

ACAD/37		Teaching Plan Tentative 2023-24		Academic year 2023-24	
Rev. ID	Subject - Secretarial Practice	Sub. Code: 52	Class - IIB	Code: 52	
Date: 8/15/2023					
Sl. No.	Name of the Topic	Sub-Topic	Planned date of commencing	Planned date of completion	Mode/Teaching Aid/ Training method used
Ch.1	INTRODUCTION TO CORPORATE FINANCE	1.1 Meaning	4/17/2023	4/18/2023	PPT/White Board
		1.2 Importance	4/19/2023	4/20/2023	PPT/White Board
		1.3 Capital Requirements	4/21/2023	4/21/2023	PPT/White Board
		1.4 Types of Capital and Distinction	4/24/2023	4/25/2023	PPT/White Board
Ch.2	SOURCES OF CORPORATE FINANCE	2.1 Sources of Owned Capital	4/26/2023	4/27/2023	PPT/White Board
		2.1.1 Shares	4/28/2023	4/29/2023	PPT/White Board
		2.1.2 Retained earnings	5/2/2023	5/2/2023	PPT/White Board
		2.2 Sources of Borrowed Capital	5/3/2023	5/4/2023	PPT/White Board
		2.2.1 Debentures	5/5/2023	5/6/2023	PPT/White Board
		2.2.2 Acceptance of deposits	5/7/2023	5/9/2023	PPT/White Board
		2.2.3 Bonds	6/1/2023	6/7/2023	PPT/White Board
		2.2.4 ADR / GDR	6/12/2023	6/14/2023	PPT/White Board
		2.2.5 Commercial Banks	6/15/2023	6/19/2023	PPT/White Board
		2.2.6 Financial Institutions	6/20/2023	6/24/2023	PPT/White Board
		2.2.7 Trade Credit	6/26/2023	6/27/2023	PPT/White Board
		Revision	6/28/2023	6/29/2023	PPT/White Board
Topic Exercise	7/3/2023	7/3/2023	PPT/White Board		
		Unit Test 1st	7/4/2023	7/11/2023	
Ch.3	Issue of shares	3.1 classification of share capital 3.2 issue of share's	7/12/2023	7/12/2023	PPT/White Board
		3.3 methods of share's, 3.4 allotment of share's	7/13/2023	7/13/2023	PPT/White Board
		3.5 share's certificate, 3.6 calls on share's	7/14/2023	7/14/2023	PPT/White Board
		3.7 for forfeiture of shares, 3.8 surrender of share's	7/17/2023	7/17/2023	PPT/White Board
Ch.4	Issue of debentures	3.9 transfer of shares, 3.10 transmission of share's	7/18/2023	7/18/2023	PPT/White Board
		Revision, Topic Exercise	7/19/2023	7/19/2023	PPT/White Board
		4.0 Interest	7/20/2023	7/20/2023	PPT/White Board
		4.1 Provisions for issue of Debentures as per Companies Act, 2013	7/21/2023	7/21/2023	PPT/White Board
Ch.5	DEPOSITS	4.2 Provisions for issue of Debentures as per Companies	7/24/2023	7/24/2023	PPT/White Board
		4.3 Requisitions as per SEBI	7/25/2023	7/25/2023	PPT/White Board
		4.4 Procedure for issue of Debentures, Debentures Trustees	7/26/2023	7/26/2023	PPT/White Board
		Topic Exercise	7/27/2023	7/27/2023	PPT/White Board
Ch.6	CORRESPONDENCE WITH MEMBERS	5.1 Acceptance of deposits	7/28/2023	7/28/2023	PPT/White Board
		5.2 Terms and conditions for acceptance of deposits	7/31/2023	7/31/2023	PPT/White Board
		5.3 Procedure for accepting deposits from public	8/1/2023	8/1/2023	PPT/White Board
		5.4 Procedure for accepting deposit from Members	8/2/2023	8/4/2023	PPT/White Board
Ch.7	CORRESPONDENCE WITH DEBENTUREHOLDERS	6.1 Precautions to be taken by the Secretary while corresponding with Members	8/7/2023	8/7/2023	PPT/White Board
		correspondence with Members, Specimen Letters	8/9/2023	8/9/2023	PPT/White Board
		Topic Exercise	8/9/2023	8/11/2023	PPT/White Board
		7.1 Precautions to be taken by the Secretary while Corresponding with Debentureholders	8/12/2023	8/12/2023	PPT/White Board
Ch.8	CORRESPONDENCE WITH DEPOSITORS	7.2 Specimen Letters	8/14/2023	8/14/2023	PPT/White Board
		Revision, Topic Exercise	8/16/2023	8/16/2023	PPT/White Board
		8.1 Precautions to be taken by the Secretary	8/17/2023	8/18/2023	PPT/White Board
		8.2 Specimen Letters	8/21/2023	8/21/2023	PPT/White Board
Ch.9	DEPOSITORY SYSTEM	8.1 Precautions to be taken by the Secretary	8/22/2023	8/22/2023	PPT/White Board
		Specimen Letters	8/23/2023	8/25/2023	PPT/White Board
