

ACA/DI/37 rev:00 Date:10/5/2025	Teaching Plan Tentative	Academic Year:2025- 26
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Stream:-Commerce
Standard: 12th- S.P.

Subject:-Secretarial Practice
Name of Faculty: Mrs. Sandhya Mhaske

Ch.No		Name of the Topic	Sub- topic	Planned date of commencing	Planned date of completion	Teaching
1	1	INTRODUCTION TO CORPORATE FINANCE	1.1 Meaning 1.2 Importance 1.3 Capital Requirements (A) Fixed Capital and (B) Working Capital Capital components Distinction : EXERCISE Revision	4/9/2025 4/11/2025 4/15/2025 4/21/2025 4/24/2025 4/28/2025 5/2/2025 5/5/2025 5/8/2025	4/10/2025 4/12/2025 4/17/2025 4/23/2025 4/26/2025 4/29/2025 5/2/2025 5/7/2025 5/10/2025	PPT , White board, notes.
			Summer Vacation began	5/11/2025	6/1/2025	
Ch.2	2	SOURCES OF CORPORATE FINANCE	2.1 Sources of Owned Capital 2.1.1 Shares 2.1.2 Retained earnings 2.2 Sources of Borrowed Capital 2.2.1 Debentures 2.2.2 Acceptance of deposits 2.2.3 Bonds 2.2.4 ADR / GDR 2.2.5 Commercial Banks 2.2.6 Financial Institutions	6/2/2025 6/5/2025 6/9/2025 6/12/2025 6/16/2025 6/19/2025 6/23/2025 6/25/2025 6/27/2025 6/30/2025	6/4/2025 6/6/2025 6/11/2025 6/14/2025 6/18/2025 6/20/2025 6/24/2025 6/26/2025 6/28/2025 6/30/2025	PPT , White board, notes.
Ch.3	3	Issue of shares	33.1 Classification of share capital 3.2 issue of share's 3.3 methods of share's 3.4 allotment of share's 3.5 share's certificate 3.6 calls on share's Unit test - 1 3.7 for feature of shares 3.8 surrender of shares 3.9 transfer of shares 3.10 transmission of share's Revision	7/1/2025 7/3/2025 7/7/2025 7/10/2025 7/14/2025 7/15/2025 7/21/2025 7/23/2025 7/25/2025 7/28/2025 7/30/2025	7/2/2025 7/4/2025 7/9/2025 7/12/2025 7/14/2025 7/18/2025 7/22/2025 7/24/2025 7/26/2025 7/29/2025 7/31/2025	
Ch.4	4	Issue of debentures	4.1 Regulations governing issue of debentures. 4.1.1 Provisions for issue of Debentures as per Compar 4.1.2 Provisions for issue of Debentures as per Companies 4.1.3 Requirements as per SEBI 4.2 Procedure for issue of Debentures 4.3 Debentures Trustees	8/1/2025 8/4/2025 8/6/2025 8/8/2025 8/11/2025 8/13/2025	8/1/2025 8/5/2025 8/7/2025 8/9/2025 8/12/2025 8/15/2025	

