

Daily Lesson Plan (1 Sept – 31 Dec)

College: Rajiv Gandhi Science and Commerce College, Narwana

Teacher: Kanika

Subject: Corporate Secretarial Practices (B23-COM-504)

Semester: V | Duration: 1 September – 31 December | Days: Monday to Thursday

Layout: Landscape

Date	Day	Topic	Teaching Method	Teaching Aids	Learning Outcomes
01-Sep-2025	Monday	Introduction to Corporate Secretarial Practices	Lecture & Discussion	Whiteboard, Syllabus Copy	Understand the scope of secretarial practices.
02-Sep-2025	Tuesday	Appointment of Company Directors	PPT & Case Study	PowerPoint, Companies Act Extracts	Explain the process of appointing directors.
03-Sep-2025	Wednesday	Duties and Roles of Directors	Interactive Lecture	Chart on Types of Directors	Differentiate between executive and non-executive directors.
04-Sep-2025	Thursday	Director Identification Number (DIN)	Demonstration	Digital Form Display	Identify the procedure for obtaining DIN.
08-Sep-2025	Monday	Board Meetings & Procedures	Lecture	Meeting Notice Samples	List various types of company meetings.

09-Sep-2025	Tuesday	AGM and EGM Procedures	PPT & Discussion	Example Notices, Agendas	Describe the procedures for AGM and EGM.
10-Sep-2025	Wednesday	Resolutions and Minutes	Case Study	Resolution Samples	Differentiate between types of resolutions.
11-Sep-2025	Thursday	Company Reports & Winding Up	Lecture & Group Work	Annual Report Example	Explain the process and role of secretarial audit.
15-Sep-2025	Monday	Dematerialisation and Online Trading	Demonstration	NSDL/CDSL Portal View	Understand demat procedures and online trading concepts.
16-Sep-2025	Tuesday	Introduction to Corporate Secretarial Practices	Lecture & Discussion	Whiteboard, Syllabus Copy	Understand the scope of secretarial practices.
17-Sep-2025	Wednesday	Appointment of Company Directors	PPT & Case Study	PowerPoint, Companies Act Extracts	Explain the process of appointing directors.
18-Sep-2025	Thursday	Duties and Roles of Directors	Interactive Lecture	Chart on Types of Directors	Differentiate between executive and non-executive directors.
22-Sep-2025	Monday	Director Identification Number (DIN)	Demonstration	Digital Form Display	Identify the procedure for obtaining DIN.

23-Sep-2025	Tuesday	Board Meetings & Procedures	Lecture	Meeting Notice Samples	List various types of company meetings.
24-Sep-2025	Wednesday	AGM and EGM Procedures	PPT & Discussion	Example Notices, Agendas	Describe the procedures for AGM and EGM.
25-Sep-2025	Thursday	Resolutions and Minutes	Case Study	Resolution Samples	Differentiate between types of resolutions.
29-Sep-2025	Monday	Company Reports & Winding Up	Lecture & Group Work	Annual Report Example	Explain the process and role of secretarial audit.
30-Sep-2025	Tuesday	Dematerialisation and Online Trading	Demonstration	NSDL/CDSL Portal View	Understand demat procedures and online trading concepts.
01-Oct-2025	Wednesday	Introduction to Corporate Secretarial Practices	Lecture & Discussion	Whiteboard, Syllabus Copy	Understand the scope of secretarial practices.
02-Oct-2025	Thursday	Appointment of Company Directors	PPT & Case Study	PowerPoint, Companies Act Extracts	Explain the process of appointing directors.
06-Oct-2025	Monday	Duties and Roles of Directors	Interactive Lecture	Chart on Types of Directors	Differentiate between executive and non-executive directors.

07-Oct-2025	Tuesday	Director Identification Number (DIN)	Demonstration	Digital Form Display	Identify the procedure for obtaining DIN.
08-Oct-2025	Wednesday	Board Meetings & Procedures	Lecture	Meeting Notice Samples	List various types of company meetings.
09-Oct-2025	Thursday	AGM and EGM Procedures	PPT & Discussion	Example Notices, Agendas	Describe the procedures for AGM and EGM.
13-Oct-2025	Monday	Resolutions and Minutes	Case Study	Resolution Samples	Differentiate between types of resolutions.
14-Oct-2025	Tuesday	Company Reports & Winding Up	Lecture & Group Work	Annual Report Example	Explain the process and role of secretarial audit.
15-Oct-2025	Wednesday	Dematerialisation and Online Trading	Demonstration	NSDL/CDSL Portal View	Understand demat procedures and online trading concepts.
16-Oct-2025	Thursday	Introduction to Corporate Secretarial Practices	Lecture & Discussion	Whiteboard, Syllabus Copy	Understand the scope of secretarial practices.
20-Oct-2025	Monday	Appointment of Company Directors	PPT & Case Study	PowerPoint, Companies Act Extracts	Explain the process of appointing directors.

