

GUIDELINES FOR CONDUCTING CLASS ROOM TEACHING BY REGIONAL COUNCILS/CHAPTERS FOR THE STUDENTS OF FOUNDATION/EXECUTIVE/ PROFESSIONAL PROGRAMMES OF THE COMPANY SECRETARYSHIP COURSE, 2013

In pursuance of the general powers conferred on the Council under the Company Secretaries Act 1980 and the Regulations made thereunder, the Council hereby makes the following Guidelines, namely :

I. Title

These Guidelines shall be called the **"ICSI Guidelines for Conduct of Class Room Teaching by Regional Councils/Chapters for the students of Foundation/Executive/Professional Programmes of the Company Secretaryship Course, 2013"**.

II. Extent and Commencement

These Guidelines shall be applicable to all Teaching Centres of Regional Councils/Chapters (including the existing collaborative Centres) for Foundation/Executive/Professional Programmes of the Company Secretaryship Course. These Guidelines shall come into force w.e.f. April 1, 2013.

III. Eligibility Requirements

- (i) All Regional Councils and Chapters of the Institute are permitted to provide class room teaching facility for Foundation, Executive & Professional Programmes Students under aegis of the Institute at an appropriate venue. No separate permission from the Institute's Headquarters (HQ) shall be required for the purpose.
- (ii) Regional Councils and Chapters may also provide class room teaching at hired premises, in case of inadequacy of space and other infrastructure in their own premises, after passing a Resolution in the respective Regional Council Meeting (in case of Regional Councils) and Managing Committee Meeting (in case of Chapters). However, the classes shall be conducted under the supervision and control of the concerned Regional Council / Chapter, as the case may be.
- (iii) Regional Councils / Chapters shall not recommend for establishment of new Collaborative Centres.

- (iv) The Regional Councils / Chapters intending to start class room teaching must ensure availability of requisite faculty and sufficient infrastructural and organizational support required for the conduct of Classes.

IV. Appointment of Co-ordinator for Conduct of Classes

- (i) Every Regional Council / Chapter providing class room teaching shall appoint a Co-coordinator to oversee and supervise the day-to-day affairs of Teaching Centre.
- (ii) The person so appointed shall be on part-time / full-time basis on contractual terms, without any obligation on the part of the ICSI to provide regular employment. The remuneration payable to such Co-coordinator shall be borne by the respective Regional Council / Chapter, as the case may be.
- (iii) The person so appointed as Co-coordinator shall be exclusively entrusted with the responsibility of looking after the affairs of Teaching Centre.
- (iv) Co-coordinator shall report to the concerned Regional Council / Managing Committee of the Chapter through Executive Officer of the concerned Regional Council / Chapter.
- (v) In case a Regional Council is having one or more Junior/Middle level officers available who are adequately qualified, such officials could be considered to be appointed as Co-coordinator, subject to approval of the Institute. This is applicable only in the case of Regional Councils.

V. Duties and Responsibilities of Coordinator:

The duties and responsibilities of Co-coordinator shall be as under:

- (i) To disseminate information before the commencement of Classes through various means such as sending information leaflets, SMS, e-mails, advertising in Student Company Secretary, local media, uploading information in the Institute's website, display of banner as well as placing the announcements in the Notice Board of recognized schools / colleges or through any other means.
- (ii) To process the admission forms and to admit students after ensuring that the necessary formalities have been complied with.

- (iii) To structure the Classes/Schedule and draw up time table and to maintain such records.
- (iv) To issue/distribute Identity Card to the students.
- (v) To Co-ordinate with the faculty and fix their lecture schedule.
- (vi) To announce the commencement of new Batches, including scheduling of tests.
- (vii) To co-ordinate with the faculty for obtaining question papers for conducting tests, enlisting invigilators, collecting evaluated answer sheets, preparing performance reports and other related jobs / activities in this regard.
- (viii) To issue Clearance Certificates and suggested answers to the eligible students.
- (ix) To process for disbursement of Honorarium for faculty and to render such assistance as may be required by the faculty for taking the classes.
- (x) To obtain students' feedback about the teaching by the faculty at the end of each teaching session and to forward a faculty-wise feed back report to the Directorate of Academics & Professional Development on regular basis.
- (xi) To maintain database of faculty on various subjects under the syllabus.
- (xii) To maintain relevant records including marks obtained by the students in various class tests.
- (xiii) To organise faculty meetings before the commencement of new batches.
- (xiv) To authenticate all the documents including Clearance Certificates.

VI. Qualifications and Appointment of Faculty Members

- (i) A person to be appointed as a faculty for teaching Classes shall possess such qualifications as prescribed in Annexure 'A' of these Guidelines.

A member of the Institute having exposure in the relevant subject shall generally be preferred.

Apart from the qualifications, the exposure, experience and specialisation of the faculty shall be given due consideration.

- (ii) If any Regional Council / Chapter desires that the classes be

taken by Central Council Members or by specific member of respective Regional Council (including relative of Regional Council member, partner, employee, trainee of the firm in which such Regional Council member is a partner or proprietor, the ex-officio & co-opted members) or by specific members of Managing Committee of respective Chapters (including relative of Managing Committee member, partner, employee, trainee of the firm in which such Management member is a partner or proprietor, the ex-officio & co-opted members) for want of faculty and expertise, it may do so by passing a resolution in this regard at the meeting of the respective Regional Council / Managing Committee, as the case may be. Further, a disclosure with respect to the above be taken from such Regional Council members, Management Committee member at the time of submission of annual disclosure of interest to the Institute.

- (iii) In case of Chapters, the Managing Committee shall also seek the approval of the respective Regional Council.
- (iv) Honorarium at applicable rates shall be paid to such members of the faculty for taking up the classes.
- (v) To ensure transparency, the names and details of remuneration paid during the course of a given financial year to the faculty categorized under Guideline VI (ii) shall be published in the relevant Annual Report of the respective Regional Council /Chapter, as the case may be.
- (vi) Further, the engagement of faculty categorized under Guideline VI [ii] shall be renewed every year by the Regional Council / Managing Committee of the Chapter, as the case may be, at its last meeting held prior to the commencement of the financial year.
- (vii) Engagement of Faculty shall be on rotational basis as far as possible except in exceptional circumstances / situations. New talents must be explored and given adequate opportunity on a continuous basis.

VII. Feedback about the Faculty

- (i) The Co-coordinator shall invariably obtain, at the end of each session, the students' feedback about the respective faculty in the format given at Annexure-F.

The coordinator shall compile the feedback in a tabular form, summarise the same and place before every meeting of the Regional Council / Managing Committee of the Chapter, and also sent the same to the Directorate of Academics & Professional Development of the Institute's HQ, at the end of each session.

Decision whether a particular faculty is to be repeated in the next session or to be replaced shall be taken strictly on the basis of the feedback as obtained above.

- (ii) Regional Councils / Chapters shall furnish, at the end of each session, the details of the faculty appointed by them in the prescribed Proforma (Annexure 'B') along with summary of the feedback about the faculty received from students to the Directorate of Academics & Professional Development of the Institute's HQ.
- (iii) Individual feedback so collected from students shall be retained at the respective Regional Council / Chapter.
- (iv) The Regional Council / Managing Committee of the Chapter shall send a report to the Institute every year covering the various aspects viz. names of the faculty, relationship with any Regional Council member, Management Committee member, directly or indirectly, subjects taught, number of batch allotted, rating as per the feedback, number of years engaged and other related details. The report shall also deal with respect to introduction of new faculty.