Ch.5	5	DEPOSITS	5.1 Acceptance of deposits	8/18/2025	8/21/2025
			5.2 Terms and conditions for acceptance of deposits	8/22/2025	8/26/2025
			5.3 Procedure for accepting deposits from public	8/28/2025	8/29/2025
			5.4 Procedure for accepting deposit from Members	8/30/2025	8/30/2025
Ch.6	6	CORRESPONDENCE WITH MEMBERS	6.1 corresponding with Members	9/2/2025	9/3/2025
			Specimen Letters	9/4/2024	9/8/2024
Ch. 7	7	CORRESPONDENCE WITH DEBENTUREHOLDERS	Unit test - 2	9/9/2025	9/12/2025
			7.1 Precautions to be taken by the Debentureholders	9/15/2025	9/17/2025
			7.2 correspondence with Members	9/18/2025	9/19/2025
			7.3 Specimen Letters	9/23/2025	9/25/2025
Ch. 8	8	CORRESPONDENCE WITH DEPOSITORS	8.1 Precautions to be taken by the Secretary	9/26/2025	9/27/2025
			Specimen Letters	9/29/2025	9/30/2025
			Revision	10/1/2025	10/3/2025
Ch.9	9	DEPOSITORY SYSTEM	9.1 Depository System - Meaning	10/6/2025	11/7/2025
			9.2 Importance of Depository System	10/8/2025	11/9/2025
			Term Exam- 1	10/10/2025	10/17/2025
			Diwali Vacation	10/20/2025	10/31/2025
			9.3 Benefits of Depository System	11/3/2025	11/3/2025
			9.4 Constituents of Depository System	11/4/2025	11/4/2025
			9.5 Concepts/Terms related to Depository System	11/6/2025	11/6/2025
			9.6 Functioning of Depository System	11/7/2025	11/7/2025
			9.6.1 Demat process	11/8/2025	11/8/2025
			9.6.2 In case of IPO	11/10/2025	11/10/2025
			9.6.3 In case of transfer A) Off market B) Market	11/11/2025	11/11/2025
			9.7 Depositories in India (A) NSDL (B) CDSL	11/12/2025	11/12/2025
Ch.10	10	DIVIDEND AND INTEREST	10.1 Dividend - Meaning	11/13/2025	11/14/2025
			10.2 Features of Dividend	11/17/2025	11/18/2025
			10.3 Legal provisions on dividend	11/19/2025	11/19/2025
			10.3.1 Legal Provisions on sources of dividend	11/20/2025	11/20/2025
			10.3.2 Legal Provisions for declaration of dividend	11/21/2025	11/22/2025
			10.3.3 Legal provisions for payment of dividend	11/24/2025	11/24/2025
			10.4 Unpaid and unclaimed dividend	11/25/2025	11/25/2025
			10.5 Modes of payment of dividend	11/26/2025	11/26/2025
			10.6 Interim dividend	11/27/2025	11/27/2025
			10.7 Interest Meaning, Features	11/28/2025	11/28/2025
			Revision, Topic Exercise	11/29/2025	11/29/2025

PPT , White board,
notes.

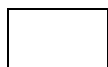
Ch.11	11	FINANCIAL MARKET	11.1 Financial Market - Meaning	12/1/2025	12/1/2025	PPT , White board, notes.
			11.2 Functions of Financial Market	12/2/2025	12/2/2025	
			11.3 Types of Financial Market	12/3/2025	12/5/2025	
Ch. 12	12	STOCK EXCHANGE	12.1 Stock Exchange : Meaning	12/8/2025	12/9/2025	
			12.2 Functions of Stock Exchange	12/10/2025	12/10/2025	
			12.3 Major Stock Exchanges in India	12/11/2025	12/13/2025	
			12.4 Important terms related with Stock Exchange.	12/15/2025	12/17/2025	
			12.5 SEBI	12/18/2025	12/18/2025	
			12.5.1 Functions of SEBI	12/19/2025	12/19/2025	
			Revision , Board Question paper practice etc.	12/23/2025	12/24/2025	

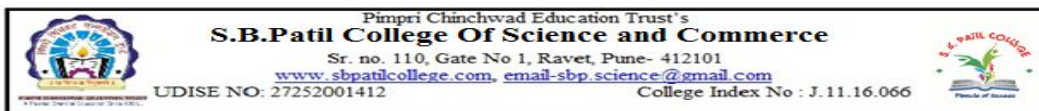
Mrs. Sandhya Mhaske

Subject Teacher

Mr. S. N. Patil

Principal





ACA/DI/21	Exam Plan 2024-25	Academic Year: 2025
Rev : 00		Class:12thComm
Date: 10/5/2025	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	7/15/2025 to 7/18/2025	1	INTRODUCTION TO CORPORATE FINANCE
		2	SOURCES OF CORPORATE FINANCE
Unit Test -2nd	9/9/2025 to 9/12/2025	1	ISSUSE OF SHARES
		2	ISSUSE OF DEBENTUERS
		3	DEPOSITS
Term Exam	10/10/2025 to 10/17/2025	1	INTRODUCTION TO CORPORATE FINANCE
		2	SOURCES OF CORPORATE FINANCE
		3	ISSUSE OF SHARES
		4	ISSUSE OF DEBENTUERS
		5	DEPOSITS
		6	CORRESPONDENCE WITH MEMBERS
		7	CORRESPONDENCE WITH DEBENTUREHOLDERS
		8	CORRESPONDENCE WITH DEPOSITORS
		9	DEPOSITORY SYSTEM
Prelim 1		1 to 12	All Topics
Prelim 2		1 to 12	All Topics

Subject Teacher

Sandhya Mhaske

Principal

Mr. Sandip Patil