

ACA/DI/30 Rev: 00 Date - -10- 2022	<h2 style="margin: 0;">Teaching Plan</h2>	<b>Academic Year : 2022-23</b>
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### Teaching Plan Tentative

Standard -11<sup>th</sup>  
Division A and B

Subject - Secretarial Practice

Subject Code 52

Name of Faculty Mrs. Sandhya Mhaske

Ch.No	Name of the Topic	Sub- Topic	Planned date of commencing	Planned date of completion
<b>Ch.1</b>	<b>SECRETARY</b>	Introduction Part	9/7/2022	9/8/2022
		1.1 Origin of Secretary      1.2 Meaning and Definition	9/10/2022	9/10/2022
		1.3 Features	9/12/2022	9/13/2022
		1.4 Importance	9/14/2022	9/15/2022
		1.5 Types	9/16/2022	9/16/2022
		1.6 Functions of Secretary	9/19/2022	9/19/2022
		1.7 Qualities of Secretary	9/20/2022	9/20/2022
		1.8 Distinction	9/21/2022	9/22/2022
				2.1 Evolution of Business Organization
		A. Sole Trading Concern	9/24/2022	9/24/2022

Ch.2	JOINT STOCK COMPANY	B. Joint Hindu Family Business	9/27/2022	9/27/2022
		C. Partnership Firm	9/28/2022	9/28/2022
		D. Limited Liability Partnership	9/29/2022	9/29/2022
		E. Co-operative Society	9/30/2022	9/30/2022
		F. Joint Stock Company	31-09-2022	31-09-2022
Ch.3	FORMATION OF COMPANY	3.1 Stages in the formation of a company	10/3/2022	10/8/2022
		3.1.1 Promotion	10/10/2022	10/10/2022
		3.1.2 Incorporation of a company	10/11/2022	10/11/2022
		<b>Unit test I</b>	<b>10/12/2022</b>	<b>10/19/2022</b>
		<b>Diwali Vacation</b>	<b>10/20/2022</b>	<b>10/29/2022</b>
		3.1.3 Commencement of business	10/31/2022	10/31/2022
Ch.4	DOCUMENTS RELETED TO FORMATION OF COMPANY	4.1 Memorandum of Association	11/1/2022	11/9/2022
		4.2 Articles of Association	11/10/2022	11/10/2022
		4.3 Prospectus	11/11/2022	11/11/2022
Ch. 5	MEMBERS OF A COMPANY	5.1 Members : Meaning	11/12/2022	11/12/2022
		Member v/s Shareholder	11/14/2022	11/14/2022
		5.2 Eligibility of Membership	11/15/2022	11/15/2022
		5.3 Acquisition of Membership	11/16/2022	11/16/2022
		5.4 Cessation/Termination of Membership	11/17/2022	11/17/2022
		5.5 Rights, Duties and Liabilities of a Member	11/18/2022	11/18/2022
		<b>Term End Exam - 1</b>	<b>11/21/2022</b>	<b>11/28/2022</b>
Ch.6	DIRECTORS AND KEY MANAGERIAL PERSONNEL OF A COMPANY	Directors:	11/29/2022	11/30/2022
		6.1.1 Meaning    6.1.2 Provisions of Appointment	12/1/2022	12/8/2022
		6.1.3 DIN        6.1.4 Qualification	12/9/2022	12/13/2022
		6.1.5 Types      6.1.6 Appointment	12/14/2022	12/16/2022
		6.1.7 Powers    6.1.8 Duties	12/19/2022	12/23/2022
		6.1.9 Liabilities    6.1.10 Legal Position	12/24/2022	12/27/2022
		6.1.11 Remuneration    6.1.12 Removal	12/28/2022	12/29/2022
		6.2 Key Managerial Personnel (KMP)	12/30/2022	12/31/2022
		7.1. Essentials of valid meeting	1/2/2023	1/5/2023