VIII. Code of Conduct for Faculty

A faculty member shall:

- (i) be debarred from teaching classes at any Regional Council / Chapter in case he/she is found to be canvassing / promoting any private tuition centre, directly or indirectly in any manner.
- (ii) observe formal dress code
- (iii) maintain strict discipline in the class room.
- (iv) not suggest any short-cut method for passing the examinations.
- (v) follow the time schedule of the respective classes
- (vi) utilize the time allotted for teaching strictly and optimally.
- (vii) be like a mentor and guide the students

IX. Fees to be charged from the students

The Regional Councils / Chapters providing class room teaching facility shall have full autonomy in deciding the fees to be charged from the students. It is clarified that the Institute would NOT provide any financial support/ compensation in this connection to the concerned Regional Council / Chapters on any account. The respective Regional Council / Chapter is entitled to keep the surplus generated out of this activity and in case of deficit, the same shall be borne by them.

X. Honorarium to the Faculty

- (i) The Regional Councils / Chapters shall have full autonomy in deciding the honorarium payable to faculty for taking classes at their Centres depending upon the local scenario and various other factors. However, total expenditure on faculty honorarium shall be met from class room teaching facility only.
- (ii) The honorarium to the faculty shall be paid by way of cheque and the Regional Councils / Chapters shall ensure deduction of TDS and such taxes as may be applicable at the relevant point of time.
- (iii) Honorarium paid to the faculty concerned shall be shown in the relevant books of accounts and other related documents as "Honorarium to Faculty" and not under any other form of reimbursement of expenses, either fully or partially or any other combination thereof.

XI. Admission of Students

- (i) Only registered students of ICSI shall be eligible to seek admission to Class Room Teaching Facility offered by Regional Councils/Chapters.
- (ii) In case, a student had already obtained Clearance Certificate and wishes to attend the Classes, he may be admitted subject to availability of seats.
- (iii) No student shall ordinarily be admitted to Classes for any Programme / Module after the commencement of the Classes of that Programme / Module.
- (iv) Obtaining class room teaching is optional for students.

XII. Number of lectures, attendance and tests

- (i) There shall be a minimum of 30 (in case of Foundation Programme), 35 (in case of Executive Programme) and 40 (in case of Professional Programme) lectures, of not less than two hours each, for each paper of the Foundation/ Executive/ Professional Programme. The scheme of lectures prepared by the Directorate of Academics and Professional Development is enclosed as Annexure 'C', for guidance of the faculty.
- (ii) The lecture scheme specifies the minimum number of lectures to be conducted for each subject, but the Regional Councils/Chapters shall be free to organize more number of lectures in a subject, if felt necessary.
- (iii) At least 75 percent attendance shall ordinarily be necessary in each paper.
- (iv) Attendance Records shall be retained for at least six months after the holding of such classes and shall be kept available for inspection by an authorized officer of the Institute..
- (v) No relaxation in regard to attendance and tests shall be given without the approval of the Regional Council/Managing Committee of the Chapter. However, a student who fails to attend the required number of classes shall have an option to complete his study through postal tuition / Computer Based Coaching Completion Tests / or any other approved methods as per the terms and conditions prescribed separately under the respective scheme.
- (vi) Two tests shall be held in each subject of Foundation (old syllabus) / Executive / Professional Programme at regular intervals, out of which a student must pass at least one test per subject in Foundation (old syllabus) / Executive/ Professional Programme respectively. The qualifying marks for passing each test shall be 40 percent.
- (vii) For Foundation Program (New Syllabus), class tests may continue to be conducted on "Multiple Choice Question (MCQ)" format and the progress of the students may be intimated to them by evaluating their performance⁵ in the class tests. However, there is no requirement of issuing formal Completion Certificates to these students.
- (viii) The duration of the test shall be minimum two hours. Evaluated Answer sheets given by students in class tests may be returned to them after recording by the Co-coordinator.

XIII. Performance Report

Regional Councils / Chapters

- (i) All Regional Councils / Chapters providing class room teaching shall prepare a performance report in specified format (Annexure-D).
- (ii) The Regional Council / Chapter shall provide the performance report to the Institute's HQ, on request for verification.
- (iii) The concerned Regional Council / Chapter shall send a list of students eligible for issuing of Completion Certificate in the format specified in Annexure-F to Directorate of Student Services, on or before 15th April and 15th October, for June and December examinations respectively.
- (iv) Concerned Regional Council / Chapter shall also issue the Completion Certificates and suggested answers to all eligible students.
- (v) Institute's HQ shall update the records of CC No. of respective students on the basis of the list received from Regional Councils / Chapters.

Existing Collaborative Centres

- (i) Every existing Collaborative Centre shall send a Performance Report in specified format (Annexure-E) to the concerned Regional Council/ Chapter who in turn shall send a list of students (Annexure-F) eligible for issuing of Completion Certificate to Directorate of Student Services, on or before 15th April and 15th October, for June and December examinations respectively.
- (ii) Concerned Regional Council / Chapter shall also issue the Completion Certificates and suggested answers to all eligible students.
- (iii) Institute's HQ shall update the records of CC No. of respective students on the basis of the list received from Regional Councils / Chapters.

XIV. Withdrawal of Recognition

In case any Teaching Centre is found violating these Guidelines in any form including circumvention / dilution, the HQ may initiate appropriate action, as it may deemed fit, after giving the Centre or faculty concerned, an opportunity of being heard. In case a particular Centre is found to be violating the Guidelines, the Institute may impose such penalty as it may deem fit, including withdrawal of recognition.

XV. General

- (i) The Regional Council / Chapter shall ensure that the facility for Class Room Teaching is economically viable and self-sustained before commencement of Classes.
- (ii) While commencing a new batch, an inaugural function shall be organized. Invitation to be extended to the newly admitted students and their parents for attending the inaugural function. At this function orientation to be given about the benefits of joining Classes, Career Opportunities, scheme of classes, Library and other infrastructure facilities, Co-curricular activities to be highlighted. Council Members / or Senior Company Secretaries shall be invited to address the students to motivate them. Rank holders, toppers of the Region/ Chapter shall also be invited to share their success story.
- (iii) Before commencement of each session, a faculty meeting shall be organized, wherein faculty members shall be apprised about their lecture schedule/test schedules and other points of code of conduct for faculty as given in clause VIII of these guidelines.
- (iv) Special lectures of expert faculty shall be organized for any topic. Some lectures for value addition on topics viz. "How to prepare for examination?" shall also be organized.
- (v) President/ Vice President / Central Council Member shall be invited to address the students on their visit to respective Region / Chapter.
- (vi) Regional Councils / Chapters conducting Classes shall ensure that library is kept open throughout the period of Classes.
- (vii) Efforts shall be made to bring in new faculty or show the pre-recorded CD of e-learning module of that particular topic to the students in class in case any faculty is absent unexpectedly.
- (viii) Efforts shall be made to provide good, congenial and proper

ambience as well as basic amenities to the students at the venue.

