

	<p>Pimpri Chinchwad Education Trust's S.B.Patil College Of Science and Commerce Sr. no. 110, Gate No 1, Ravet, Pune- 412101 www.sbpatilcollege.com, email-sbp.science@gmail.com UDISE NO: 27252001412 College Index No : J. 11.16.066</p>	
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	Teaching Plan Tentative	
ACA/DI/37		Academic Year:2026-27
rev:00	Subject:-Secretarial Practice	
Date:9/5/2026		

Stream:-Commerce
 Standard: 12th- S.P.

Name of Faculty: Mrs. Sandhya Mhaske

Ch.No	Name of the Topic	Topics/ content of chapter	Planned date of commencing	Planned date of completion	Teaching
Ch.1	INTRODUCTION TO CORPORATE FINANCE	1.1 Meaning	6/4/2026	6/4/2026	PPT , White board, notes.
		1.2 Importance	7/4/2026	8/4/2026	
		1.3 Capital Requirements	9/4/2026	9/4/2026	
		(A) Fixed Capital and	10/4/2026	11/4/2026	
		(B) Working Capital	13/4/2026	16/4/2026	
		Capital components	17/4/2026	17/4/2026	
		Distinction :	20/4/2026	20/4/2026	
		EXERCISE	21/4/2026	21/4/2026	
Ch.2	SOURCES OF CORPORATE FINANCE	Revision	22/4/2026	22/4/2026	
		2.1 Sources of Owned Capital	23/4/2026	25/4/2026	
		2.1.1 Shares	27/4/2026	30/4/2026	
		2.1.2 Retained earnings	4/5/2026	9/5/2026	
		Summer Vacation began	11/5/2026	30/5/2026	
		2.2 Sources of Borrowed Capital	1/6/2026	5/6/2026	
		2.2.1 Debentures	8/6/2026	10/6/2026	
		2.2.2 Acceptance of deposits	11/6/2026	13/6/2026	
		2.2.3 Bonds	15/6/2026	17/6/2026	
		2.2.4 ADR / GDR	18/6/2026	19/6/2026	
2.2.5 Commercial Banks	22/6/2026	24/6/2026			
2.2.6 Financial Institutions	25/6/2026	30/6/2026			

Ch.3	Issue of shares	3.1 Classification of share capital	1/7/2026	3/7/2026
		3.2 issue of share's		
		3.3 methods of share's	6/7/2026	7/7/2026
		3.4 allotment of share's	8/7/2026	9/7/2026
		3.5 share's certificate	10/7/2026	11/7/2026
		Unit test - 1	13/7/2026	16/7/2026
		3.6 calls on share's	17/7/2026	17/7/2026
		3.7 for feature of shares	20/7/2026	21/7/2026
		3.8 surrender of shares	22/7/2026	23/7/2026
		3.9 transfer of shares	24/8/2026	25/8/2026
	3.10 transmission of share's	27/7/2026	29/7/2026	
	Revision	30/7/2026	31/7/2026	
Ch.4	Issue of debentures	4.1 Regulations governing issue of debentures.	3/8/2026	5/8/2026
		4.1.1 Provisions for issue of Debentures as per Companies Act, 2013	6/8/2026	8/8/2026
		4.1.2 Provisions for issue of Debentures as per Companies	10/8/2026	12/8/2026
		4.1.3 Requirements as per SEBI	13/8/2026	14/8/2026
		4.2 Procedure for issue of Debentures	17/8/2026	18/8/2026
		4.3 Debentures Trustees	19/8/2026	20/8/2026
Ch.5	DEPOSITS	5.1 Acceptance of deposits	21/8/2026	22/8/2026
		5.2 Terms and conditions for acceptance of deposits	24/8/2026	25/8/2026
		5.3 Procedure for accepting deposits from public	27/8/2026	27/8/2026
		5.4 Procedure for accepting deposit from Members	29/8/2026	29/8/2026
Ch.6	CORRESPONDENCE WITH MEMBERS	6.1 corresponding with Members	1/9/2026	4/9/2026
		Specimen Letters	7/9/2026	12/9/2026
Ch. 7	CORRESPONDENCE WITH DEBENTUREHOLDERS	7.1 Precautions to be taken by the Debentureholders	15/9/2026	15/9/2026
		7.2 correspondence with Members	16/9/2026	17/9/2026
		7.3 Specimen Letters	18/9/2026	24/9/2026
		Unit test - 2	26/9/2026	30/9/2026
Ch. 8	CORRESPONDENCE WITH DEPOSITORS	8.1 Precautions to be taken by the Secretary	1/10/2026	1/10/2026
		Specimen Letters	5/10/2026	8/10/2026
		Revision	9/10/2026	10/10/2026

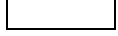
PPT , White board,
notes.



