

Lesson plan		2024-25 (Even Sem)	
Name of Assistant professor		Smt Richa	
Class		B.COM 4th	
Subject		S.P	
Week, Month		Topics covered	Status/Remarks
January Week 1,		company secretary introduction	
Week2		Formation	
Week 3		Issue and allotment shares	
Week 4		revision unit 1st	
February Week 1		share certificate	
Week 2		call on shares	
Week 3		Transfer and transmission	
Week 4		company meeting	
March Week 1		Requisites of valid meeting	
Week 2		HOLIDAY	
Week 3		Meeting of shareholders and secretarial work	
Week 4		Meeting of board of directors	
April Week 1		revision and test	
Week 2		Motions and resolutions	
Week 3		revision and assignment	
Week 4		voting and proxy	
MayWeek 1		Revision and test	