- (ix) Proper arrangements for LCD Projector, Laptop etc. shall be made to enable faculty to give presentation.
- (x) For inculcating the spirit of scholastic competition among the students, appropriate prize awards shall be instituted, which could be subject wise, module wise and session wise.
- (xi) Each Regional Council/Chapter shall create a separate Corpus as "Class Teaching Fund" in order to cater to all the needs of the students, including prize awards to the students as specified in paragraph (x) above.

XVI. A student shall be allowed to complete study (i.e. Eligibility Test) either under

- (i) Class Teaching Scheme; or
- (ii) Postal Tuition Scheme or
- (iii) Computer Based Completion Test Scheme, at his option.

However, combination of these schemes for a particular module will not be permitted. Since class teaching scheme is optional and is in lieu of submission of response sheets under postal tuition scheme, the students attending classes shall not be allowed any reduction in Postal Tuition fee which is compulsorily payable by all students.

XVII. Deviation from the Guidelines

- (i) Any deviation from these Guidelines is prohibited. However, in exceptional cases/circumstances exemption could be given in respect of particular guideline[s] to a particular Regional Council/Chapter for which prior approval of the Chief Executive of the Institute shall be required.
- (ii) Any such exemption shall be reported by the Chief Executive of the Institute to the Training and Educational Facilitates Committee at its next meeting.
- (iii) The Class Teaching activity of the Regional Councils/Chapters shall be part of the Internal Audit System as envisaged by the Institute. Such Internal Audit system will cover both monetary and non-monetary aspects of the activity of a given Teaching Centre.

XVIII. Separate Bank Account

Regional Council / Chapter shall open a separate bank account for "Class Room Teaching Activity" and maintain the same as per accounting policy of the Institute.

NOTE : The following annexure may also be referred to at the respective places while reading the provisions of these Guidelines.

Prescribed Qualification for Faculty Members	Annexure – A
Details of Faculty Members appointed	Annexure – B
Scheme of Lectures	Annexure – C
Class Room Teaching Performance Report	Annexure - D
Student Feedback Sheet	Annexure – E
Format for sending report of eligible students	Annexure - F
Format for sending complete list of students admitted	Annexure- G
Format of certificate by verifier / scrutinizer	Annexure - H

**QUALIFICATIONS PRESCRIBED FOR TUTORS
(FOR PAPERS UNDER THE NEW SYLLABUS)**

FOUNDATION PROGRAM	
1. Business Environment and Entrepreneurship	M.Com, CS, MBA, CA or CMA, having teaching / work experience in the subject. Degree in Law will be preferred.
2. Business Management, Ethics and Communication	M.A(English), CS, M.Com., MBE or MBA having relevant Teaching/work experience in the subject.
3. Business Economics	M.A(Eco), M.Com., MBE or MBA (with Economics and statistics as a subject of study at graduate or post graduate level) having teaching/academic experience in the subject.
4. Fundamentals of Accounting and Auditing	M.Com.(with Accountancy as main subject at Graduate or Post Graduate Level); CA or CMA having relevant teaching/work experience in the subject of company Accounts and Auditing practices.
EXECUTIVE PROGRAM	
Module I	
1. Company Law	CS or M.Com. (with specialization in Company Law), Advocates practicing in Company Law or Law Teachers with LL.M. and having teaching experience in Company Law.
2. Cost and Management Accounting	M.Com. With Advance Accountancy/ Management Accounting, CMA or CA with teaching/ work experience in the subject.
3. Economic and Commercial Laws	CS or M.Com(with LL.B) having teaching or work experience or Law Teachers (LL.M) or Practising Advocates in respective fields.

4. Tax Laws and Practice	M. Com. With Taxation, CS, CMA or CA having teaching or work experience in the subject. Degree in Law will be preferred.
Module II	
5. Company Accounts and Auditing Practices	CA/CMA /CS with M.Com.(with Accountancy as main subject at Graduate or Post Graduate Level); having relevant teaching/work experience in the subject of company Accounts and Auditing practices
6. Capital Markets and Securities Laws	CS, CA, CMA, M.Com., MFC or MBA with relevant academic, professionals or work experience
7. Industrial, Labour and General Laws	CS or M.Com(with LL.B) having teaching or work experience or Law Teachers (LL.M) or Practising Advocates in respective fields.
PROFESSIONAL PROGRAM	
Module I	
1. Advanced Company Law and Practice	CS or M.Com. with specialization in Company Law, Advocates practicing in Company Law or Law Teachers with LL.M. and having teaching experience in Company Law.
2. Secretarial Audit, Compliance Management and Due Diligence	CS, CA, CMA, LL.M. or MCom/ MBA (with LL.B) having professional or teaching experience in the subject.
3. Corporate Restructuring, Valuation and Insolvency	CS, CA, CMA, M.Com./ MBA with LL.B. having relevant professional or academic experience or Law Teachers with LL.M. or Advocates practicing in the area.
Module II	
4 Information Technology and Systems Audit	CS/CA/CMA with experience in diploma/degree in information technology & system audit or M.

	Tech/B.Tech /MCA/PGDCA having teaching experience in the area.
5 . Financial, Treasury and Forex Management	CS, CA, CMA, M.Com., MBA, MFC, CFA with relevant professional or academic experience.
6. Ethics, Governance and Sustainability	CS, CA, CMA, M.Com. or MBA with specialization in the subject. Degree in Law will be preferred.
Module III	
7. Advanced Tax Laws and Practice	CS, CA, CMA, LL.M. or M.Com. with specialization in Direct and Indirect Taxation, or Consultants/ Practising Advocates in relevant area.
8. Drafting, Appearances and Pleadings	CS, M.Com. with LL.B. or LL.M with specialization in legislative drafting, Law Teachers, Practising Advocates in the relevant laws
Elective one out of 5	
9.1 Banking Law and Practice	CS, CA, CMA having teaching or professional specialization in the field of banking operations & laws .
9.2 Capital, Commodity and Money Market	CS, CA, CMA, M.Com., MFC or MBA with relevant academic, professionals or work experience
9.3 Insurance Law and Practice	CS, CA, CMA having teaching or professional specialization in the field of insurance operations and laws .
9.4 Intellectual Property Rights - Law and Practice	CS, M.Com. with LL.B. or LL.M with specialization in Intellectual property , Law Teachers, Practising Advocates in the relevant laws
9.5 International Business-Laws and Practices	M.Com/MBA with specialization in relevant area, CS, CA or CMA with relevant professional or academic experience.

