

## Semester Lecture Plan

**Name of the college:** Government College of Arts Science and Commerce, Sanquelim Goa

**Name of Faculty:** Yakshita Kiran Vengurlekar

**Subject** Corporate Secretaryship (SEC)

**Paper code:** COM-148

**Program:** F.Y.B.COM

**Division:** A

**Academic year:** 2024 - 2025

**Semester:** II

**Total Lectures:** 75

**Course Objectives:** 1. To provide the learners an insight about Corporate Secretarial Practices.

2. To apprise learners about the role of Corporate Secretary towards Company's statutory provisions, rules and regulations.

3.To familiarize learners with aspects of Company Management, Meetings and reports.

### **Expected Course Outcome:**

CO 1: Explain the theoretical background of the Corporate Secretary

CO 2: Perform secretarial practice related to conduct of company meetings.

CO 3: Perform secretarial audit.

CO 4: Demonstrate drafting skills related to Corporate Secretaryship

**Student Learning Outcome:** Upon completion of this course, students will be able to understand theoretical background of Corporate Secretaryship. Students will have better understanding of the role and responsibilities of company secretary. Student will be able to learn different aspects of Company Management, drafting notices, agenda, minutes and resolutions for different board meetings and AGM. Get an insight of secretarial audit.

Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books
December	9-12-2024	14-12-2024	4	<b>Unit 1: Introduction to Company and Corporate Secretary</b> Definition of Company,	ISA 1 assignment on unit 1	Power point presentation Google classrooms	Company Law and Secretarial Practice by Dr. S.M. Shukla and CS K. Jain, Sahitya Bhawan Publication, Agra Taxman's (2020)
				Characteristic features of a company,			
				Kinds of Companies			
	16-12-2024	21-12-2024	5	Definition of Corporate Secretary, Qualification, Appointment, Functions, Dismissal, Company Secretaries Act, 1980 (Overview), Company Secretaries Regulations, 1982 (Overview);		Power point presentation Google classrooms	Singh A. (2022). Company law (Seventeenth ed.). Eastern Book Company.
January	30-12-2024	4-01-2025	3	Directors, Kinds of Directors- Requirement of Woman Director and Importance of Independent Director,			Taxman's Companies Act with Rules. New Delhi, India: Taxman Publications.
	6-01-2025	11-01-2025	5	Director Identification Number and its significance. Qualification and Disqualification- Retirement Secretarial Standards SS-1 to SS-10 Overview	Theory ISA 2 on unit 1	Power point presentation Google classrooms	
	13-01-2025	18-01-2025	5	<b>Unit 2: General Body and Board Meetings (Practical)</b>  Board Meeting, Committee Meeting-		Power point presentation	
	20-01-2025	25-01-2025	5	Mandatory Committees and its importance,			

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February	27-01-2025	01-02-2025	5	Role and Composition, Powers of the Board, Drafting Notices for calling AGM, EGM;.			Guidance notes of ICSI
	03-02-2025	08-02-2025	5	Drafting Agenda and Minutes, Drafting Board Resolutions,	Practical ISA 1	Power point presentation, Google classrooms Interactive panel	Company Law and Secretarial Practice by Dr. S.M. Shukla and CS K. Jain, Sahitya Bhawan Publication, Agra Taxman's (2020). Taxman's Companies Act with Rules. New Delhi, India: Taxman Publications.
	10-02-2025	15-02-2025	5	Mock General and Board Meetings	Practical ISA 2	Audio video	.
	17-02-2025	22-02-2025	5	Mock General and Board Meetings		Audio video	

Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books
March	24-02-2025	01-03-2025	4	<b>Unit 3: Secretarial Audit (Practical)</b>  Secretarial Audit: Procedure and Stages,	Practical ISA 3	Power point presentation. Chalk and board method	Company Law and Secretarial Practice by Dr. S.M. Shukla and CS K. Jain, Sahitya Bhawan Publication, Agra Taxman's (2020).
	03-03-2025	08-03-2025	5	Secretarial Audit Simulation,			Guidance notes of ICSI
	10-03-2025	15-03-2025	3	Drafting Auditor's Report		Audio, Video	Guidance notes of ICSI
	17-03-2025	22-03-2025	5	Checking compliance with Secretarial Standards,		Power point presentation Case Studies	Taxman's Companies Act with Rules. New Delhi, India: Taxman Publications
	24-03-2025	29-03-2025	5	Preparing Annual Returns of Listed Companies		Case Studies	Annual Returns of Listed Companies
April	31-03-2025	05-04-2025	5	Preparing Annual Returns of Listed Companies		Case Studies	Annual Returns of Listed Companies
	07-04-2025	11-04-2025	4	Checking compliance with Secretarial Standards, Revision		Case Studies	Annual Returns of Listed Companies
	<b>Total</b>		<b>75</b>				

Component	Max Marks
Theory ISA 1	5
Theory ISA 2	5
Practical ISA 1	5
Practical ISA 2	5
Practical ISA 3	5
Practical	40
Project	
Semester End Exam	20