Ch.9	DEPOSITORY SYSTEM	9.1 Depository System - Meaning	12/10/2026	13/10/2026	PPT , White board, notes.
		9.2 Importance of Depository System	14/10/2026	15/10/2026	
		9.3 Benefits of Depository System	16/10/2026	16/10/2026	
		9.4 Constituents of Depository System	19/10/2026	21/10/2026	
		9.5 Concepts/Terms related to Depository System	22/10/2026	23/10/2026	
		9.6 Functioning of Depository System	24/10/2026	24/10/2026	
		9.6.1 Demat process	26/10/2026	26/10/2026	
		9.6.2 In case of IPO	27/10/2026	27/10/2026	
		9.6.3 In case of transfer A) Off market B) Market	28/10/2026	28/10/2026	
		9.7 Depositories in India (A) NSDL (B) CDSL	29/10/2026	29/10/2026	
		Term Exam- 1	30/10/2026	5/11/2026	
		Diwali Vacation	9/11/2026	20/11/2026	
Ch.10	DIVIDEND AND INTEREST	10.1 Dividend - Meaning, Features	23/11/2026	23/11/2026	PPT , White board, notes.
		10.3 Legal provisions on dividend	24/11/2026	24/11/2026	
		10.3.1 Legal Provisions on sources of dividend	25/11/2026	25/11/2029	
		10.3.2 Legal Provisions for declaration of dividend	26/11/2026	26/11/2026	
		10.4 Unpaid and unclaimed dividend	27/11/2026	27/11/2026	
		10.6 Interim dividend,10.7 Interest Meaning, Features	30/11/2026	30/11/2026	
Ch.11	FINANCIAL MARKET	11.1 Financial Market - Meaning, Functions,Types etc	1/12/2026	2/12/2026	
Ch. 12	STOCK EXCHANGE	12.1 Stock Exchange : Meaning,Functions	3/12/2026	3/12/2026	PPT , White board, notes.
		12.3 Major Stock Exchanges in India	7/12/2026	7/12/2026	
		12.4 Important terms related with Stock Exchange.	8/12/2026	8/12/2026	
		12.5 SEBI & Functions of SEBI	9/12/2026	9/12/2026	
		Revision , Board Question paper practice etc.	10/12/2026	10/12/2026	

Mrs. Sandhya Mhaske
Subject Teacher

Mr. S. N. Patil
Principal

course



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ACA/DI/21	Exam Plan 2026-27			Academic Year: 2026
Rev : 00				Class:12 th Comm
Date: 9/5/2026	Subject - Secretarial Practice			Subject Code- 52
<i>Exam</i>	<i>Date of Exam</i>	<i>CH.No.</i>	<i>Unit for Exam</i>	
Unit Test -1	13/7/2026 to 16/7/2026	1	INTRODUCTION TO CORPORATE FINANCE	
		2	SOURCES OF CORPORATE FINANCE	
Unit Test -2nd	26/9/2026 to 30/9/2026	1	ISSUE OF SHARES	
		2	ISSUE OF DEBENTUERS	
		3	DEPOSITS	
Term Exam	30/10/2026 to 6/11/2026	1	INTRODUCTION TO CORPORATE FINANCE	
		2	SOURCES OF CORPORATE FINANCE	
		3	ISSUE OF SHARES	
		4	ISSUE OF DEBENTUERS	
		5	DEPOSITS	
		6	CORRESPONDENCE WITH MEMBERS	
		7	CORRESPONDENCE WITH DEBENTUREHOLDERS	
		8	CORRESPONDENCE WITH DEPOSITORS	
		9	DEPOSITORY SYSTEM	
Prelim 1	15/12/2026 to 22/12/2026	1 to 12	All Topics	
Prelim 2	01/01/2027 to 08/01/2027	1 to 12	All Topics	

Subject Teacher

Principal
Mr. Sandip Patil
 (SBPCSC)