ANNEXURE-B**.....CLASS ROOM TEACHING CENTER OF ICSI**

DETAILS OF FACULTY APPOINTED FOR TEACHING FOR THE
EXAMINATION SESSION JUNE / DECEMBER (YEAR)

NAME & ADDRESS OF THE FACULTY (INCLUDING E-MAIL / TEL./FAX, ETC. IF AVAILABLE	ACADEMIC / PROFES- SIONAL QUALIFI- CATIONS (1 ST DEGREE ONWARDS	EXPERIENCE		PROF ES- SIO NAL	ANY OTHER RELE- VANT ACHIE- VE- MENTS	SUB- JECT ALLO - TTED
		ACADEMIC				
		Teach - ing	Re- search Publi- cation			
1.						
2.						
3.						
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Annexure- C

SCHEME OF LECTURES
(NEW SYLLABUS w.e.f. FEBRUARY 2012)
(Coverage required in Oral Classes and Number of Lectures)
COURSE CONTENTS OF FOUNDATION PROGRAMME
PAPER 1 : : BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Details of course contents to be covered in lectures	<i>No. of Lectures</i>	
	<i>Under 30 Lectures (2 Hours) scheme</i>	<i>Under 34 lectures (2 Hours) scheme</i>
<p>1. Business Environment</p> <ul style="list-style-type: none"> • Introduction and Features • Concepts of Vision & Mission Statements • Types of Environment: <ul style="list-style-type: none"> • Internal to the Enterprise <ul style="list-style-type: none"> • Value System, Management Structure and Nature, Human Resource, Company Image and Brand Value, Physical Assets, Facilities, Research & Development, Intangibles, Competitive Advantage • External to the Enterprise <ul style="list-style-type: none"> • Micro: Suppliers, Customers, Market Intermediaries • Macro: Demography, Natural, Legal & Political, Technological, Economy, Competition, Socio-cultural and International • Business Environment with reference to Global Integration 	2	2

<p>2. Forms of Business Organization Concept and Features in relation to following business models:</p> <ul style="list-style-type: none"> • Sole Proprietorship • Partnership • Company • Statutory Bodies and Corporations • HUF and Family Business • Cooperatives, Societies and Trusts • Limited Liability Partnership • Other Forms of Organizations 	2	3
<p>3. Scales of Business</p> <ul style="list-style-type: none"> • Micro, Small And Medium Enterprises • Large Scale Enterprises and Public Enterprises • MNCs 	2	2
<p>4. Emerging trends in business- Concepts, Advantages and Limitations</p> <ul style="list-style-type: none"> • Network Marketing • Franchising • Business Process Outsourcing (BPO) • E-Commerce • M-Commerce 	2	2

<p>5. Business Functions</p> <ul style="list-style-type: none"> • Strategic: Planning, Budgetary Control, R&D, Location of a Business, Factors affecting location, Decision Making and Government Policy • Supply Chain: objectives, importance, limitations, steps, various production processes • Finance: nature, scope, significance of financial management, financial planning (management decisions – sources of funds, investments of funds, distribution of profits) • Marketing: concept, difference between marketing and selling, marketing mix, functions of marketing • Human Resources: Nature, Objectives, Significance • Services: Legal, Secretarial, Accounting, Administration, Information and Communication Technology 	2	2
<p>6. Introduction to Law</p> <ul style="list-style-type: none"> • Meaning of Law and its Significance; Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases 	1	1
<p>7. Elements of Company Law</p> <ul style="list-style-type: none"> • Meaning and Nature of Company; Promotion and Incorporation of a Company; Familiarization with the Concept of Board of Directors, Shareholders and Company Meetings; Company Secretary; E-governance 	3	4
<p>8. Elements of Law relating to Partnership</p> <ul style="list-style-type: none"> • Nature of Partnership and Similar Organizations - Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners: New Admitted, Retiring and Deceased Partners; Implied Authority Of Partners and Its Scope; Registration of Firms; Dissolution of Firms and of the Partnership 	2	2

<p>9. Elements of Law relating to Contract</p> <ul style="list-style-type: none"> • Contract - Meaning; Essentials of a Valid Contract; Nature and Performance of Contract; Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency 	4	4
<p>10. Elements of Law relating to Sale of Goods</p> <ul style="list-style-type: none"> • Essentials of a Contract of Sale; Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase; Conditions and Warranties; Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Performance of the Contract of Sale; Rights of unpaid seller 	2	3
<p>11. Elements of Law relating to Negotiable Instruments</p> <ul style="list-style-type: none"> • Definition of a Negotiable Instrument; Instruments Negotiable by Law and by Custom; Types of Negotiable Instruments; Parties to a Negotiable Instrument - Duties, Rights, Liabilities and Discharge; Material Alteration; Crossing of Cheques; Payment and Collection of Cheques and Demand Drafts; Presumption of Law as to Negotiable Instruments 	2	3
<p>12. Entrepreneurship</p> <ul style="list-style-type: none"> • Introduction to Concept of Entrepreneurship, Traits of Entrepreneur, Entrepreneurship: who is an entrepreneur, why entrepreneurship • Types of Entrepreneurs - idealist, optimizer, hard worker, sustainer, improver, advisor, superstar, artiste, visionary, analyst, fireball, juggler, hero, healer. • Distinction Between Entrepreneur and Manager • Entrepreneurship and Intrapreneurship: definition, features, examples and difference 	2	2

<p>13. Entrepreneurship - Creativity and Innovation</p> <ul style="list-style-type: none"> • Entrepreneurial Venture Initiation: Sensing Entrepreneurial Opportunities, Environment Scanning, Market Assessment • Assessment of Business Opportunities: Identification of Entrepreneurial Opportunities, Selection of an Enterprise, Steps in setting up of an Enterprise • Entrepreneurial Motivation: Meaning and concept, process of Achievement Motivation, Self-efficacy, Creativity, Risk Taking, Leadership, Communication and Influencing Ability, Mentoring and Planning Action • Developing Effective Business Plan 	2	2
<p>14. Growth & Challenges of Entrepreneurial Venture</p> <ul style="list-style-type: none"> • Strategic planning for emerging venture: Entrepreneurial opportunities in contemporary business environment • Financing the Entrepreneurial Business: Resource Assessment -Financial and Non – Financial, Fixed and Working Capital Requirement, Funds Flow, Sources and Means of Finance. • Managing the Growing Business: Effecting Change, Modernization, Expansion, and Diversification. 	2	2
	30	34

PAPER 2: BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

<p align="center">Details of course contents to be covered in lectures</p>	<i>No. of Lectures</i>	
	<i>Under 30 lectures (2 Hours) scheme</i>	<i>Under 34 lectures(2 hours) scheme</i>

<p>1. Nature of Management and its Process</p> <ul style="list-style-type: none"> • Meaning, Objectives, Importance; Nature of Management- Science, Art Profession; Management Approaches; Management Functions- Planning, Organizing, Personnel Management, Directing and Control; Principles of Management- Fayol's and Taylor's Principles; Managerial Skills; Task and Responsibilities of Professional Manager 	1	1
<p>2. Planning</p> <ul style="list-style-type: none"> • Concept, Features, Importance, Limitations; Planning process; Types of Plans - Objectives, Strategy, Policy, Procedure, Method, Rule, Budget; Plan vs. Programme, Policies and Procedures; Decision-Making 	2	2
<p>3. Organisation</p> <ul style="list-style-type: none"> • Concept, Features, Importance, Limitations; Organizing Process; Types of Organisation; Structure of Organisation; Centralisation and De-Centralisation; Delegation; Growth in Organisation 	2	3
<p>4. Human Resource Management</p> <ul style="list-style-type: none"> • Concept, Features, Importance, Limitations; Recruitment Process- Selection; Training and Development- Methods; Functions of Personnel Manager; Performance Appraisal 	2	2
<p>5. Direction and Co-ordination</p> <ul style="list-style-type: none"> • Direction: Concept, Features, Importance, Limitations; Elements of Direction: Elements of Directing –Supervision, Motivation, Leadership, Communication; Co-ordination: Concept, Features, Importance, Limitations; Types- Internal and External; Co-ordination- the Essence of Management 	2	2
<p>6. Controlling</p> <ul style="list-style-type: none"> • Concept, Features, Importance, Limitations; Control Process; Essentials of a Good Control System; Techniques of Control- Traditional and Non-Traditional Control Devices; Relationship between Planning and Controlling; Change Management 	2	3
<p>7. Recent Trends in Management</p> <ul style="list-style-type: none"> • Change Management 	2	2

