

## Semester v Lecture Plan

<b>Name of the college:</b> Government College of Arts Science & Commerce, Sanquelim						
<b>Name of Faculty:</b> Ms. Pritam S. Naik			<b>Subject: : Corporate Secretaryship</b>			
<b>Paper code:</b> COM 148			<b>Program/Course:</b> F.Y.B.Com		<b>Division:</b>	
<b>Academic year:</b> 2025-26			<b>Semester:</b> II		<b>Total Lectures:</b> 75	
<b>Course Objectives:</b> 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.						
<b>Expected Course Outcome:</b> 1. Explain the theoretical background of the Corporate Secretary 2. Perform secretarial practice related to conduct of company meetings. 3. Perform secretarial audit. 4. Demonstrate drafting skills related to Corporate Secretaryship.						
<b>Student learning outcome:</b> 1. Explain the theoretical background of the Corporate Secretary 2. Perform secretarial practice related to conduct of company meetings. 3. Perform secretarial audit. 4. Demonstrate drafting skills related to Corporate Secretaryship.						
Month	Lectures From: To:	No. of lectures allotted	Topic, Subtopic to be covered	Exercise and assignments	ICT Tools	Reference books
December 2025	01/12/2025 – 06/12/2025	1 Theory + 4 Practical	<b>Unit I (Theory):</b> Meaning & Role of Company	Draft notice & agenda	PPT, MS Word	Kapoor, N.D. – Company Law

			Secretary. <b>Unit II (Practical):</b> Drafting of simple notices and agenda.			
December 2025	08/12/2025 – 13/12/2025	1 Theory + 4 Practical	<b>Unit I:</b> Functions & Duties of Company Secretary. <b>Unit II:</b> Minutes writing – format & essentials.	Prepare minutes of a mock meeting	MS Word	M.C. Kuchhal – Secretarial Practice
December 2025	15/12/2025 – 20/12/2025	1 Theory + 4 Practical	<b>Unit I:</b> Qualifications & appointment of CS. <b>Unit II:</b> Drafting resolution & explanatory statement.	Draft one ordinary & one special resolution	Google Docs, PPT	Sharma, J.P. – Corporate Governance
December 2025	22/12/2025 – 31/12/2025	<b>Holidays (24 Dec – 1 Jan)</b>	No lectures	—	—	—
December 2025	22/12/2025 – 31/12/2025	<b>Holidays (24 Dec – 1 Jan)</b>	No lectures	—	—	—
Month	Lectures From–To	<b>No. of Lectures Allotted</b>	Topic / Subtopic to be Covered	Exercise & Assignments	ICT Tools	Reference Books
January 2026	02/01/2026 – 10/01/2026	<b>1 Theory + 4 Practical</b>	Unit I: CS as Compliance Officer. Unit II: Drafting annual meeting notices.	Draft AGM notice	MS Word	Kapoor – Company Law
January 2026	12/01/2026 – 17/01/2026	<b>1 Theory + 4 Practical</b>	Unit I: Powers & Liabilities of CS. Unit II: Filing statutory returns – formats.	Prepare mock Form MGT-7	MCA Portal Demo	Tandon – Corporate Administration
January 2026	19/01/2026 – 24/01/2026	<b>1 Theory + 4 Practical</b>	Unit I: Secretarial Standards (SS-1, SS-2). Unit III (Practical):	Prepare sample share certificate	Excel, Word	Sharma – Corporate Governance

			Drafting share certificate & related documents.			
January 2026	26/01/2026 – 31/01/2026	<b>1 Theory + 4 Practical</b>	Unit I: SEBI & Corporate Governance role of CS. Unit III: Drafting transfer deed (Form SH-4).	Draft SH-4 form	MCA Portal Demo	MC Kuchhal – Secretarial Practice
February 2026	01/02/2026 – 07/02/2026	1 Theory + 4 Practical	<b>Unit I:</b> CS in corporate communication. <b>Unit III:</b> Drafting allotment letters.	Prepare mock allotment letter	MS Word	Kapoor – Company Law
February 2026	09/02/2026 – 14/02/2026	1 Theory + 4 Practical	<b>Unit I:</b> CS & Board Meetings Procedures. <b>Unit III:</b> Preparation of annual report components.	Draft Director's Report	PPT, Word	Sharma – Corporate Governance
February 2026	16/02/2026 – 21/02/2026	1 Theory + 4 Practical	<b>Unit I:</b> CS & Legal Compliance. <b>Unit III:</b> Drafting e-forms and attachments.	Prepare mock e-form (PDF)	MCA Demo	Kuchhal – Secretarial Practice
February 2026	23/02/2026 – 28/02/2026	1 Theory + 4 Practical	<b>Unit I:</b> Ethics & Professional Conduct of CS. <b>Unit III:</b> Drafting compliance certificate.	Draft compliance certificate	Google Docs	ICSI Material
March 2026	02/03/2026 – 07/03/2026	1 Theory + 4 Practical	<b>Revision of Unit I:</b> Responsibilities, governance, legal role of CS. <b>Practical Revision:</b> Drafting notices, minutes.	Revision Worksheets	PPT	All standard texts
March 2026	09/03/2026 – 14/03/2026	1 Theory + 4 Practical	<b>Revision of Unit II:</b> Drafting statutory documents.	Practical drafting set	Word	ICSI
March 2026	16/03/2026 – 21/03/2026	1 Theory + 4 Practical	<b>Revision of Unit III:</b> Share-related documentation & e-filing.	Mock exam practice	Word, Excel	ICSI

March 2026	23/03/2026 – 31/03/2026	1 Theory + 4 Practical	Final Consolidation & Remedial Coaching	Practice Test	PPT	All Books
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### Assessment Rubrics

Component	Max Marks	Component	Max Marks
ISA 1 (Theory)	05	ISA 1 (Practical)	05
ISA 2 (Theory)	05	ISA 2 (Practical)	05
Practical		ISA 3 (Practical)	05
Project		Project	
Semester End Exam	20	Semester End Exam	40

**Ms. Pritam S. Naik**  
Assistant Professor in Commerce