<b>Ch. 7</b>	<b>COMPANY MEETING - I</b>	7.1 1. Properly convened 7.1 2. Properly constituted	1/6/2023	1/9/2023
		1. Proper authority 1. Quorum	1/10/2023	1/11/2023
		2. Notice 2. Chairman	1/12/2023	1/13/2023
		3. Agenda	1/14/2023	1/17/2023
		7.1 3. Properly conducted	1/18/2023	1/19/2023
		1. Proxy 2. Motion 3. Voting	1/20/2023	1/25/2023
		4. Resolution 5. Minutes	1/27/2023	1/28/2023
<b>Ch. 8</b>	<b>COMPANY MEETING - II</b>	8.1 Types of Meeting	1/30/2023	1/31/2023
		8.1.1 Shareholders Meetings	1/2/2023	1/6/2023
		A) General meetings	1/9/2023	1/11/2023
		1. Annual General Meeting	1/12/2023	1/14/2023
		2. Extra ordinary Meeting	1/16/2023	1/18/2023
		B) Class Meeting	1/19/2023	1/20/2023
		8.1.2 Directors Meetings	1/23/2023	1/25/2023
		1. Board Meeting	1/27/2023	1/27/2023
		2. Committee Meeting	1/28/2023	1/28/2023
		8.1.3 Creditors Meeting	30-02-2023	30-02-2023
	8.2 Functions of Secretary related with Annual General Meeting	31-02-2023	31-02-2023	
		<b>2nd UNIT TEST</b>	<b>2/1/2023</b>	<b>2/10/2023</b>
<b>Ch.9</b>	<b>BUSINESS COMMUNICATION SKILL OF SECRETARY</b>	9.1 Business communication : Meaning and Definition	2/11/2023	2/11/2023
		9.2 Types of communication	2/13/2023	2/13/2023
		9.3 Methods of communication	2/14/2023	2/14/2023
		9.4 Merits of written communication	2/15/2023	2/15/2023
		9.5 Modes of electronic communication	2/16/2023	2/16/2023
		9.6 Essential skills for effective communication	2/17/2023	2/17/2023
		9.7 Roles of Secretary in Business communication	2/20/2023	2/20/2023
		9.7. 1 Business Letter	2/21/2023	2/21/2023
<b>Ch.10</b>	<b>CORRESPONDANCE WITH DIRECTORS</b>	Secretary while corresponding with Directors	2/22/2023	2/22/2023
		Specimen letters	2/23/2023	2/28/2023
		11.1 Bank – Meaning	3/1/2023	3/11/2023

<b>Ch.11</b>	<b>CORRESPONDANCE WITH BANK</b>	11.2 Functions of Commercial Bank	3/13/2023	3/14/2023
		11.3 Precautions to be taken by a Secretary	3/15/2023	3/15/2023
		11.4 Circumstances under which a banks	3/16/2023	3/16/2023
		11.5 Specimen letters	3/23/2023	3/25/2023
		11.6 Distinction	3/27/2023	3/28/2023
<b>Ch. 12</b>	<b>CORRESPONDENCE WITH STATUTORY AUTHORITIES</b>	12.1 Ministry of Corporate Affairs (MCA)	4/1/2023	4/1/2023
		12.2 Registrar of Companies (ROC)	4/2/2023	4/2/2023
		12.3 National Company Law Tribunal (NCLT)	4/3/2023	4/3/2023
		12.4 National Company Law Appellate Tribunal (NCLAT)	4/6/2023	4/6/2023
		12.5 Securities and Exchange Board of India (SEBI)	4/7/2023	4/8/2023
		12.6 corresponding with statutory authorities	4/9/2023	4/11/2023
		12.7 Specimen Letters	4/12/2023	4/19/2023
		<b>Term End Exam 2</b>	4/20/2023	4/29/2023

**Faculty Name**  
Mrs.Sandhya Mhaske

**Principle**  
Mr. S.N. Patil

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