<ul style="list-style-type: none"> • Crisis Management • Total Quality Management • Risk Management • Global Practices 		
8. Business Ethics <ul style="list-style-type: none"> • Genesis, Concepts, Elements, Ethics in Business • Challenges of business ethics and corporate leadership • Ethical principles in business – Indian perspective 	1	1
9. Business Communication <ul style="list-style-type: none"> • Concept, Features, Importance, Limitations; Means of Communication- written, oral, visual, audio-visual • Principles and Essentials of Business Communication • Process of Communication • Barriers to Communication 	2	3
10. Essentials of Good English <ul style="list-style-type: none"> • Grammar and usage; enriching vocabulary, words - multiple meaning, single word for a group of words - choice of words - words frequently mis-spelt; punctuations, prefix and suffix; parts of speech; articles; synonyms and antonyms; tenses; idioms and phrases; foreign words and phrases commonly used; abbreviations and numerals; pronunciation. Latin, French and Roman words which are used in abbreviated form like “e.g., RSVP, viz. etc.” 	3	4
11. Business Correspondence <ul style="list-style-type: none"> • Human Resource: Preparation of Resume, Job application, Drafting Of Interview Letters, Call Letters and Offer of Appointment, Provisional and Final Appointment Orders; Goodwill Messages, Condolence Letters 	1	1
<ul style="list-style-type: none"> • Purchase: Requests for Quotations, Tenders, Samples and Drawings; Purchase Order, Order acceptance, Complaints and Follow-Up 	1	1
<ul style="list-style-type: none"> • Sales: Drafting of Sales Letters, Circulars, Preparation of Sale Notes, Sales Reports, Sales Promotion Matters, Customers’ 	1	1

correspondence - Regarding Dues, Follow up Letters		
<ul style="list-style-type: none"> Accounts: Correspondence with Various Agencies; Banks - Regarding Over-Drafts, Cash Credits and Account Current, Insurance Companies - Regarding Payment, Renewal of Insurance Premium, Claims and their Settlement 	1	1
<ul style="list-style-type: none"> Secretarial: Correspondence With Shareholders And Debenture-Holders Pertaining To Dividend And Interest, Transfer And Transmission, Stock Exchanges, Registrar Of Companies And Various Authorities Like Reserve Bank Of India, SEBI, Introduction to Preparation of Agenda and Minutes for Meetings 	1	1
12. Administration <ul style="list-style-type: none"> Drafting of Messages; Messages through Electronic Media; Public Notices and Invitations; Representations to Trade Associations, Chambers of Commerce and Public Authorities 	2	2
13. Inter-departmental Communication <ul style="list-style-type: none"> Internal memos; Office Circulars; Office Orders; Office Notes; Representation to Chief Executive and Replies thereto; Communication with Regional/Branch Offices 	2	2
14. Preparation of Press Releases	1	1
15. E Correspondence	1	1
	30	34

PAPER 3: BUSINESS ECONOMICS

Details of course contents to be covered in lectures	No. of Lectures	
	Under 30 Lectures(2 Hours) scheme	Under 34 Lectures(2 Hours) scheme
1. Nature and Scope of Economics <ul style="list-style-type: none"> Economics : Definition, Nature and Scope; Micro and Macro Economics; Positive and Normative Economics; Central Problems of an Economy; Production Possibility Curve and Opportunity Cost; Working of Economic Systems (Capitalistic Economy, Socialistic 	1	1

Economy, Mixed Economy); Economic Cycles; Inflation and recession		
2. Theory of Demand and Supply <ul style="list-style-type: none"> Utility Analysis - Total Utility and Marginal Utility; Law of Diminishing Marginal Utility; Law of Equi-Marginal Utility; Consumers' Equilibrium; Law of Demand & Elasticity of Demand; Law of Supply & Elasticity of Supply; Demand and Supply Equilibrium; Theory of Consumer's Behaviour – Marshallian Approach and Indifference Curve Approach 	3	4
3. Theory of Production, Costs and Revenue <ul style="list-style-type: none"> Meaning of Factors of Production; Returns to Factor and Returns to Scale; Cost Concepts and Cost Curves; Revenue Concepts and Revenue Curves; Producers' Equilibrium 	2	2
4. Forms of Markets and its Equilibrium <ul style="list-style-type: none"> Forms of Markets - Meaning and Characteristics Price and Output Determination - Equilibrium for Firm and Industry under <ul style="list-style-type: none"> <input type="checkbox"/> Perfect Competition <input type="checkbox"/> Monopoly <input type="checkbox"/> Monopolistic Competition 	4	4
5. Money and Banking <ul style="list-style-type: none"> Concept of Money - Its Functions; Quantity Theory of Money; Credit Creation Central Bank (Reserve Bank of India) - Role and Functions Commercial Banks - Role and Functions Monetary Policy in India 	2	2
6. Basic Characteristics of Indian Economy <ul style="list-style-type: none"> Development Initiatives through Five Year Plans Agriculture <ul style="list-style-type: none"> <input type="checkbox"/> Causes of Low Productivity <input type="checkbox"/> Farm Size Productivity Debate <input type="checkbox"/> Land Reforms: Meaning, Importance and Evaluation <input type="checkbox"/> Green Revolution and Its Effects <input type="checkbox"/> Globalisation and Indian Agriculture 	2	3

<ul style="list-style-type: none"> • Industry <ul style="list-style-type: none"> <input type="checkbox"/> Development Policies and Experience <input type="checkbox"/> Industrial Policy Resolutions <input type="checkbox"/> New Industrial Policy 1991 		
7. Selected Areas of Indian Economy <ul style="list-style-type: none"> • Population - Its Size, Rate of Growth and Its Implication for Growth • Poverty - Absolute and Relative Poverty and Main Programs for Poverty Alleviation • Unemployment - Types, Causes and Incidence of Unemployment • Infrastructure - Energy, Transportation, Communication, Health and Education 	2	3
8. Statistics: An Overview <ul style="list-style-type: none"> • Definition and Functions of Statistic; Statistical Techniques Commonly used in Business Activities; Law of Statistics; Limitations of Statistics 	1	1
9. Collection and Presentation of Statistical Data <ul style="list-style-type: none"> • Primary and Secondary Data; Classification and Tabulation of Data; Frequency Distribution of Data; Diagrams and Graphs 	3	4
10. Measures of Central Tendency <ul style="list-style-type: none"> • Mean • Median • Mode • Standard Deviation 	3	3
11. Mathematics of Finance <ul style="list-style-type: none"> • Simple Interest • Compound Interest • Present Value & Future Value of an Annuity 	2	2
12. Probability <ul style="list-style-type: none"> • Sample Spaces, Events and Probability • Set Theory: Union, Intersection, and Complement of Events • Conditional Probability, Intersection, and Expected Value • Random Variable, Probability Distribution, and Expectation 	2	2
13. Index Numbers and Time Series Analysis Familiarization with the Concepts Relating to Index Numbers and Time Series (Simple Numerical Problems)	3	3
	30	34

