

ACA/DI/30	Teaching Plan	Academic Year : 2024-25
Rev: 00		
Date-09 - 09- 2024		

Teaching Plan Tentative

Standard -11th
 Division A and B comm

Subject Code 52
 Subject - Secretarial Practice

Ch.No	Name of the Topic	Sub- Topic	Planned date of commencing	Planned date of completion	Media/Teaching Aid/ Teaching Method used
Ch.1	SECRETARY	Introduction Part	13/8/2024	13/8/2024	PPT and white board
		1.1 Origin of Secretary 1.2 Meaning and Definition	13/8/2024	13/8/2024	PPT and white board
		1.3 Features	16/8/2024	20/8/2024	PPT and white board
		1.4 Importance	21/8/2024	22/8/2024	PPT and white board
		1.5 Types	23/8/2024	24/8/2024	PPT and white board
		1.6 Functions of Secretary	26/8/2024	27/8/2024	PPT and white board
		1.7 Qualities of Secretary	28/8/2024	28/8/2024	PPT and white board
Ch.2	JOINT STOCK COMPANY	2.1 Evolution of Business Organization	29/8/2024	29/8/2024	PPT and white board
		A. Sole Trading Concern	30/8/2024	31/8/2024	PPT and white board
		B. Joint Hindu Family Business	2/9/2024	4/9/2024	PPT and white board
		C. Partnership Firm	5/9/2024	6/9/2024	PPT and white board
		D. Limited Liability Partnership	10/9/2024	12/9/2024	PPT and white board
		E. Co-operative Society	9/9/2024	10/9/2024	PPT and white board
		F. Joint Stock Company	12/9/2024	12/9/2024	PPT and white board
		Revision	13/9/2024	14/9/2024	PPT and white board
	Unit test I	18/9/2024	21/9/2024		
Ch.3	FORMATION OF COMPANY	3.1 Stages in the formation of a company	23/9/2024	24/9/2024	PPT and white board
		3.1.1 Promotion	25/9/2024	26/9/2024	PPT and white board
		3.1.2 Incorporation of a company	27/9/2024	28/9/2024	PPT and white board

Ch.4	DOCUMENTS RELETED TO FORMATION OF COMPANY	3.1.3 Commencement of business	30/9/2024	30/9/2024	PPT and white board	
		4.1 Memorandum of Association	18/9/2024	18/9/2024	PPT and white board	
		4.2 Articles of Association	18/9/2024	18/9/2024	PPT and white board	
		4.3 Prospectus	18/9/2024	18/9/2024	PPT and white board	
Ch. 5	MEMBERS OF A COMPANY	5.1 Members : Meaning	1/10/2024	1/10/2024	PPT and white board	
		Member v/s Shareholder	3/10/2024	4/10/2024	PPT and white board	
		5.2 Eligibility of Membership	7/10/2024	8/10/2024	PPT and white board	
		5.3 Acquisition of Membership	9/10/2024	10/10/2024	PPT and white board	
		5.4 Cessation/Termination of Membership	11/10/2024	14/10/2024	PPT and white board	
		5.5 Rights, Duties and Liabilities of a Member	15/10/2024	16/10/2024	PPT and white board	
		Revision	17/10/2024	18/10/2024	PPT and white board	
		Term End Exam - 1		19/10/2024	26/10/2024	
		Diwali Vacation		28/10/2024	9/11/2024	
Ch.6	DIRECTORS AND KEY MANAGERIAL PERSONNEL OF A COMPANY	6.1.1 Meaning 6.1.2 Provisions of Appointment	12/11/2024	13/11/2024	PPT and white board	
		6.1.3 DIN 6.1.4 Qualification	14/11/2024	19/11/2024	PPT and white board	
		6.1.5 Types 6.1.6 Appointment	20/11/2024	21/11/2024	PPT and white board	
		6.1.7 Powers 6.1.8 Duties	22/11/2024	25/11/2024	PPT and white board	
		6.1.9 Liabilities 6.1.10 Legal Position	26/11/2024	27/11/2024	PPT and white board	
		6.1.11 Remuneration 6.1.12 Removal	28/11/2024	28/11/2024	PPT and white board	
		6.2 Key Managerial Personnel (KMP)	29/11/2024	29/11/2024	PPT and white board	
Ch. 7	COMPANY MEETING - I	7.1. Essentials of valid meeting	2/12/2024	2/12/2024	PPT and white board	
		7.1 1. Properly convened 7.1 2. Properly constituted	3/12/2024	6/12/2024	PPT and white board	
		1. Proper authority 1. Quorum	9/12/2024	10/12/2024	PPT and white board	
		2. Notice 2. Chairman	11/12/2024	12/12/2024	PPT and white board	
		3. Agenda	13/12/2024	14/12/2024	PPT and white board	
		7.1 3. Properly conducted	16/12/2024	18/12/2024	PPT and white board	
		1. Proxy 2. Motion 3. Voting	19/12/2024	20/12/2024	PPT and white board	
4. Resolution 5. Minutes	23/12/2024	23/12/2024	PPT and white board			
		Revision	30/12/2024	1/1/2025	PPT and white board	
		2nd UNIT TEST		2/1/2025	9/1/2025	

