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ACA/DI/37 rev:00 Date:1/6/2022	Teaching Plan Tentative	Academic Year:2021-22
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Standard -12th
 Division A and B

Subject - Secretarial Practice

Subject Code 52

Ch.No	Name of the Topic	Sub- topic	Planned date of commencing	Planned date of completion	Teaching	Remark
1	INTRODUCTION TO CORPORATE FINANCE	1.1 Meaning	6/1/2022	6/1/2022	PPT And Virtual Class	
		1.2 Importance	6/2/2022	6/2/2022	PPT And Virtual Class	
		1.3 Capital Requirements	6/3/2022	6/3/2022	PPT And Virtual Class	
		(A) Fixed Capital and	6/6/2022	6/7/2022	PPT And Virtual Class	
		(B) Working Capital	6/8/2022	6/9/2022	PPT And Virtual Class	
		Distinction :	6/10/2022	6/11/2022	PPT And Virtual Class	
		EXERCISE	6/13/2022	6/14/2022	PPT And Virtual Class	
		Revision	6/15/2022	6/15/2022	PPT And Virtual Class	
Ch.2	SOURCES OF CORPORATE FINANCE	2.1 Sources of Owned Capital	6/16/2022	6/17/2022	PPT And Virtual Class	
		2.1.1 Shares	6/20/2022	6/21/2022	PPT And Virtual Class	
		2.1.2 Retained earnings	6/22/2022	6/23/2022	PPT And Virtual Class	
		2.2 Sources of Borrowed Capital	6/24/2022	6/25/2022	PPT And Virtual Class	
		2.2.1 Debentures	6/27/2022	6/28/2022	PPT And Virtual Class	

		2.2.2 Acceptance of deposits	6/29/2022	6/30/2022	PPT And Virtual Class	
		2.2.3 Bonds	7/1/2022	7/4/2022	PPT And Virtual Class	
		2.2.4 ADR / GDR	7/5/2022	7/6/2022	PPT And Virtual Class	
		2.2.5 Commercial Banks	7/7/2022	7/8/2022	PPT And Virtual Class	
		2.2.6 Financial Institutions	7/9/2022	7/11/2022	PPT And Virtual Class	
		2.2.7 Trade Credit	7/13/2022	7/14/2022	PPT And Virtual Class	
Ch.3	Issue of shares	33.1 Classification of share capital 3.2 issue of share's	7/15/2022	7/18/2022	PPT And Virtual Class	
		3.3 methods of share's	7/19/2022	7/19/2022	PPT And Virtual Class	
		3.4 allotment of share's	7/21/2022	7/22/2022	PPT And Virtual Class	
		3.5 share's certificate	7/23/2022	7/25/2022	PPT And Virtual Class	
		3.6 calls on share's	7/26/2022	7/29/2022	PPT And Virtual Class	
		3.7 for feature of shares	7/30/2022	7/31/2022	PPT And Virtual Class	
		3.8 surrender of shares	8/1/2022	8/1/2022	PPT And Virtual Class	
		3.9 transfer of shares	8/8/2022	8/8/2022	PPT And Virtual Class	
		3.10 transmission of share's	8/9/2022	8/10/2022	PPT And Virtual Class	
				Revision	8/12/2022	8/16/2022
Ch.4	Issue of debentures	4.1 Regulations governing issue of debentures.	8/17/2022	8/18/2022	PPT And Virtual Class	
		4.1.1 Provisions for issue of Debentures as per Compan	8/19/2022	8/22/2022	PPT And Virtual Class	
		4.1.2 Provisions for issue of Debentures as per Companies	8/23/2022	8/23/2022	PPT And Virtual Class	
		4.1.3 Requirements as per SEBI	8/24/2022	8/25/2022	PPT And Virtual Class	
		4.2 Procedure for issue of Debentures	8/26/2022	8/27/2022	PPT And Virtual Class	
		4.3 Debentures Trustees	8/29/2022	8/30/2022	PPT And Virtual Class	
Ch.5	DEPOSITS	5.1 Acceptance of deposits	9/1/2022	9/1/2022	PPT And Virtual Class	
		5.2 Terms and conditions for acceptance of deposits	9/2/2022	9/2/2022	PPT And Virtual Class	
		5.3 Procedure for accepting deposits from public	9/5/2022	9/5/2022	PPT And Virtual Class	
		5.4 Procedure for accepting deposit from Members	9/6/2022	9/6/2022	PPT And Virtual Class	
Ch.6	CORRESPONDENCE WITH MEMBERS	6.1 corresponding with Members	9/7/2022	9/8/2022	PPT And Virtual Class	
		Specimen Letters	9/10/2022	9/21/2022	PPT And Virtual Class	
Ch. 7	CORRESPONDENCE WITH DEBENTUREHOLDERS	7.1 Precautions to be taken by the Debentureholders	9/22/2022	31-09-2022	PPT And Virtual Class	

