**TEACHING PLAN 2023-24 (EVEN SEMESTER)**

**(JAN 2024 to April 2024)**

**Name: Jai Prakash**

**Class:** B.Com. (Pass)

**Subject:** Secretarial Practices (4.06)

**Semester:** 4th

**Department:** Commerce

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| **Month** | **1st Week** | **2nd Week** | **3rd Week** | **4th Week** |
| **JANUARY** | **Unit-1**  Secretary: Meaning, definitions, functions | Duties, responsibilities, powers | Appointment, procedure | Qualifications and disqualifications; position and removal of secretary |
| **FEBRUARY** | **Unit-2**  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 |
| **MARCH** | **Unit-3**  Company Meeting & Secretary: Duties of Secretary regarding meetings | Requisites of a valid meeting | Secretarial duties regarding meetings of shareholders  Meetings of Board of directors | **Vacations** |
| **APRIL** | **Unit-4**  Company Secretary and motion and Resolution | Company Secretary and motion and Resolution | Voting and proxy | Voting and proxy |

**Teacher Signature**