

ACA/DI/30	Teaching Plan	Academic Year : 2026-27
Rev: 00		
Date-020 - 08- 2026		

Teaching Plan Tentative

Standard -11th

Division A and B comm

Subject Code 52

Subject - Secretarial Practice

	Name of the Topic	Sub- Topic	Planned date of commencing	Planned date of completion	Media/Teaching Aid/ Teaching Method used		
Ch.No							
Ch.1	SECRETARY	Introduction Part	20/7/2026	20/7/2026	PPT and white board		
		1.1 Origin of Secretary 1.2 Meaning and Definition	21/7/2026	21/7/2026	PPT and white board		
		1.3 Features	22/7/2026	23/7/2026	PPT and white board		
		1.4 Importance	24/7/2026	25/7/2026	PPT and white board		
		1.5 Types	27/7/2026	28/7/2026	PPT and white board		
		1.6 Functions of Secretary	29/7/2026	30/7/2026	PPT and white board		
		1.7 Qualities of Secretary	31/7/2026	31/7/2026	PPT and white board		
Ch.2	JOINT STOCK COMPANY						
		2.1 Evolution of Business Organization	3/8/2026	4/8/2026	PPT and white board		
		A. Sole Trading Concern	5/8/2026	6/8/2026	PPT and white board		
		B. Joint Hindu Family Business	7/8/2026	8/8/2026	PPT and white board		
		C. Partnership Firm	10/8/2026	11/8/2026	PPT and white board		
		D. Limited Liability Partnership	12/8/2026	14/8/2026	PPT and white board		
		E. Co-operative Society	17/8/2026	18/8/2026	PPT and white board		
F. Joint Stock Company	19/8/2026	22/8/2026	PPT and white board				
Ch.3	FORMATION OF COMPANY	3.1 Stages in the formation of a company	24/8/2026	26/8/2026	PPT and white board		
		3.1.1 Promotion	28/8/2026	31/8/2026	PPT and white board		
		3.1.2 Incorporation of a company	1/9/2026	14/9/2026	PPT and white board		
		3.1.3 Commencement of business	7/9/2026	12/9/2026	PPT and white board		
Ch.4	DOCUMENTS RELETED TO FORMATION OF COMPANY		15/9/2026	24/9/2026	PPT and white board		
		Unit test I	25/9/2026	30/9/2026			
Ch. 5	MEMBERS OF A COMPANY	4.2 Articles of Association	1/10/2026	6/10/2026	PPT and white board		
		4.3 Prospectus	7/10/2026	10/10/2026	PPT and white board		
		5.1 Members : Meaning	12/10/2026	13/10/2026	PPT and white board		
		Member v/s Shareholder	14/10/2026	16/10/2026	PPT and white board		
		5.2 Eligibility of Membership	19/10/2026	21/10/2026	PPT and white board		
		5.3 Acquisition of Membership	22/10/2026	23/10/2026	PPT and white board		
		5.4 Cessation/Termination of Membership	26/10/2026	27/10/2026	PPT and white board		
		5.5 Rights, Duties and Liabilities of a Member	28/10/2026	29/10/2026	PPT and white board		
Ch.6	DIRECTORS AND KEY MANAGERIAL PERSONNEL OF A COMPANY	Term End Exam - 1	30/10/2026	6/11/2026			
		Diwali Vacation	9/11/2026	24/11/2026			
		6.1.1 Meaning 6.1.2 Provisions of Appointment	25/11/2026	27/11/2026	PPT and white board		
		6.1.3 DIN 6.1.4 Qualification	28/11/2026	30/11/2026	PPT and white board		
		6.1.5 Types 6.1.6 Appointment	1/12/2026	2/12/2026	PPT and white board		
		6.1.7 Powers 6.1.8 Duties	7/12/2026	8/12/2026	PPT and white board		
		6.1.9 Liabilities 6.1.10 Legal Position	9/12/2026	10/12/2026	PPT and white board		
		6.1.11 Remuneration 6.1.12 Removal 6.2 (KMP)	11/12/2026	12/12/2026	PPT and white board		
		Ch. 7	COMPANY MEETING - I	7.1. Essentials of valid meeting	14/12/2026	15/12/2026	PPT and white board
				7.1.1. Properly convened 7.1.2. Properly constituted	16/12/2026	17/12/2026	PPT and white board
1. Proper authority 1. Quorum 2. Notice	18/12/2026			19/12/2026	PPT and white board		
2. Chairman 3. Agenda	21/12/2026			21/12/2026	PPT and white board		
7.1 Properly conducted 1. Proxy 2. Motion3. Voting	22/12/2026			23/12/2026	PPT and white board		
4. Resolution 5. Minutes	24/12/2026			26/12/2026	PPT and white board		
		2nd UNIT TEST	28/12/2026	31/12/2026			
Ch. 8	COMPANY MEETING - II	8.1 Types of Meeting	1/1/2027	2/1/2027	PPT and white board		
		8.1.1 Shareholders Meetings	4/1/2027	5/1/2027	PPT and white board		
		A) General meetings	6/1/2027	7/1/2027	PPT and white board		
		1. Annual General Meeting 2. Extra ordinary Meeting	8/1/2027	8/1/2027	PPT and white board		
		B) Class Meeting, 2 Directors Meetings,	11/1/2027	12/1/2027	PPT and white board		
		1. Board Meeting 2. Committee Meeting	13/1/2027	15/1/2027	PPT and white board		
		8.1.3 Creditors Meeting	1/1/2027	15/1/2027	PPT and white board		
		8.2 Functions of Secretary related with Annual Genera	18/1/2027	18/1/2027	PPT and white board		
Ch.9	BUSINESS COMMUNICATION SKILL OF SECRETARY	9.1 Business communication : Meaning and Definition	19/1/2027	20/1/2027	PPT and white board		
		9.2 Types, Methods, Merits,	21/1/2027	22/1/2027	PPT and white board		
		9.6 Essential skills for effective communication	23/1/2027	23/1/2027	PPT and white board		
		9.7 Roles of Secretary in Business communication	27/1/2027	28/1/2027	PPT and white board		
		9.7. 1 Business Letter	29/1/2027	30/1/2027	PPT and white board		
Ch.10	CORRESPONDANCE WITH DIRECTORS	Secretary while corresponding with Directors	1/2/2027	5/2/2027	PPT and white board		
		Specimen letters	8/2/2027	13/2/2027	PPT and white board		
Ch.11	CORRESPONDANCE WITH BANK	11.1 Bank – Meaning	15/2/2027	16/2/2027	PPT and white board		
		11.2 Functions of Commercial Bank	17/2/2027	18/2/2027	PPT and white board		
		11.3 Precautions to be taken by a Secretary	22/2/2027	24/2/2027	PPT and white board		
		11.4 Circumstances under which a banks	25/2/2027	25/2/2027	PPT and white board		
		11.5 Specimen letters	26/2/2027	29/2/2027	PPT and white board		
Ch. 12	CORRESPONDENCE WITH STATUTORY AUTHORITIES	12.1 Ministry of Corporate Affairs (MCA), (ROC), (NCLT)	1/3/2027	2/3/2027	PPT and white board		
		12.7 Specimen Letters	3/3/2027	4/3/2027	PPT and white board		
		Revision	5/3/2027	5/3/2027	PPT and white board		
		ABT	18/3/2027	18/3/2027			
		Term End Exam 2	10/3/2027	17/3/2027			

Faculty Name

Principal