Ch. 8	COMPANY MEETING - II	8.1 Types of Meeting	10/1/2025	10/1/2025	PPT and white board
		8.1.1 Shareholders Meetings	13/1/2025	13/1/2025	PPT and white board
		A) General meetings	15/1/2025	15/1/2025	PPT and white board
		1. Annual General Meeting	16/1/2025	17/1/2025	PPT and white board
		2. Extra ordinary Meeting	20/1/2025	20/1/2025	PPT and white board
		B) Class Meeting	21/1/2025	21/1/2025	PPT and white board
		8.1.2 Directors Meetings	22/1/2025	22/1/2025	PPT and white board
		1. Board Meeting	23/1/2025	25/1/2025	PPT and white board
		2. Committee Meeting	27/1/2025	27/1/2025	PPT and white board
		8.1.3 Creditors Meeting	28/1/2025	28/1/2025	PPT and white board
		8.2 Functions of Secretary related with Annual General Meeting	29/1/2025	29/1/2025	PPT and white board
Ch.9	BUSINESS COMMUNICATION SKILL OF SECRETARY	9.1 Business communication : Meaning and Definition	30/1/2025	30/1/2025	PPT and white board
		9.2 Types of communication	3/2/2025	3/2/2025	PPT and white board
		9.3 Methods of communication	4/2/2025	4/2/2025	PPT and white board
		9.4 Merits of written communication	5/2/2025	5/2/2025	PPT and white board
		9.5 Modes of electronic communication	6/2/2025	6/2/2025	PPT and white board
		9.6 Essential skills for effective communication	7/2/2025	7/2/2025	PPT and white board
		9.7 Roles of Secretary in Business communication	8/2/2025	8/2/2025	PPT and white board
		9.7. 1 Business Letter	10/2/2025	11/2/2025	PPT and white board
Ch.10	CORRESPONDANCE WITH DIRECTORS	Secretary while corresponding with Directors	12/2/2025	12/2/2025	PPT and white board
		Specimen letters	13/2/2025	14/2/2025	PPT and white board
Ch.11	CORRESPONDANCE WITH BANK	11.1 Bank – Meaning	17/2/2025	17/2/2025	PPT and white board
		11.2 Functions of Commercial Bank	18/2/2025	18/2/2025	PPT and white board
		11.3 Precautions to be taken by a Secretary	20/2/2025	20/2/2025	PPT and white board
		11.4 Circumstances under which a banks	21/2/2025	21/2/2025	PPT and white board
		11.5 Specimen letters	22/2/2025	22/2/2025	PPT and white board
Ch. 12	CORRESPONDENCE WITH STATUTORY AUTHORITIES	12.1 Ministry of Corporate Affairs (MCA), (ROC),(NCLT), (SEBI)	24/2/2025	24/2/2025	PPT and white board
		12.7 Specimen Letters	25/2/2025	25/2/2025	PPT and white board
		Revision	27/2/2025	27/2/2025	PPT and white board
		ABT	21/3/2025	27/3/2025	
		Term End Exam 2	10/3/2025	19/3/2025	

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