

Dayanand College of Commerce (Jr.),Latur.

Annual Topic Plan

Subject – SP

For the Academic Year 2021-22

Class – XIIth

Part – I Topic Wise Annual Plan (From April to January)

Sr. No.	Name of Topic	Topic Contents	Tentative No. of Lectures
1.	Chapter-I Introduction to corporate Finance	<ul style="list-style-type: none"> • Meaning 1 • Importance 3 • Capital Requirements :- 1. Fixed capital 3 • Working capital 3 • Capital Structure – Definition, components 2 • Distinction 1 • Exercise 1 	14
2.	Chapter-II Sources of Corporate Finance	<p>A. Sources of Owned Capital:-</p> <ul style="list-style-type: none"> • Meaning 2 • Share 10 • Retained earnings 2 <p>B. Sources of Borrowed Capital :-</p> <ul style="list-style-type: none"> • Meaning 1 • Debentures 5 • Acceptance of deposits 2 • Bonds 1 • ADR/GDR 2 • Commercial banks 2 • Financial institutions 2 • Trade Credit 1 • Distinction 1 <p>C. Exercise 1</p>	32
3.	Chapter-III Issue of shares	<ul style="list-style-type: none"> • Classification of Share Capital 3 • Issue of shares • Methods of Issue of Shares:- 1. Issue or public offer of shares:- <li style="padding-left: 20px;">Fixed Price Issue Method 1 <li style="padding-left: 20px;">Book-Building Method 1 <li style="padding-left: 20px;">Initial public, Further public offer 1 2. Offering Shares to Existing Equity Shareholders <li style="padding-left: 20px;">Rights Issue 1 <li style="padding-left: 20px;">Bonus Issue/Bonus Share 1 	

		3. Offering Shares to existing employees Employee Stock Option Scheme(ESOS) 1 Employee Stock Purchase Scheme (ESPS) 1 Stock Appreciation Rights Scheme (SARS) 1 Sweat Equity Shares 1 4. Private Placement:- Preferential Allotment 2 Allotment of Shares 1 Provisions / Conditions for Allotment of Shares 3 Procedure for Allotment of Shares 2 • Share Certificate 2 • call on shares 1 • forfeiture of Shares 1 • Surrender 1 • Transfer 2 • Transmission of Shares 1 • Distinction 1 • Exercise 1	30
4.	Chapter-IV Issue of Debentures	• Introduction 1 • Regulations governing issue of Debentures:- 1. Provisions for issue of Debentures as per Companies Act,2013 - 3 2. Provisions for issue of Debentures as per Companies(Share capital and Debentures) Rule 2014- 1 3. Requirements as per SEBI 1 • Procedure for issue of Debenture 2 • Debenture Trustees 1 • Exercise 1	10
5.	Chapter-V Deposits	• Acceptance of deposits 1 • Terms & Conditions of acceptance of deposits 4 • Procedure for accepting Deposits from public 3 • Procedure for accepting Deposits from members 3 • Exercise 1	12
6.	Chapter-VI Correspondence with Members	• Precaution to be taken by the secretary while corresponding with Members. 1 • Circumstances under which Secretary has to enter into correspondence with Members 1 • Specimen Letters 5 • Exercise 1	08
7.	Chapter VII Correspondence with Debenture holders	• Precaution to be taken by the secretary while corresponding with Debenture holders 1 • Circumstances under which Secretary has to enter into correspondence with Debenture holders 1 • Specimen Letters 5 • Exercise 1	08

8.	Chapter-VIII Correspondence with Depositors	<ul style="list-style-type: none"> • Precaution to be taken by the secretary while corresponding with Depositors. 1 • Circumstances under which Secretary has to enter into correspondence with Depositors 1 • Specimen Letters 5 • Exercise 1 	08
9.	Chapter-IX Depository System	<ul style="list-style-type: none"> • Meaning 1 • Importance, Benefit, of Depository System 2 • Constituents of Depository System 3 • Concept/ Terms related to Depository System 2 • Functioning of Depository System 2 • Depositories in India-(A) NSDL (B) CDSL 2 • Distinction 1 • Exercise 1 	14
10.	Chapter-X Dividend and Interest	<ul style="list-style-type: none"> • Meaning 1 • Features of Dividend 2 • Legal Provisions on dividend :- <ul style="list-style-type: none"> 1. Legal Provisions on sources of Dividend 1 2. Legal Provisions for declaration of Dividend 2 3. Legal Provisions for Payment of Dividend 2 • Unpaid and unclaimed dividend 2 • Modes of payment of dividend 1 • Interim dividend 2 • Interest :- <ul style="list-style-type: none"> Meaning ,Features 1 • Distinction 1 • Exercise 1 	16
11.	Chapter-XI Financial Market	<ul style="list-style-type: none"> • Meaning 1 • Functions of Financial Market 2 • Types of Financial Market:- <ul style="list-style-type: none"> 1. Money Market:- <ul style="list-style-type: none"> Meaning, Features 2 Important Participants 2 Instruments 2 2. Capital Market <ul style="list-style-type: none"> Meaning, Features 2 Instruments 1 Types 2 • Distinction 1 • Exercise 1 	16
12.	Chapter-XII Stock Exchange	<ul style="list-style-type: none"> • Meaning 2 • Function of Stock Exchange 2 • Major stock Exchange in India 2 • Important terms Related with Stock Exchange 2 • SEBI :-functions of SEBI 1 • Distinction 1 • Exercise 1 	11

Part – II No. of Days Required for Examination

Exam Type	Exam Duration (In Days)	Syllabus
1) Unit Test – I	03	Chapter-1,2
2) First Term Exam	06	Chapter-1,2,3,4,5
3) Unit Test – II	03	Chapter-9,10,11,12
4) First Practice Exam	06	All Syllabus
5) Second Practice Exam	06	All Syllabus
6) Application Based Test(ABT-Final Practical Exam.)	06	All Syllabus
Total Exam Duration (In Days)	30 Days	In Words: Twenty Four Days.
A) The total no. of days required for the completion of Syllabus (Part-I) to be taken throughout the year = 179Days		
B) The total no. of days required for Examinations (Part-II) to be held throughout the year = 30 Days*		
C) Total No. of Days (A+B = C) i.e. 179 Days + 30 Days = 209 Days**		

The above “Annual Topic Planning” is prepared by all the Teachers of respective subject (Secretarial Practice) sitting together

Sr.No.	Name of the Subject Teacher	Signature	Remark (If Any..)
1.	Prof.Agrawal A.M.		
2.	Prof.Shaikh S.M.		

Co-ordinator

Supervisor