

Government College, Mahendergarh

(Lesson Plan Session- 2024-25)

Name of the Assistant Professor: Neetu Sharma

Subject: Corporate law -I

Class: B.Com. 3rd Semester

Tentative weekly Lesson Plan

**Week 1 (July 22 - July 24)**

- ****Introduction to Corporate Law****
 - ****Day 1:**** Overview of Corporate Law: Definition, Nature, and Scope.
 - ****Day 2:**** Concept of Corporate Personality and Types of Companies.
 - ****Day 3:**** Incorporation of a Company: Memorandum and Articles of Association.
 - ****Assignment:**** Prepare a summary of the steps involved in the incorporation of a company.

**Week 2 (July 29 - July 31)**

- ****Formation of a Company****
 - ****Day 1:**** Promoters: Role, Functions, and Legal Position.
 - ****Day 2:**** Formation of a Company: Procedural Steps and Legal Requirements.
 - ****Day 3:**** Commencement of Business: Certificate of Incorporation and Certificate of Commencement.
 - ****Assignment:**** Case study on the legal position of promoters in the formation of a company.

**Week 3 (August 5 - August 7)**

- ****Memorandum of Association****
 - ****Day 1:**** Importance and Clauses of Memorandum of Association (MOA).
 - ****Day 2:**** Alteration of MOA: Procedures and Legal Provisions.
 - ****Day 3:**** Doctrine of Ultra Vires and Its Implications.
 - ****Assignment:**** Research and report on a case where the doctrine of ultra vires was applied.

**Week 4 (August 12 - August 14)**

- ****Articles of Association****
 - ****Day 1:**** Importance and Content of Articles of Association (AOA).
 - ****Day 2:**** Alteration of AOA: Procedures and Legal Provisions.
 - ****Day 3:**** Doctrine of Constructive Notice and Indoor Management.
 - ****Assignment:**** Analyze a case related to the doctrine of indoor management.

**Week 5 (August 19 - August 21)**

- ****Prospectus****
 - ****Day 1:**** Definition and Importance of Prospectus in a Company.
 - ****Day 2:**** Legal Requirements and Contents of a Prospectus.
 - ****Day 3:**** Liabilities for Misstatement in a Prospectus.
 - ****Assignment:**** Case study on the consequences of misstatement in a prospectus.

Week 6 (August 26 - August 28)

- **Share Capital**
 - **Day 1:** Introduction to Share Capital: Types and Classes of Shares.
 - **Day 2:** Issue and Allotment of Shares: Legal Provisions and Procedures.
 - **Day 3:** Rights and Duties of Shareholders.
 - **Assignment:** Prepare a report on the different classes of shares and their rights.

Week 7 (September 2 - September 4)

- **Directors of a Company**
 - **Day 1:** Appointment, Qualifications, and Disqualifications of Directors.
 - **Day 2:** Powers, Duties, and Liabilities of Directors.
 - **Day 3:** Removal of Directors: Procedures and Legal Provisions.
 - **Assignment:** Analyze a case on the liability of directors for breach of duties.

Week 8 (September 9 - September 11)

- **Meetings and Resolutions**
 - **Day 1:** Types of Meetings: Statutory, Annual General Meeting (AGM), and Extraordinary General Meeting (EGM).
 - **Day 2:** Resolutions: Ordinary, Special, and Their Legal Implications.
 - **Day 3:** Procedures for Conducting Company Meetings.
 - **Assignment:** Research the legal requirements for conducting an AGM and report on it.

Week 9 (September 16 - September 18)

- **Winding Up of a Company**
 - **Day 1:** Introduction to Winding Up: Meaning and Types.
 - **Day 2:** Procedures for Voluntary Winding Up.
 - **Day 3:** Compulsory Winding Up by the Tribunal: Grounds and Procedures.
 - **Assignment:** Prepare a case study on compulsory winding up of a company.

Week 10 (September 23 - September 25)

- **Corporate Governance**
 - **Day 1:** Introduction to Corporate Governance: Principles and Importance.
 - **Day 2:** Role of Board of Directors in Corporate Governance.
 - **Day 3:** Corporate Governance and CSR (Corporate Social Responsibility).
 - **Assignment:** Research on the role of CSR in enhancing corporate governance.

Week 11 (September 30 - October 2)

- **Corporate Social Responsibility (CSR)**
 - **Day 1:** Legal Framework for CSR in India.
 - **Day 2:** CSR Activities: Scope and Implementation.
 - **Day 3:** Impact of CSR on Society and the Company.
 - **Assignment:** Case study on a company's CSR initiative and its impact.