PAPER 4 : FUNDAMENTALS OF ACCOUNTING AND AUDITING

Details of course contents to be covered in lectures	No. of Lectures	
	Under 30 lectures (2 Hours) scheme	Under 34 lectures(2 hours) scheme
1. Theoretical Framework <ul style="list-style-type: none"> • Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards – Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates 	2	3
2. Accounting Process <ul style="list-style-type: none"> • Documents & Books of Accounts : Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance • Capital and Revenue : Expenditures and Receipts; Contingent Assets and Contingent Liabilities • Rectification of Errors 	4	4
3. Bank Reconciliation Statement <ul style="list-style-type: none"> • Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book / Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement 	3	3
4. Depreciation Accounting <ul style="list-style-type: none"> • Methods, computation and accounting treatment of depreciation; Change in depreciation methods 	3	3
5. Preparation of Final Accounts for Sole Proprietors <ul style="list-style-type: none"> • Preparation of Profit & Loss Account, Balance Sheet 	4	5
6. Partnership Accounts <ul style="list-style-type: none"> • Goodwill <ul style="list-style-type: none"> <input type="checkbox"/> Nature of and Factors Affecting Goodwill <input type="checkbox"/> Methods of Valuation : Average Profit, Super Profit and Capitalization Methods <input type="checkbox"/> Treatment of Goodwill • Final Accounts of Partnership Firms 	5	5

<input type="checkbox"/> Admission of a Partner <input type="checkbox"/> Retirement/Death of a Partner <ul style="list-style-type: none"> • Dissolution of a Partnership Firm 		
7. Introduction to Company Accounts <ul style="list-style-type: none"> • Issue of Shares and Debentures; Forfeiture of Shares; Re-Issue of Forfeited Shares; Redemption of Preference Shares 	3	3
8. Auditing <ul style="list-style-type: none"> • Concepts and Objectives • Principles of Auditing • Types of Audit • Evidence in Auditing • Audit Programmes 	3	4
9. Audits and Auditor's Reports <ul style="list-style-type: none"> • Internal Audit • Statutory Auditor : Appointment, Qualification, Rights and Duties • Secretarial Audit: An overview • Cost Audit: An overview • Auditor's Report : Meanings, Contents, Types, Qualifications 	3	4
	30	34

SCHEME OF LECTURES
(SYLLABUS w.e.f. FEBRUARY 2013)
(Coverage required in Oral Classes and Number of Lectures)

COURSE CONTENTS OF EXECUTIVE PROGRAMME
MODULE I
PAPER 1 - COMPANY LAW

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	<p>Introduction Historical Development of Concept of Corporate Law in India, Company – Definition, Meaning, Nature and its Characteristics, Nature and Forms of Business , Company vis-à-vis other Forms of Business , Concept of Corporate Personality, Corporate Veil, Limited Liability and Citizenship</p>	1	1	2
2	<p>Incorporation and its Consequences Types of Companies and their incorporation, Promoters – Meaning, Position, Duties, Rights, Responsibilities and Liabilities, Formation of Companies – Procedural Aspects, Memorandum of Association & Articles of Association and their Alteration, Contracts and Conversion of Companies , Commencement of Business , Doctrine of <i>Ultra-Vires</i>, Constructive Notice, Indoor Management, <i>Alter Ego</i></p>	1	1	2
3	<p>Financial Structure Concept of Capital and Financing of Companies – Sources of Capital; Classes and Types of Shares; Equity Shares with Differential Rights; Issue of Shares at Par, Premium and Discount; Forfeiture and Surrender of Shares; Bonus Issues; Rights Issues; Issue of Sweat Equity Shares; Employees Stock Option Scheme; Private Placement; preference shares and other forms of securities, Alteration of Share Capital – Reduction of Capital; Buy-Back of Shares, Prospectus – Definition; Abridged Prospectus; Red-Herring Prospectus; Shelf Prospectus; Information Memorandum; Contents, Registration; Misrepresentations and Penalties Debt Capital – Debentures, Debenture Stock, Bonds; Recent Trends and Dynamics of Corporate Debt Financing; Debenture Trust Deed and Trustees; Conversion of and Redemption of</p>	3	4	5

	<p>Debentures</p> <p>Securing of Debts: Charges ; Creation, Modification and Satisfaction of Charges</p> <p>Allotment and Certificates – General Principles and Statutory Provisions related to Allotment; Minimum Subscription; Irregular Allotment; Procedure of Issue of Share Certificates and Warrants</p>			
4	<p>Membership in a Company</p> <p>Modes of Acquiring Membership, Rights and Privileges of Members, Register of Members, Dematerialisation and Rematerialisation of Securities, transfer and Transmission of Securities in Physical and Dematerialized forms, Nomination</p>	1	1	1
5	<p>Management and Control of Companies</p> <p>Directors – Types, Director's Identification Number (DIN), Appointment/Reappointment, Qualifications, Disqualifications, Vacation of Office, Retirement, Resignation and Removal of Managing and Whole-Time Directors and Manager, Role and Responsibilities of Directors, Powers and Duties, Loans to Directors, Remuneration of Directors, Office or Place of Profit, Contracts in which Directors are Interested, Board of Directors and its Committees,</p> <p>Company Secretary – Appointment, Role and Responsibilities, Company Secretary as a Key Managerial Personnel</p> <p>Meetings: Meetings of Board and Committees – Frequency, Convening, Proceedings, Video Conferencing of Board/Committee(s); Resolution by Circulation; Minutes and Evidence</p> <p>General Meetings – Kinds of Meetings; Law, Practice and Procedure Relating to Convening and Proceedings at General and Other Meetings; Notice, Quorum, Chairman, Proxy, Voting including Voting through Electronic Means; Resolutions, Circulation of Members' Resolution, etc.; Postal Ballot; Recording, Signing and Inspection of Minutes; Distribution of Powers of a Company – Division of Powers between Board and General Meetings; Acts by Directors in Excess of Authority; Monitoring and Management</p> <p>Sole Selling and Buying Agents – Meaning, Appointment and Reappointment, Removal; Powers of Central Government and Rules Framed for the Purpose</p>	3	4	5
6	<p>Investments, Loans and Deposits</p> <p>Law relating to making investments in and granting loans to other bodies corporate and giving guarantees and providing security, Acceptance of Deposits, Renewal, Repayment, Default and Remedies</p>	1	1	1

