

## 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:</b> : Corporate Secretaryship									
<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> <ol style="list-style-type: none"> <li>1. To provide the learners an insight about Corporate Secretarial Practices</li> <li>2. To apprise learners about the role of Corporate Secretary towards Company's statutory provisions, rules and regulations.</li> <li>3. To familiarize learners with aspects of Company Management, Meetings and reports.</li> </ol>											
<b>Expected Course Outcome:</b> <ol style="list-style-type: none"> <li>1. Explain the theoretical background of the Corporate Secretary</li> <li>2. Perform secretarial practice related to conduct of company meetings.</li> <li>3. Perform secretarial audit.</li> <li>4. Demonstrate drafting skills related to Corporate Secretaryship.</li> </ol>											
<b>Student learning outcome:</b> <ol style="list-style-type: none"> <li>1. Explain the theoretical background of the Corporate Secretary</li> <li>2. Perform secretarial practice related to conduct of company meetings.</li> <li>3. Perform secretarial audit.</li> <li>4. Demonstrate drafting skills related to Corporate Secretaryship.</li> </ol>											
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					

			<b>Secretary. 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**