		7.2 correspondence with Members	10/3/2022	10/4/2022	PPT And Virtual Class	
		7.3 Specimen Letters	10/6/2022	10/8/2022	PPT And Virtual Class	
Ch. 8	CORRESPONDENCE WITH DEPOSITORS	8.1 Precautions to be taken by the Secretary	10/31/2022	10/31/2022	PPT And Virtual Class	
		Specimen Letters	11/1/2022	11/3/2022	PPT And Virtual Class	
		Specimen Letters	11/4/2022	11/10/2022	PPT And Virtual Class	
Ch.9	DEPOSITORY SYSTEM	9.1 Depository System - Meaning	11/11/2022	11/12/2022	PPT And Virtual Class	
		9.2 Importance of Depository System	11/14/2022	11/15/2022	PPT And Virtual Class	
		9.3 Benefits of Depository System	11/16/2022	11/16/2022	PPT And Virtual Class	
		9.4 Constituents of Depository System	11/17/2022	11/17/2022	PPT And Virtual Class	
		9.5 Concepts/Terms related to Depository System	11/18/2022	11/18/2022	PPT And Virtual Class	
		9.6 Functioning of Depository System	11/21/2022	11/21/2022	PPT And Virtual Class	
		9.6.1 Demat process	11/22/2022	11/22/2022	PPT And Virtual Class	
		9.6.2 In case of IPO	11/23/2022	11/23/2022	PPT And Virtual Class	
		9.6.3 In case of transfer A) Off market B) Market	11/24/2022	11/24/2022	PPT And Virtual Class	
		9.7 Depositories in India (A) NSDL (B) CDSL	11/25/2022	11/25/2022	PPT And Virtual Class	
Ch.10	DIVIDEND AND INTEREST	10.1 Dividend - Meaning	11/26/2022	11/26/2022	PPT And Virtual Class	
		10.2 Features of Dividend	11/28/2022	11/28/2022	PPT And Virtual Class	
		10.3 Legal provisions on dividend	11/29/2022	11/29/2022	PPT And Virtual Class	
		10.3.1 Legal Provisions on sources of dividend	11/30/2022	11/30/2022	PPT And Virtual Class	
		10.3.2 Legal Provisions for declaration of dividend	12/1/2022	12/1/2022	PPT And Virtual Class	
		10.3.3 Legal provisions for payment of dividend	12/2/2022	12/2/2022	PPT And Virtual Class	
		10.4 Unpaid and unclaimed dividend	12/5/2022	12/5/2022	PPT And Virtual Class	
		10.5 Modes of payment of dividend	12/6/2022	12/6/2022	PPT And Virtual Class	
		10.6 Interim dividend	12/7/2022	12/7/2022	PPT And Virtual Class	
		10.7 Interest Meaning, Features	12/8/2022	12/8/2022	PPT And Virtual Class	
		Revision, Topic Exercise	12/9/2022	12/9/2022	PPT And Virtual Class	
Ch.11	FINANCIAL MARKET	11.1 Financial Market - Meaning	12/10/2022	12/10/2022	PPT And Virtual Class	
		11.2 Functions of Financial Market	12/12/2022	12/12/2022	PPT And Virtual Class	
		11.3 Types of Financial Market	12/13/2022	12/13/2022	PPT And Virtual Class	
		11.3.1 Money Market	12/14/2022	12/14/2022	PPT And Virtual Class	
		Meaning, Features, Important participants, Instrum	12/15/2022	12/15/2022	PPT And Virtual Class	
		11.3.2 Capital Market	12/16/2022	12/16/2022	PPT And Virtual Class	
		Meaning, Features, Instruments, Types	12/19/2022	12/19/2022	PPT And Virtual Class	
		11.4 Distinction	12/20/2022	12/20/2022	PPT And Virtual Class	

		1. Money Market and Capital Market	12/21/2022	12/21/2022	PPT And Virtual Class	
		2. Primary Market and Secondary Market	12/22/2022	12/22/2022	PPT And Virtual Class	
Ch. 12	STOCK EXCHANGE	12.1 Stock Exchange : Meaning	12/23/2022	12/23/2022	PPT And Virtual Class	
		12.2 Functions of Stock Exchange	12/24/2022	12/24/2022	PPT And Virtual Class	
		12.3 Major Stock Exchanges in India	12/26/2022	12/26/2022	PPT And Virtual Class	
		12.4 Important terms related with Stock Exchange.	12/27/2022	12/27/2022	PPT And Virtual Class	
		12.5 SEBI	12/28/2022	12/28/2022	PPT And Virtual Class	
		12.5.1 Functions of SEBI	12/29/2022	12/29/2022	PPT And Virtual Class	
		Revision , Topic Exercise	12/30/2022	12/30/2022	PPT And Virtual Class	

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