7	Accounts and Audit Books of Accounts, Financial Statements Auditors – Appointment, Resignation and Removal; Qualification and Disqualification; Rights, Duties and Liabilities, Audit and Auditor's Report , Cost Audit and Special Audit	1	1	2
8	Dividends Profit and Ascertainment of Divisible Profits, Declaration and Payment of Dividend, Treatment of Unpaid and Unclaimed Dividend, Transfer of Unpaid and Unclaimed Dividend to Investor Education and Protection Fund Board's Report and Disclosures Contents and Annexure to Board's Report, Directors' Responsibility Statement – Preparation and Disclosures , Compliance Certificate – Need and Objective; Issue and Signing by Practising Company Secretary, Corporate Governance Report	1	2	2
9	Registers, Forms and Returns Statutory Books and Registers prescribed under various provisions of the Company Law – Maintenance, Authentication Place of Keeping and Inspection, Filing of various Forms and Returns with the Authorities, Procedure and Penalties for Delayed Filing, Annual Return – Nature and Significance; Contents; and Certification by Practising Company Secretary	1	1	2
10	Inspection and Investigation Inspection of Documents, Powers of the Inspector, Seizure of Books And Documents Inspector's Report, Power of the Registrar of Companies, Investigation into Affairs of the Company	1	1	1
11	Majority Rule and Minority Rights Law relating to Majority Powers and Minority Rights, Shareholder Remedies – Actions by Shareholders; Statutory Remedies; Personal Actions, Prevention of Oppression and Mis-Management	1	1	1
12	Merger, De-merger, Amalgamation, Compromises and Arrangements – An Overview	1	1	1
13	Producer Companies Concept, Formation, Functioning and Dissolution Limited Liability Partnerships Concept, Formation, Membership, Functioning and Dissolution	1	2	2
14	Application of Company Law to Different Sectors <ul style="list-style-type: none"> • Banking • Insurance 	1	1	1

	• Others			
15	Offences and Penalties , Introduction, Officer in Default, Penalties, Compounding of Offences	1	1	1
16	Winding up of Companies – An Overview , Concept and Modes, Striking Off Name of Companies An Introduction to E–Governance and XBRL	1	1	1
	Total	20	24	30

Paper 2: COST AND MANAGEMENT ACCOUNTING

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Introduction to Cost and Management Accounting Cost Accounting: Evolution, Meaning, Objectives and Scope, Concepts of Costs , Classifications and Elements of Cost, Cost Centre and Cost Unit , Methods and Techniques of Costing, Cost Accounting Standards, Installation of a Costing System , Practical Difficulties in Installing a Costing System, Role of Cost Accountant in Decision Making Management Accounting: Evolution, Meaning, Objectives and Scope , Tools and Techniques of Management Accounting, Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management, Conflicts in Profit versus Value Maximisation Principle, Role of Management Accountant in Decision Making	1	1	2
2	Material Cost Materials Control – Concept and Techniques Procurement Procedures and Documentation: Methods of Purchasing; Procedure of Purchases, Stores and Issue of Material; Stock Verification Methods of Pricing of Material: FIFO, LIFO, Simple Average, Weighted Average Accounting and Control of Material Losses, Wastage, Scrap, Spoilage and Defectives Inventory Management: Techniques of fixing of minimum, maximum and reorder levels, Economic Order Quantity, ABC Analysis ; Stock Verification and Perpetual Inventory	2	2	3
3	Labour Cost Meaning and Classification of Labour Costs Accounting and Control of Labour Costs Time Keeping and Time Booking	2	2	3

	Attendance and Payroll Procedures, Time Recording, Overtime and Idle Time Labour turnover and Remedial Measures Efficiency Rating Procedures; Remuneration Systems and Incentive Schemes			
4	Direct Expenses and Overheads Direct Expenses: Meaning, Nature, Collection, Classification and Treatment of Direct and Indirect Expenses Overheads: Meaning, Nature, Collection and Classification Functional Analysis: Factory, Administration, Selling, Distribution, Research and Development Behavioural Analysis: Fixed, Variable, Semi variable and Step Cost Allocation, Apportionment, Absorption and Control of Overheads Preparation of Cost Sheet	2	2	2
5	Activity Based Costing (ABC) Meaning, Importance, Characteristics Elements and Steps involved ABC vs. Traditional Costing Uses and Limitations	1	1	1
6	Cost Records Cost Ledgers – Integrated Accounts and Non-Integrated Accounts Reconciliation of Cost and Financial Accounts	1	1	2
7	Costing Systems Unit and Output Costing Job Costing: Job Cost Cards , Collecting Direct Costs, Allocation of Overheads and its Applications Batch Costing: Features and Applications Contract Costing: Features, Distinction between Job and Contract Costing, Progress Payments, Retention Money, Escalation Clause, Contract Accounts, Accounting for Material, Accounting for Plant Used in a Contract, Contract Profit and Accounting Entries Process Costing: Features, Applications and Types of Process Costing, Process Loss, Abnormal Gains and Losses, Equivalent Units, Inter-Process Profit, Joint Products, By-Products and Accounting Service Costing: Features and Applications, Unit Costing and Multiple Costing, Application, Identification of Cost Unit and Cost Determination and Control	3	5	5

8	Marginal Costing Meaning, Advantages, Limitations and Applications Breakeven Analysis Cost-Volume Profit Analysis P/V Ratio and its Significance Margin of Safety Absorption Costing: System of Profit Reporting and Stock Valuation Difference between Marginal Costing and Absorption Costing Income Measurement under Marginal Costing and Absorption Costing	2	2	3
9	Standard Costing Definition, Significance and Applications Various Types of Standards Installation of Standard Costing System-for Material, Labour, and Overhead Variance Analysis for Materials, Labour and Overheads and Accounting Treatment of Variances Benchmarking for Setting of Standards Variance Reporting to Management	2	2	2
10	Budget, Budgeting and Budgetary Control Budget Concept, Manual Fixed and Flexible Budgets Preparation and Monitoring of Various Types of Budgets Budgetary Control System: Advantages, Limitations and Installation Zero Base Budgeting Programme and Performance Budgeting	1	2	2
11	Cost Accounting Records and Cost Audit Nature and Scope of Cost Audit Cost Accounting Records and Cost Audit under Companies Act, 1956 Purpose, Scope and Advantages of Cost Audit Implementing Authorities of Cost Audit Cost Audit Techniques and Programmes Cost Audit Report Cost Auditor – Appointment, Rights and Responsibilities	1	1	2
12	Analysis and Interpretation of Financial Statements Financial Statements: Nature, Attributes, Objectives, Importance, Limitations Recent Trends in Presenting Financial Statements Financial Statements Analysis: Types, Methods, Objectives, Limitations Ratio Analysis: Accounting, Uses, Classification, Advantages, Limitations Cash Flow Statement Fund Flow Statement	2	3	3

	Difference between Cash Flow and Fund Flow Statement Management Reporting			
	Total	20	24	30

