
	<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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ACA/DI/37 rev:00 Date:3/6/2024	<h2 style="margin: 0;">Teaching Plan Tentative</h2>	Academic Year:2024-25
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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	INTRODUCTION TO CORPORATE FINANCE	1.1 Meaning	4/2/2024	4/2/2024	PPT , White board, notes.
		1.2 Importance	4/3/2024	4/5/2024	
		1.3 Capital Requirements	4/4/2024	4/4/2024	
		(A) Fixed Capital and	4/8/2024	4/13/2024	
		(B) Working Capital	4/15/2024	4/18/2024	
		Distinction :	4/19/2024	4/24/2024	
		EXERCISE	4/25/2024	4/27/2024	
		Revision	4/29/2024	4/30/2024	
Ch.2	SOURCES OF CORPORATE FINANCE	2.1 Sources of Owned Capital	5/2/2024	5/11/2024	
		2.1.1 Shares	6/3/2024	6/8/2024	
		2.1.2 Retained earnings	6/10/2024	6/13/2024	
		2.2 Sources of Borrowed Capital	6/14/2024	6/22/2024	

		2.2.1 Debentures	6/24/2024	6/26/2024
		2.2.2 Acceptance of deposits	6/27/2024	6/28/2024
		2.2.3 Bonds	6/29/2024	6/29/2024
		2.2.4 ADR / GDR	7/1/2024	7/1/2024
		2.2.5 Commercial Banks	7/2/2024	7/2/2024
		2.2.6 Financial Institutions	7/3/2024	7/3/2024
		2.2.7 Trade Credit	7/4/2024	7/4/2024
		Revision	7/5/2024	7/5/2024
		Unit test - 1	7/8/2024	7/11/2024
Ch.3	Issue of shares	33.1 Classification of share capital 3.2 issue of share's	7/12/2024	7/12/2024
		3.3 methods of share's	7/13/2024	7/13/2024
		3.4 allotment of share's	7/15/2024	7/15/2024
		3.5 share's certificate	7/16/2024	7/18/2024
		3.6 calls on share's	7/19/2024	7/19/2024
		3.7 for feature of shares	7/20/2024	7/22/2024
		3.8 surrender of shares	7/23/2024	7/25/2024
		3.9 transfer of shares	7/26/2024	7/26/2024
		3.10 transmission of share's	7/29/2024	7/30/2024
				Revision
Ch.4	Issue of debentures	4.1 Regulations governing issue of debentures.	8/1/2024	8/2/2024
		4.1.1 Provisions for issue of Debentures as per Companies Act, 2013	8/5/2024	8/7/2024
		4.1.2 Provisions for issue of Debentures as per Companies	8/8/2024	8/10/2024
		4.1.3 Requirements as per SEBI	8/12/2024	8/12/2024
		4.2 Procedure for issue of Debentures	8/13/2024	8/14/2024
		4.3 Debentures Trustees	8/16/2024	8/16/2024
Ch.5	DEPOSITS	5.1 Acceptance of deposits	8/20/2024	8/21/2024
		5.2 Terms and conditions for acceptance of deposits	8/22/2024	8/23/2024
		5.3 Procedure for accepting deposits from public	8/24/2024	8/26/2024
		5.4 Procedure for accepting deposit from Members	8/27/2024	8/29/2024
		Revision	8/30/2024	8/31/2024
				Unit test - 2

PPT , White board,
notes.

Ch.6	CORRESPONDENCE WITH MEMBERS	6.1 corresponding with Members	9/6/2024	9/6/2024
		Specimen Letters	9/9/2024	9/19/2024
Ch. 7	CORRESPONDENCE WITH DEBENTUREHOLDERS	7.1 Precautions to be taken by the Debentureholders	9/23/2024	9/24/2024
		7.2 correspondence with Members	9/25/2024	9/26/2024
		7.3 Specimen Letters	9/27/2024	9/30/2024
Ch. 8	CORRESPONDENCE WITH DEPOSITORS	8.1 Precautions to be taken by the Secretary	10/1/2024	10/1/2024
		Specimen Letters	10/3/2024	10/16/2024
		Revision	10/17/2024	10/18/2024
		Term Exam- 1	10/19/2024	10/26/2024
		Diwali Vacation	10/28/2024	11/11/2024
Ch.9	DEPOSITORY SYSTEM	9.1 Depository System - Meaning	11/11/2024	11/11/2024
		9.2 Importance of Depository System	11/12/2024	11/12/2024
		9.3 Benefits of Depository System	11/13/2024	11/13/2024
		9.4 Constituents of Depository System	11/14/2024	11/14/2024
		9.5 Concepts/Terms related to Depository System	11/18/2024	11/18/2024
		9.6 Functioning of Depository System	11/19/2024	11/19/2024
		9.6.1 Demat process	11/20/2024	11/20/2024
		9.6.2 In case of IPO	11/21/2024	11/21/2024
		9.6.3 In case of transfer A) Off market B) Market	11/22/2024	11/22/2024
		9.7 Depositories in India (A) NSDL (B) CDSL	11/23/2024	11/23/2024
Ch.10	DIVIDEND AND INTEREST	10.1 Dividend - Meaning	11/25/2024	11/25/2024
		10.2 Features of Dividend	11/26/2024	11/26/2024
		10.3 Legal provisions on dividend	11/27/2024	11/27/2024
		10.3.1 Legal Provisions on sources of dividend	11/28/2024	11/28/2024
		10.3.2 Legal Provisions for declaration of dividend	11/29/2024	11/29/2024
		10.3.3 Legal provisions for payment of dividend	11/30/2024	11/30/2024
		10.4 Unpaid and unclaimed dividend	12/2/2024	12/2/2024
		10.5 Modes of payment of dividend	12/3/2024	12/3/2024
		10.6 Interim dividend	12/4/2024	12/4/2024

PPT , White board,
notes.

		10.7 Interest Meaning, Features	12/5/2024	12/5/2024	PPT , White board, notes.
		Revision, Topic Exercise	12/6/2024	12/6/2024	
Ch.11	FINANCIAL MARKET	11.1 Financial Market - Meaning	12/9/2024	12/9/2024	
		11.2 Functions of Financial Market	12/10/2024	12/10/2024	
		11.3 Types of Financial Market	12/11/2024	12/13/2024	
Ch. 12	STOCK EXCHANGE	12.1 Stock Exchange : Meaning	12/14/2024	12/14/2024	
		12.2 Functions of Stock Exchange	12/16/2024	12/16/2024	
		12.3 Major Stock Exchanges in India	12/17/2024	12/17/2024	
		12.4 Important terms related with Stock Exchange.	12/18/2024	12/18/2024	
		12.5 SEBI	12/19/2024	12/19/2024	
		12.5.1 Functions of SEBI	12/20/2024	12/20/2024	
		Revision , Board Question paper practice etc.	12/23/2024	12/23/2024	

Mrs. Sandhya Mhaske
Subject Teacher

Mr. S. N. Patil
Principal

