|  |  |
| --- | --- |
| ADVANCE COMPANY LAW | |
| 1 | Company Formation and Conversion |
| 2 | Procedure for Alterations of the Memorandum and Articles |
| 3 | Issue and Allotment of Securities |
| 4 | Alteration of Share Capital |
| 5 | Issue and Redemption of Debentures and Bonds |
| 6 | Acceptance of Deposits by Companies |
| 7 | Membership and Transfer/Transmission of Shares |
| 8 | Key Managerial Personnel |
| 9 | Company Secretary |
| 10 | Meetings |
| 11 | Auditors |
| 12 | Preparation & Presentation of Reports |
| 13 | Distribution of Profits |
| 14 | Charges |
| 15 | Inter-Corporate Loans, Investments, Guarantees and Security |
| 16 | E- filing |
| 17 | Striking Off Names of Companies |
| 18 | Recent Trends and Developments in Company Law |
| 19 | Trusts and Non-Profit Organisation |

|  |  |  |
| --- | --- | --- |
| Pattern | Marks | Syllabus |
| Full Course | 100 | All Chapters |
| Half Course Part 1 | 50 | Chapter 1 to Chapter 9 |
| Half Course Part 2 | 50 | Chapter 10 to Chapter 19 |
| Quarter Course Part 1 | 25 | Chapter 1 to Chapter 4 |
| Quarter Course Part 2 | 25 | Chapter 5 to Chapter 8 |
| Quarter Course Part 3 | 25 | Chapter 9 to Chapter 14 |
| Quarter Course Part 4 | 25 | Chapter 15 to Chapter 19 |

|  |  |
| --- | --- |
| CORPORATE RESTRUCTURING (CRVI) | |
| 1 | Corporate Restructuring - Introduction and Concepts |
| 2 | Mergers and Amalgamations - Legal and Procedural Aspects |
| 3 | Economic and Competition Law Aspects of Mergers and ... |
| 4 | Mergers and Amalgamations - Accounting Aspects of Amalgamations |
| 5 | Financial, Stamp Duty and Taxation Aspects of Amalgamation |
| 6 | Interest of the Small Investors in Mergers |
| 7 | Amalgamation of Banking and Government Companies |
| 8 | Corporate Demergers and Reverse Mergers |
| 9 | Takeovers |
| 10 | Funding of Mergers and Takeovers |
| 11 | Financial Restructuring |
| 12 | Post Merger Re-organisation |
| 13 | Case Studies |
| 14 | Valuation Introduction and Techniques |
| 15 | Regulatory Aspects of Valuation with Reference to Corporate Strategies |
| 16 | Insolvency - Concepts and Evolution |
| 17 | Revival and Restructuring of Sick Companies |
| 18 | Securitization |
| 19 | Winding-Up |
| 20 | Cross Border Insolvency |

|  |  |  |
| --- | --- | --- |
| Pattern | Marks | Syllabus |
| Full Course | 100 | All Chapters |
| Half Course Part 1 | 50 | Chapter 1 to Chapter 10 |
| Half Course Part 2 | 50 | Chapter 10 to Chapter 20 |
| Quarter Course Part 1 | 25 | Chapter 1 to Chapter 5 |
| Quarter Course Part 2 | 25 | Chapter 6 to Chapter 10 |
| Quarter Course Part 3 | 25 | Chapter 11 to Chapter 15 |
| Quarter Course Part 4 | 25 | Chapter 16 to Chapter 20 |

|  |  |
| --- | --- |
| SECRETARIAL AUDIT , COMPLIANCE MANAGEMENT , DUE DILIGENCE | |
| 1 | Secretarial Audit and Secretarial Standards-An |
| 2 | Checklist — Secretarial Audit |
| 3 | Due Diligence — An Overview |
| 4 | Issue of Securities |
| 5 | Depository Receipts Due Diligence |
|  | Due Diligence — Mergers & Amalgamations |
| 7 | Competition Law Due Diligence |
| 8 | Legal Due Diligence |
| 9 | Due Diligence for Banks |
| 10 | Environmental Due Diligence |
| 11 | Search/Status Reports |
| 12 | Compliance Management |

|  |  |  |
| --- | --- | --- |
| Pattern | Marks | Syllabus |
| Full Course | 100 | All Chapters |
| Half Course Part 1 | 50 | Chapter 1 to Chapter 6 |
| Half Course Part 2 | 50 | Chapter 7 to Chapter 12 |
| Quarter Course Part 1 | 25 | Chapter 1 to Chapter 3 |
| Quarter Course Part 2 | 25 | Chapter 4 to Chapter 6 |
| Quarter Course Part 3 | 25 | Chapter 7 to Chapter 9 |
| Quarter Course Part 4 | 25 | Chapter 10 to Chapter 12 |

|  |  |
| --- | --- |
| INFORMATION TECHNOLOGY AND SYSTEMS AUDIT | |
| 1. | Information Technology Law |
| 2. | Information Systems |
| 3. | Computer Hardware — An Overview |
| 4. | Computer Software — An Overview |
| 5. | Database Management |
| 6. | Programming — An Overview |
| 7. | Internet and Other Technologies |
| 8. | Management Information Systems.. |
| 9. | Enterprise Resource Management |
| 10. | E-Governance in India |
| 11. | Systems Audit — An Overview |