Week 12 (October 7 - October 9)

- **Company Secretary**
 - **Day 1:** Role and Responsibilities of a Company Secretary.
 - **Day 2:** Legal Position of a Company Secretary in a Company.
 - **Day 3:** Company Secretary as a Compliance Officer.
 - **Assignment:** Prepare a report on the role of a company secretary in ensuring compliance.

Week 13 (October 14 - October 16)

- **Corporate Frauds and Insider Trading**
 - **Day 1:** Introduction to Corporate Frauds: Types and Examples.
 - **Day 2:** Legal Provisions and Penalties for Corporate Frauds.
 - **Day 3:** Insider Trading: Meaning, Legal Provisions, and Penalties.
 - **Assignment:** Analyze a high-profile insider trading case in India and its outcomes.

Week 14 (October 21 - October 23)

- **Emerging Trends in Corporate Law**
 - **Day 1:** Introduction to Recent Amendments in Corporate Law.
 - **Day 2:** Impact of Digitalization on Corporate Law.
 - **Day 3:** Overview of Global Corporate Governance Practices.
 - **Assignment:** Research the impact of digitalization on corporate law practices in India.

Week 15 (October 28 - October 30)

- **Revision and Case Studies**
 - **Day 1:** Comprehensive Revision of Key Concepts.
 - **Day 2:** Analysis and Discussion of Important Case Studies.
 - **Day 3:** Mock Test and Discussion on Exam Preparation Strategies.
 - **Assignment:** Complete a mock test covering the entire syllabus and review the answers.

Week 16 (November 4 - November 6)

- **Final Preparations for Exams**
 - **Day 1:** Doubt-Clearing Sessions and Focus on Weak Areas.
 - **Day 2:** Last-Minute Revision of Important Topics.
 - **Day 3:** Final Q&A Session and Exam Tips.

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(Lesson Plan Session- 2024-25)

Name of the Assistant Professor: Dr. Neetu Sharma

Subject: Business Management

Class: B.Com. 1st Semester

Tentative weekly Lesson Plan

Week 1 (July 22 - July 28, 2024): Introduction to Business Management

- Introduction to Business Management
- Definition, Scope, and Importance
- Evolution and Functions of Management
- Management vs. Administration

Week 2 (July 29 - August 4, 2024): Planning and Decision-Making

- Nature and Importance of Planning
- Types of Planning: Strategic, Tactical, Operational
- Decision-Making Process
- Tools and Techniques for Decision-Making

Week 3 (August 5 - August 11, 2024): Organizing and Staffing

- Organizing: Definition and Importance
- Organizational Structure and Design
- Staffing: Recruitment, Selection, and Training
- Human Resource Management Overview

Week 4 (August 12 - August 18, 2024): Leading and Motivation

- Leadership: Definition, Styles, and Theories
- Motivation: Theories and Applications
- Role of Motivation in Organizational Performance

Week 5 (August 19 - August 25, 2024): Controlling and Coordination

- Controlling: Definition, Process, and Techniques
- Coordination: Importance and Mechanisms
- Challenges in Coordination

Week 6 (August 26 - September 1, 2024): Organizational Behavior

- Introduction to Organizational Behavior
- Individual Behavior and Group Dynamics
- Organizational Culture and Climate
- Managing Change and Conflict

Week 7 (September 2 - September 8, 2024): Business Environment

- Understanding the Business Environment
- Internal and External Environment Factors
- Economic, Social, and Technological Factors

Week 8 (September 9 - September 15, 2024): Business Ethics and Corporate Social Responsibility

- Introduction to Business Ethics
- Ethical Decision-Making in Business
- Corporate Social Responsibility (CSR)
- CSR Practices and Impact

Week 9 (September 16 - September 22, 2024): Business Communication

- Importance of Business Communication
- Types of Business Communication
- Effective Communication Skills
- Business Writing and Presentations

Week 10 (September 23 - September 29, 2024): Operations Management

- Introduction to Operations Management
- Operations Strategy and Planning
- Process Design and Quality Management

Week 11 (September 30 - October 6, 2024): Marketing Management

- Introduction to Marketing Management
- Marketing Concepts and Strategies
- Market Research and Consumer Behavior

Week 12 (October 7 - October 13, 2024): Financial Management

- Basics of Financial Management
- Financial Planning and Analysis
- Capital Structure and Investment Decisions

Week 13 (October 14 - October 20, 2024): Strategic Management

- Introduction to Strategic Management
- Strategy Formulation and Implementation
- Strategic Analysis and Control

Week 14 (October 21 - October 27, 2024): Review and Revision

- Review of Key Topics Covered
- Addressing Queries and Doubts
- Mock Test and Case Study Discussion

Note:

- Assignments: Weekly assignments based on topics covered.
- Class Participation: Encourage discussions, role plays, and real-life case studies.
- Additional Resources: Recommended textbooks, online resources, and case studies for in-depth understanding.