

# Dayanand College of Commerce (Jr.),Latur.

## Annual Topic Plan

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### Subject – SP

#### For the Academic Year 2021-22

Class – XI<sup>th</sup>

#### Part – I Topic Wise Annual Plan (From - July to March)

Sr.No.	Name of Topic	Topic Contents		Tentative No. of Lectures
1.	<b>Chapter-I Secretary</b>	<ul style="list-style-type: none"> <li>• Origin of Secretary</li> <li>• Meaning &amp; Definition</li> <li>• Features</li> <li>• Importance</li> <li>• Type               <ol style="list-style-type: none"> <li>1. Personal Secretary</li> <li>2. Institutional Secretary                   <ul style="list-style-type: none"> <li>- Secretary of Non-profit Association }                   </li> <li>- Secretary of Co-operative society }                   </li> <li>- Secretary of Joint Stock Company }                   </li> <li>- Secretary of Government Department }                 </li></ul> </li> </ol> </li> <li>• Functions</li> <li>• Qualities</li> <li>• Distiction</li> <li>• Exercise</li> </ul>	1 1 2 2  1  1 1 1 1 1 1 1 1	<b>15</b>
2.	<b>Chapter-II Joint Stock Company</b>	<ul style="list-style-type: none"> <li>• Evolution of Business Organization               <ol style="list-style-type: none"> <li>a. Sole Trading Concern</li> <li>b. Joint Hindu Family Business</li> <li>c. Partnership Firm</li> <li>d. Limited Liability Partnership</li> <li>e. Co-operative Society</li> <li>f. Joint Stock Company</li> </ol> </li> <li>• Meaning</li> <li>• Definition</li> <li>• Features</li> <li>• Types of Company</li> <li>• Distinction</li> <li>• Exercise</li> </ul>	1 1 1 1 1  1 1 3 4 1 1	<b>17</b>

3.	<b>Chapter-III Formation of a company</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Stage in the formation of a company <ul style="list-style-type: none"> <li>A. Promotion <ul style="list-style-type: none"> <li>- Meaning, Definition, Role of Promoter</li> <li>- Steps in promotion of company</li> </ul> </li> <li>B. Incorporation of Company – Steps</li> <li>C. Commencement of business – Steps</li> <li>D. Exercise</li> </ul> </li> </ul>	<p style="text-align: right;">1</p> <p style="text-align: right;">2</p> <p style="text-align: right;">1</p> <p style="text-align: right;">4</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p>	<b>10</b>
4.	<b>Chapter-IV Documents related to formation of company</b>	<ul style="list-style-type: none"> <li>A. Memorandum of Association <ul style="list-style-type: none"> <li>- Definition, Features</li> <li>- Clauses</li> </ul> </li> <li>B. Articles of Association <ul style="list-style-type: none"> <li>- Definition</li> <li>- Contents</li> </ul> </li> <li>C. Prospectus <ul style="list-style-type: none"> <li>- Types</li> <li>- Contents</li> </ul> </li> <li>• Distinction</li> <li>• Exercise</li> </ul>	<p style="text-align: right;">3</p> <p style="text-align: right;">5</p> <p style="text-align: right;">1</p> <p style="text-align: right;">3</p> <p style="text-align: right;">2</p> <p style="text-align: right;">2</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p>	<b>18</b>
5.	<b>Chapter-V Members of company</b>	<ul style="list-style-type: none"> <li>• Meaning: Members <ul style="list-style-type: none"> <li>- Members v/s shareholders</li> </ul> </li> <li>• Eligibility of Member</li> <li>• Acquisition of membership</li> <li>• Cessation of membership</li> <li>• Right, duties and liability of a member,</li> <li>• Exercise</li> </ul>	<p style="text-align: right;">2</p> <p style="text-align: right;">2</p> <p style="text-align: right;">2</p> <p style="text-align: right;">1</p> <p style="text-align: right;">2</p> <p style="text-align: right;">1</p>	<b>10</b>
6.	<b>Chapter-VI Directors And key Managerial personnel of company</b>	<ul style="list-style-type: none"> <li>• Directors <ul style="list-style-type: none"> <li>- Meaning</li> <li>- Provisions of Appointment</li> <li>- DIN</li> <li>- Qualification</li> <li>- Types</li> <li>- Appointment</li> <li>- Powers</li> <li>- Duties</li> <li>- Liabilities</li> <li>- Legal Position</li> <li>- Remuneration</li> <li>- Removal</li> </ul> </li> <li>• Key managerial personnel (KMP) <ul style="list-style-type: none"> <li>a. Managing Directors <ul style="list-style-type: none"> <li>- Meaning, appointment</li> <li>- Disqualification</li> <li>- Powers and Duties</li> </ul> </li> <li>b. Whole Time Directors</li> <li>c. Manager</li> <li>d. Company Secretary <ul style="list-style-type: none"> <li>- Definition</li> </ul> </li> </ul> </li> </ul>	<p style="text-align: right;">2</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">2</p> <p style="text-align: right;">3</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">2</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p>	<b>31</b>