|  |  |  |
| --- | --- | --- |
| Pattern | Marks | Syllabus |
| Full Course | 100 | All Chapters |
| Half Course Part 1 | 50 | Chapter 1 to Chapter 6 |
| Half Course Part 2 | 50 | Chapter 6 to Chapter 11 |
| Quarter Course Part 1 | 25 | Chapter 1 to Chapter 3 |
| Quarter Course Part 2 | 25 | Chapter 4 to Chapter 6 |
| Quarter Course Part 3 | 25 | Chapter 7 to Chapter 9 |
| Quarter Course Part 4 | 25 | Chapter 9 to Chapter 11 |

|  |  |
| --- | --- |
| CORPORATE GOVERNANCE AND ETHICS | |
| 1 | Introduction : Ethics and Governance |
| 2 | Ethical Principles in Business |
| 3 | Conceptual Framework of Corporate |
| 4 | Legislative Framework of Corporate |
| 5 | Board Effectiveness-Issues and Challenges |
| 6 | Board Committees |
| 7 | Corporate Governance and Shareholder Rights |
| 8 | Corporate Governance and Other Stakeholders |
| 9 | Risk Management and Internal Control |
| 10 | Corporate Governance in Banks, Insurance ... |
| 11 | Corporate Governance Forums |
| 12 | Legislative Framework of Corporate |
| 13 | Corporate Social Responsibility |
| 14 | Sustainability |
| 15 | Corporate Sustainability Reporting Framework |
| 16 | Legal Framework, Conventions, Treaties on... |
| 17 | Principles of Absolute Liability |

|  |  |  |
| --- | --- | --- |
| Pattern | Marks | Syllabus |
| Full Course | 100 | All Chapters |
| Half Course Part 1 | 50 | Chapter 1 to Chapter 9 |
| Half Course Part 2 | 50 | Chapter 9 to Chapter 17 |
| Quarter Course Part 1 | 25 | Chapter 1 to Chapter 4 |
| Quarter Course Part 2 | 25 | Chapter 5 to Chapter 9 |
| Quarter Course Part 3 | 25 | Chapter 9 to Chapter 13 |
| Quarter Course Part 4 | 25 | Chapter 14 to Chapter 17 |

|  |  |
| --- | --- |
| FINANCIAL TREASURY AND FOREX MANAGEMENT (FTFM) | |
| 1 | Nature, Significance and Scope of Financial Management |
| 2 | Capital Budgeting |
| 3 | Capital Structure |
| 4 | Cost of Capital |
| 5 | Financial Services |
| 6 | Project Planning |
| 7 | Dividend Policy |
| 8 | Working Capital |
| 9 | Securities Analysis and Portfolio Management |
| 10 | Derivatives and Commodity Exchanges - An Overview |
| 11 | Treasury Management |
| 12 | Forex Management |

|  |  |  |
| --- | --- | --- |
| Pattern | Marks | Syllabus |
| Full Course | 100 | All Chapters |
| Half Course Part 1 | 50 | Chapter 1 to Chapter 6 |
| Half Course Part 2 | 50 | Chapter 6 to Chapter 12 |
| Quarter Course Part 1 | 25 | Chapter 1 to Chapter 3 |
| Quarter Course Part 2 | 25 | Chapter 4 to Chapter 6 |
| Quarter Course Part 3 | 25 | Chapter 7 to Chapter 9 |
| Quarter Course Part 4 | 25 | Chapter 10 to Chapter 12 |

|  |  |
| --- | --- |
| DRAFTING | |
| 1 | General Principles of Drafting & Relevant Substantive Rules |
| 2 | Drafting and Conveyancing Relating to Various Deeds and Agreements |
| 3 | Drafting and Conveyancing Relating to Various Deeds and Agreements -I |
| 4 | Drafting and Conveyancing Relating to Various Deeds and Agreements -11 |
| 5 | Drafting and Conveyancing Relating to Various Deeds and Agreements -Ill |
| 6 | Drafting and Conveyancing Relating to Various Deeds and Agreements -IV |
| 7 | Drafting of Agreements under the Companies Act |
| 8 | Pleadings |
| 9 | Appearances |
| 10 | Compounding of Offences |

|  |  |  |
| --- | --- | --- |
| Pattern | Marks | Syllabus |
| Full Course | 100 | All Chapters |
| Half Course Part 1 | 50 | Chapter 1 to Chapter 5 |
| Half Course Part 2 | 50 | Chapter 6 to Chapter 10 |
| Quarter Course Part 1 | 25 | Chapter 1 to Chapter 3 |
| Quarter Course Part 2 | 25 | Chapter 3 to Chapter 5 |
| Quarter Course Part 3 | 25 | Chapter 6 to Chapter 8 |
| Quarter Course Part 4 | 25 | Chapter 8 to Chapter 10 |