		Topic Exercise	8/26/2023	8/26/2023	PPT/White Board
		9.1 Depository System - Meaning	8/28/2023	8/28/2023	PPT/White Board
		9.2 Importance of Depository System, 9.3 Benefits	8/29/2023	8/29/2023	PPT/White Board
		9.4 Commitments of Depository System	8/31/2023	8/31/2023	PPT/White Board
		9.5 Concept/Terms related to Depository System	9/1/2023	9/1/2023	PPT/White Board
		9.6 Functioning of Depository System	9/4/2023	9/5/2023	PPT/White Board
		9.8.1 Demand process, 9.8.2 In case of IPO	9/4/2023	9/5/2023	PPT/White Board
		Topic Exercise	9/5/2023	9/5/2023	PPT/White Board
Ch.10	DIVIDEND AND INTEREST	9.8.3 In case of transfer: A) O/P market B) Market	9/14/2023	9/14/2023	PPT/White Board
		9.7 Depositories in India (A) NSDL, (B) CDSL	9/15/2023	9/15/2023	PPT/White Board
		Revision	9/18/2023	9/18/2023	PPT/White Board
		Topic Exercise	9/20/2023	9/20/2023	PPT/White Board
		10.1 Dividend - Meaning, Features, 10.3 Legal provisions on dividend	9/20/2023	9/20/2023	PPT/White Board
		10.3.1 Legal Provisions on sources of dividend	9/21/2023	9/21/2023	PPT/White Board
		10.3.2 Legal Provisions for declaration of dividend	9/22/2023	9/22/2023	PPT/White Board
		10.3.3 Legal provisions for payment of dividend	9/25/2023	9/25/2023	PPT/White Board
		10.4 Liquid and unliquid dividend	9/26/2023	9/26/2023	PPT/White Board
		10.5 Modes of payment of dividend	9/27/2023	9/27/2023	PPT/White Board
Ch.11	FINANCIAL MARKET	10.6 Interim dividend - Meaning, Features	9/29/2023	9/29/2023	PPT/White Board
		Revision	9/30/2023	9/30/2023	PPT/White Board
		11.1 Financial Market - Meaning	10/3/2023	10/3/2023	PPT/White Board
		11.2 Functions of Financial Market	10/4/2023	10/4/2023	PPT/White Board
		11.3 Types of Financial Market	10/6/2023	10/6/2023	PPT/White Board
		11.3.1 Money Market - Meaning, Features	10/9/2023	10/11/2023	PPT/White Board
		11.3.2 Money Market - Meaning, Features	10/12/2023	10/17/2023	PPT/White Board
		11.3.3 Money Market - Meaning, Features	10/18/2023	10/19/2023	PPT/White Board
		11.3.4 Money Market - Meaning, Features	10/20/2023	10/20/2023	PPT/White Board
		11.3.5 Money Market - Meaning, Features	10/22/2023	10/27/2023	PPT/White Board
Ch.12	STOCK EXCHANGE	11.3.6 Money Market - Meaning, Features	10/28/2023	10/28/2023	PPT/White Board
		11.3.7 Money Market - Meaning, Features	10/30/2023	10/30/2023	PPT/White Board
		11.3.8 Money Market - Meaning, Features	10/31/2023	10/31/2023	PPT/White Board
		11.3.9 Money Market - Meaning, Features	11/1/2023	11/1/2023	PPT/White Board
		11.3.10 Money Market - Meaning, Features	11/2/2023	11/2/2023	PPT/White Board
		11.3.11 Money Market - Meaning, Features	11/3/2023	11/3/2023	PPT/White Board
		11.3.12 Money Market - Meaning, Features	11/4/2023	11/4/2023	PPT/White Board
		11.3.13 Money Market - Meaning, Features	11/5/2023	11/5/2023	PPT/White Board
		11.3.14 Money Market - Meaning, Features	11/6/2023	11/6/2023	PPT/White Board
		11.3.15 Money Market - Meaning, Features	11/7/2023	11/7/2023	PPT/White Board
Exam		12.1 Stock Exchange - Meaning	12/4/2023	12/5/2023	PPT/White Board
		12.2 Functions of Stock Exchange	12/6/2023	12/7/2023	PPT/White Board
		12.3 Major Stock Exchanges in India	12/8/2023	12/9/2023	PPT/White Board
		12.4 Important terms related with Stock Exchange	12/11/2023	12/12/2023	PPT/White Board
		12.5 SEBI	12/14/2023	12/15/2023	PPT/White Board
		12.5.1 Functions of SEBI	12/18/2023	12/19/2023	PPT/White Board
		Revision	12/20/2023	12/20/2023	PPT/White Board
		Topic Exercise	12/21/2023	12/21/2023	PPT/White Board
		Revision	12/22/2023	12/23/2023	PPT/White Board
		Revision	12/24/2023	12/24/2023	PPT/White Board
Prvlin 1st Exam Theory	1/2/2024	1/9/2024			
Prvlin 2nd Exam Theory	1/23/2024	1/29/2024			