		<ul style="list-style-type: none"> <li>- Position, Duties</li> <li>- Liabilities, Rights</li> <li>- Role</li> <li>- Secretarial Standard</li> <li>- Secretarial Audit</li> <li>e. Chief Financial Officer</li> <li>• Distinctions</li> <li>• Exercise</li> </ul>	<p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p>	
7.	<b>Chapter-VII Company Meeting-I</b>	<ul style="list-style-type: none"> <li>• Introduction, Meaning, Definition, Importance</li> <li>• Essential of valid meeting</li> <li>• Properly convened <ul style="list-style-type: none"> <li>- Proper authority, Notice</li> <li>- Agenda</li> </ul> </li> <li>• Properly Constituted <ul style="list-style-type: none"> <li>- Quorum</li> <li>- Chairman</li> </ul> </li> <li>• Properly Conducted <ul style="list-style-type: none"> <li>- Proxy</li> <li>- Resolution</li> <li>- Motion</li> <li>- Minutes</li> <li>- Voting</li> </ul> </li> <li>• Distinction</li> <li>• Exercise</li> </ul>	<p>2</p> <p>3</p> <p>2</p> <p>1</p> <p>2</p> <p>1</p> <p>2</p> <p>2</p> <p>1</p> <p>2</p> <p>1</p> <p>1</p>	<b>20</b>
8.	<b>Chapter-VIII Company Meeting-II</b>	<ul style="list-style-type: none"> <li>• Types of meeting- <ul style="list-style-type: none"> <li>A. Shareholders Meeting <ul style="list-style-type: none"> <li>a. General Meeting <ul style="list-style-type: none"> <li>- Annual General Meeting</li> <li>- Extra Ordinary Meeting</li> </ul> </li> <li>b. Class Meeting</li> </ul> </li> <li>B. Directors Meeting <ul style="list-style-type: none"> <li>- Board Meeting</li> <li>- Committee Meeting } </li></ul> </li> <li>C. Creditor Meeting</li> </ul> </li> <li>• Functions of secretary related with annual General Meeting</li> <li>• Distinction</li> <li>• Exercise</li> </ul>	<p>2</p> <p>1</p> <p>1</p> <p>2</p> <p>1</p> <p>3</p> <p>1</p> <p>1</p>	<b>12</b>
9.	<b>Chapter-IX Business Communication skill of Secretary</b>	<ul style="list-style-type: none"> <li>• Business communication - Meaning &amp; Definition</li> <li>• Types of communication</li> <li>• Methods of communication</li> <li>• Merits of written communication</li> <li>• Modes of electronic communication</li> <li>• Essential skills for effective communication</li> <li>• Role of Secretary</li> <li>• Exercise</li> </ul>	<p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>2</p> <p>7</p> <p>1</p>	<b>17</b>
10.	<b>Chapter-X Correspondence with Directors</b>	<ul style="list-style-type: none"> <li>• Precautions to be taken by the secretary</li> <li>• Circumstances under which a secretary has to enter into correspondence with Directors</li> <li>• Specimen Letters</li> <li>• Exercise</li> </ul>	<p>1</p> <p>1</p> <p>4</p> <p>1</p>	<b>07</b>

11.	<b>Chapter-XI Correspondence with Bank</b>	• Bank-meaning	1	<b>12</b>	
		• Functions of commercial Bank			
		- Primary functions	3		
		- Secondary functions	1		
		• Precaution to be taken by secretary while corresponding with Bank	}		1
		• Circumstances under which a secretary has to enter into correspondence with banks			
		• Specimen letters			
• Distinction	1				
• Exercise	1				
12.	<b>Chapter-XII Correspondence with statutory authorities</b>	• Ministry of Corporate Affairs	2	<b>13</b>	
		• Registrar of Companies	2		
		• National Company Law Tribunal	2		
		• National Company Law Appellate Tribunal	}		1
		• Securities and Exchange Board of India			
		• Precaution to be taken while corresponding with statutory authorities	1		
		• Specimen letters	4		
		• Exercise	1		

### Part – II No. of Days Required for Examination

Exam Type	Exam Duration (In Days)	Syllabus
1) Unit Test – I	03	1,2,3
2) First Term Exam	06	1,2,3,4,5,6
3) Unit Test – II	03	7,8,9
4) Annual Exam	06	All chapter
5) Application Based Test(ABT- Final Practical Exam.)	06	All Chapter
<b>Total Exam Duration (In Days)</b> (1+2+3+4+5)	<b>24 Days</b>	<b>In Words: Twenty Four Days.</b>
A) The total no. of days required for the completion of Syllabus (Part-I) to be taken throughout the year = <b>182 Days</b>		
B) The total no. of days required for Examinations (Part-II) to be held throughout the year = <b>24 Days*</b>		
<b>C) Total No. of Days (A+B = C) i.e. 182 Days + 24 Days = 206 Days**</b>		

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.Gade A.T.		

**Co-ordinator**

**Supervisor**