21-Oct-2025	Tuesday	Duties and Roles of Directors	Interactive Lecture	Chart on Types of Directors	Differentiate between executive and non-executive directors.
22-Oct-2025	Wednesday	Director Identification Number (DIN)	Demonstration	Digital Form Display	Identify the procedure for obtaining DIN.
23-Oct-2025	Thursday	Board Meetings & Procedures	Lecture	Meeting Notice Samples	List various types of company meetings.
27-Oct-2025	Monday	AGM and EGM Procedures	PPT & Discussion	Example Notices, Agendas	Describe the procedures for AGM and EGM.
28-Oct-2025	Tuesday	Resolutions and Minutes	Case Study	Resolution Samples	Differentiate between types of resolutions.
29-Oct-2025	Wednesday	Company Reports & Winding Up	Lecture & Group Work	Annual Report Example	Explain the process and role of secretarial audit.
30-Oct-2025	Thursday	Dematerialisation and Online Trading	Demonstration	NSDL/CDSL Portal View	Understand demat procedures and online trading concepts.
03-Nov-2025	Monday	Introduction to Corporate Secretarial Practices	Lecture & Discussion	Whiteboard, Syllabus Copy	Understand the scope of secretarial practices.

04-Nov-2025	Tuesday	Appointment of Company Directors	PPT & Case Study	PowerPoint, Companies Act Extracts	Explain the process of appointing directors.
05-Nov-2025	Wednesday	Duties and Roles of Directors	Interactive Lecture	Chart on Types of Directors	Differentiate between executive and non-executive directors.
06-Nov-2025	Thursday	Director Identification Number (DIN)	Demonstration	Digital Form Display	Identify the procedure for obtaining DIN.
10-Nov-2025	Monday	Board Meetings & Procedures	Lecture	Meeting Notice Samples	List various types of company meetings.
11-Nov-2025	Tuesday	AGM and EGM Procedures	PPT & Discussion	Example Notices, Agendas	Describe the procedures for AGM and EGM.
12-Nov-2025	Wednesday	Resolutions and Minutes	Case Study	Resolution Samples	Differentiate between types of resolutions.
13-Nov-2025	Thursday	Company Reports & Winding Up	Lecture & Group Work	Annual Report Example	Explain the process and role of secretarial audit.
17-Nov-2025	Monday	Dematerialisation and Online Trading	Demonstration	NSDL/CDSL Portal View	Understand demat procedures and online trading concepts.

18-Nov-202 5	Tuesday	Introduction to Corporate Secretarial Practices	Lecture & Discussion	Whiteboard, Syllabus Copy	Understand the scope of secretarial practices.
19-Nov-202 5	Wednesday	Appointment of Company Directors	PPT & Case Study	PowerPoint, Companies Act Extracts	Explain the process of appointing directors.
20-Nov-202 5	Thursday	Duties and Roles of Directors	Interactive Lecture	Chart on Types of Directors	Differentiate between executive and non-executive directors.
24-Nov-202 5	Monday	Director Identification Number (DIN)	Demonstration	Digital Form Display	Identify the procedure for obtaining DIN.
25-Nov-202 5	Tuesday	Board Meetings & Procedures	Lecture	Meeting Notice Samples	List various types of company meetings.
26-Nov-202 5	Wednesday	AGM and EGM Procedures	PPT & Discussion	Example Notices, Agendas	Describe the procedures for AGM and EGM.
27-Nov-202 5	Thursday	Resolutions and Minutes	Case Study	Resolution Samples	Differentiate between types of resolutions.
01-Dec-202 5	Monday	Company Reports & Winding Up	Lecture & Group Work	Annual Report Example	Explain the process and role of secretarial audit.

02-Dec-2025	Tuesday	Dematerialisation and Online Trading	Demonstration	NSDL/CDSL Portal View	Understand demat procedures and online trading concepts.
03-Dec-2025	Wednesday	Introduction to Corporate Secretarial Practices	Lecture & Discussion	Whiteboard, Syllabus Copy	Understand the scope of secretarial practices.
04-Dec-2025	Thursday	Appointment of Company Directors	PPT & Case Study	PowerPoint, Companies Act Extracts	Explain the process of appointing directors.
08-Dec-2025	Monday	Duties and Roles of Directors	Interactive Lecture	Chart on Types of Directors	Differentiate between executive and non-executive directors.
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15-Dec-2025	Monday	Resolutions and Minutes	Case Study	Resolution Samples	Differentiate between types of resolutions.

16-Dec-2025	Tuesday	Company Reports & Winding Up	Lecture & Group Work	Annual Report Example	Explain the process and role of secretarial audit.
17-Dec-2025	Wednesday	Dematerialisation and Online Trading	Demonstration	NSDL/CDSL Portal View	Understand demat procedures and online trading concepts.
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30-Dec-202 5	Tuesday	Resolutions and Minutes	Case Study	Resolution Samples	Differentiate between types of resolutions.
31-Dec-202 5	Wednesday	Company Reports & Winding Up	Lecture & Group Work	Annual Report Example	Explain the process and role of secretarial audit.