

Session: 2020-2021

Course: BBA

Name of the Faculty	:	Ms. Sushma Sharma
Discipline	:	MANAGEMENT
Semester	:	5 th Semester
Subject	:	Company Law
Lesson Plan Duration	:	15 Weeks (From August 2020 to November 30)
Work load (Lectures/Practical)		
Per week (in hours)	:	Lectures-03 Practicals-00

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC (including Assignment /Test)	PRACTICAL DAY	TOPIC
1 ST	1 st	Company Law- Meaning and Features	NO PRACTICALS	
	2 nd	Kinds of companies		
	3 rd	Registration and incorporation		
2 ND	1 st	Memorandum of Association, Article of Association,		
	2 nd			
	3 rd	Prospectus		
3 rd	1 st	Share Capital- Shares, issue and allotment of shares,		
	2 nd			
	3 rd	transfer of shares		
4 th	1 st	Types of shares		
	2 nd	Alteration of Shares		
	3 rd	Buy-Back of shares		
5 th	1 st	Surrender of shares		
	2 nd			
	3 rd	Forfeiture of shares		
6 th	1 st	Bonus Shares		
	2 nd			
	3 rd	Debentures- Meaning and Types		
7 th	1 st	Debenture trust deeds		
	2 nd	Duties of trustee		

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	3 rd	accounts of non-profit organization
8 th	1 st	Company Administration and Meetings
	2 nd	
9 th	3 rd	Board of Directors- Qualification, appointment, Duties and
	1 st	remuneration, meetings, statutory
	2 nd	meetings, annual general meeting, extra-ordinary general meeting,
10 th	3 rd	
	1 st	Winding up
	2 nd	Types of winding up
11 th	3 rd	Test
	1 st	
	2 nd	Appointment of Liquidator
12 th	3 rd	Powers of liquidator
	1 st	Conduct of winding up
	2 nd	
13 th	3 rd	
	1 st	REVISION
	2 nd	
14 th	3 rd	REVISION
	1 st	REVISION
	2 nd	
15 th	3 rd	REVISION
	1 st	PRE-UNIVERSITY EXAMINATIONS
	2 nd	
3 rd		

Books

- Kapoor, N D, Elements of Company Law
- Singh, Avtar, Company Law, eastern Book Company, Lucknow

Sushma Sharma(Meri College)