Right	Elements of company law by N.D.Kapoor	6
	Lecture 18		Liabilities	Elements of company law by N.D.Kapoor	6
	Lecture 19		Dismissed of company secretary	Elements of company law by N.D.Kapoor	6
	Lecture 20		Duties	Elements of company law by N.D.Kapoor	6
JANUARY	Lecture 21	III	Formation of company	Elements of company law by N.D.Kapoor	3
	Lecture 22		Incorporation	Elements of company law by N.D.Kapoor	3
	Lecture 23		Document to be filled with registrar	Elements of company law by N.D.Kapoor	3
	Lecture 24		Certificate of Incorporation	Elements of company law by	3

				N.D.Kapoor	
	Lecture 25		Effect of Registration	Elements of company law by N.D.Kapoor	3
	Lecture 26		Promoter	Elements of company law by N.D.Kapoor	3
	Lecture 27		Preliminary contracts	Elements of company law by N.D.Kapoor	3
	Lecture 28		Duties of secretary	Elements of company law by N.D.Kapoor	3
	Lecture 29		Promotion stage	Elements of company law by N.D.Kapoor	3
	Lecture 30		Rights of promoter	Elements of company law by N.D.Kapoor	3
	Lecture 31		Overview of promotion stage	Elements of company law by N.D.Kapoor	3
	Lecture 32		Cycle test -1	Elements of company law by N.D.Kapoor	
	Lecture 33	IV	Memorandum of Association	Elements of company law by N.D.Kapoor	4
	Lecture 34		Articles of Association	Elements of company law by N.D.Kapoor	4
	Lecture 35		Contents	Elements of company law by N.D.Kapoor4	4
	Lecture 36		Alteration	Elements of 44company law by N.D.Kapoor	4
	Lecture 37		Secretary duties	Elements of company law by N.D.Kapoor	4

	Lecture 38		Prospects	Elements of company law by N.D.Kapoor	4
FEB	Lecture 39		Content	Elements of company law by N.D.Kapoor	4
	Lecture 40	V	Share Capital meaning	Elements of company law by N.D.Kapoor	5
	Lecture 41		Kinds	Elements of company law by N.D.Kapoor	5
	Lecture 42		Alteration of capital	Elements of company law by N.D.Kapoor	5
	Lecture 43		Reduction of capital	Elements of company law by N.D.Kapoor	5
	Lecture 44		Secretarial procedure for reduction of capital	Elements of company law by N.D.Kapoor	5
	Lecture 45		Guidelines for the issue of fresh capital	Elements of company law by N.D.Kapoor	5
	Lecture 46		Secretary duties	Elements of company law by N.D.Kapoor	
	Lecture 47		SEBI	Elements of company law by N.D.Kapoor	
	Lecture 48		Secretary duties' to increase	Elements of company law by N.D.Kapoor	5
	Lecture49		Companies Act 1975	Elements of company law by N.D.Kapoor	5
	Lecture 50		Companies Act 1980	Elements of company law by N.D.Kapoor	5
	Lecture 51		Purpose of alteration	Elements of	5

				company law by N.D.Kapoor	
	Lecture 52		Increasing capital	Elements of company law by N.D.Kapoor	5
	Lecture 53		Decreasing capital	Elements of company law by N.D.Kapoor	5
	Lecture 54		Cycle Test – 2		
	Lecture 55		Revision		
	Lecture 56		Revision		
	Lecture 57		Revision		
	Lecture 58		Revision		
March	Lecture 59		Revision		
	Lecture 60		Revision		
	Lecture 61		Revision		
	Lecture 62		Revision		
	Lecture 63		Revision		
	Lecture 64		Revision		
	Lecture 65		Revision		
	Lecture 66		Revision		
	Lecture 67		Revision		
	Lecture 68		Revision		
	Lecture 69		Revision		