Paper 3: ECONOMIC AND COMMERCIAL LAWS

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Foreign Exchange Management Objectives and Definitions under FEMA, 1999 Current Account Transactions and Capital Account Transactions FDI Policy Foreign Direct Investment in India and Abroad Acquisition and Transfer of Immovable Property in India and Abroad Establishment of Branch, Office etc. in India Export of Goods and Services Realization and Repatriation of Foreign Exchange Authorized Person Penalties and Enforcement Foreign Contribution (Regulation)Act, 2010 Foreign Contributions and Hospitality Exemptions Powers of Central Government Adjudication, Appeal and Compounding Offences and Penalties	2	2	2
2	Foreign Trade Policy and Procedures Main Features Special Focus Initiatives Served from India Scheme Export Promotion Council Vishesh Krishi and Gram Udyog Yojana Focus Market Scheme; Focus Product Scheme; Duty Exemption and Remission Schemes; Advance Authorization Scheme; DFRC; DEPB; EPCG, etc. EOUs, EHTPs, STPs, BPTs and SEZs	1	2	2
3	Competition and Consumer Protection Concept of Competition Development of Competition Law Competition Policy Competition Act, 2002 – Anti Competitive Agreements, Abuse of Dominant Position,	2	2	3

	<p>Combination, Regulation of Combinations, Competition Commission of India; Appearance before Commission and Appellate Tribunal, Compliance of Competition Law Consumer Protection Act, 1986 Consumer Protection in India Genesis of the Law and Objects Rights of Consumers Nature and Scope of Remedies Appearance before Consumer Dispute Redressal Forums</p>			
4	<p>Intellectual Property Rights Introduction – GATT, WIPO and TRIPS Concept and Development of Intellectual Property Law in India Law and Procedure Relating to Patents, Trade Marks and Copyrights Geographical Indications Design Act Overview of Laws Relating to Other Intellectual Property Rights Intellectual Property Appellate Board</p>	2	2	2
5	<p>Law relating to Arbitration and Conciliation Introduction to UNCITRAL MODEL LAW Law of Arbitration in India Types of Arbitration Appointment of Arbitrators – Procedure Judicial Intervention Venue – Commencement Award – Time limit, Enforceability, Interest Recourse against Award – Appeals Conciliation and Compromise International Commercial Arbitration ; Foreign Awards Arbitration Agencies – ICADR, ICA, Chambers of Commerce, Professional Arbitrators Alternate Disputes Resolution</p>	1	2	2
6	<p>Law relating to Transfer of Property Important Definitions Types of Properties Movable and Immovable Property Properties which cannot be Transferred Rule Against Perpetuities <i>Lis Pendens</i> Provisions Relating to Sale Mortgage, Charge, Lease, Gift and Actionable Claim</p>	1	2	3
7	<p>Law relating to Stamps Methods of Stamping</p>	1	1	1

	<p>Consequences of Non-Stamping and Under-Stamping Impounding of Instruments Construction of Instruments for Determination of Stamp Duty Payable Adjudication Allowance and Refund Penal Provisions Concept of E-Stamping</p>			
8	<p>Law relating to Contract Contract – Introduction Legality of Objects Standard Form of Contract Multinational Agreement E-Contracts Strategies and Constraints to enforce Contractual Obligations Special Contracts: Indemnity and Guarantee; Bailment and Pledge; Law of Agency</p>	2	3	4
9	<p>Prevention of Money Laundering Genesis Prevention of Money Laundering Act, 2002 Concept and Definitions, Various Transactions, etc. Obligations of Banks and Financial Institutions RBI Guidelines on KYC</p>	1	1	2
10	<p>Law relating to Essential Commodities, Weights and Measures Overview of Essential Commodities Act, 1955 Objects Powers of Central Government Seizure and Confiscation of Essential Commodities Summary Trial The Legal Metrology Act, 2009</p>	1	1	2
11	<p>Law relating to Societies General Concept Relating to Registration of Societies Property of Societies Suits by and against Societies Enforcement of Judgment against Societies Dissolution of Societies Law relating to Trusts General Concept relating to Trusts Creation of Trust Duties and Liabilities of Trustees Rights and Powers of Trustees, Disabilities of Trustees Rights and Liabilities of the Beneficiary</p>	2	2	2

12	Industries Development and Regulation Objects and Definitions An Overview of Industrial Policy Regulatory Mechanism under IDRA The Micro, Small and Medium Enterprises Development Act, 2006	1	1	0
13	Law relating to Pollution Control and Environmental Protection Concept of Sustainable Development, Bio Diversity and Carbon Credit Government Policy Regarding Environment Law Relating to Prevention and Control of Air Pollution and Water pollution Environment (Protection) Act, 1986 National Green Tribunal Appearance before Environment Tribunal/Authority Public Liability Insurance Act, 1991	2	2	3
14	Law relating to Registration of Documents Registration of Documents – Compulsory and Optional Time and Place of Registration Consequences of Non-Registration Description of Property Miscellaneous Provisions	1	1	2
	Total	20	24	30

Paper 4: Tax Laws and Practice

S. No.	Particulars	No of lectures		
		25 lectures scheme		30 lectures scheme
1	Basics and Definitions – Income Tax Act , 1961 Background, Concept and Mechanism of Income Tax Definitions, Concept of Income, Previous Year, Assessment Year, Distinction between Capital and Revenue Receipts and Expenditure, Residential Status Basis of Charge and Scope of Total Income	1		1
2	Incomes which do not form part of Total Income	1		1
3	Computation of Total Income under Various Heads: Salaries, Income from House Property, Profit and Gains of Business or Profession, Capital Gains, Income from Other Sources	5		6
4	Income of Other Persons included in Assessee's Total Income; Aggregation of Income and Set Off or Carry Forward of Losses; Various Deductions to be made in Computing Total Income, Rebates and Relief's; Applicable Rates of Taxes and Tax Liability	2		3
5	Taxation of Individuals including Non-Residents, Hindu Undivided Family, Firms, LLP, Association of Persons, Cooperative Societies, Trusts, Charitable and Religious Institution	2		2
6	Classification and Tax Incidence on Companies; Computation of Taxable Income and Assessment of Tax Liability, Dividend Distribution Tax, Minimum Alternate Tax and Other Special Provisions Relating to Companies	2		2
7	Tax Deduction at Source, Tax Collection at Source, Recovery and Refund of Tax; Provisions of Advance Tax	1		1

8	Provisions concerning Procedure for Filing Returns, Signatures, E-Filing, Assessment, Reassessment and Settlement of Cases Special Procedure for Assessment of Search Cases, E-Commerce Transactions, Liability in Special Cases, Collection and Recovery of Tax; Refunds, Appeals and Revisions; Penalties Imposable, Offences and Prosecution	2		2
9	Tax Planning & Tax Management Concept of Tax planning, Tax planning with reference to setting up a New Business; Location; Nature of Business; Tax Holiday, etc. Tax Planning with regard to Specific Management Decisions such as Mergers and Takeovers; Employees' Remuneration; Voluntary Retirement Tax Planning with reference to Financial Management Decisions such as Borrowing or Investment Decisions; Reorganization or Restructuring of Capital	1		2
10	Wealth Tax Act, 1956 Background, Concept and Charge of Wealth Tax Assets, Deemed Assets and Assets Exempt from Tax Valuation of Assets, Computation of Net Wealth Return of Wealth Tax and Provisions concerning Assessment	1		1
11	Basic Concepts of International Taxation Residency Issues; Source of Income; Tax Havens; Withholding Tax, Unilateral Relief and Double Taxation Avoidance Agreements Controlled Foreign Corporation, Advance Rulings and Tax Planning, Authority for Advance Rulings, General Anti Avoidance Rules (GAAR)	2		3
12	Transfer Pricing Concepts, Meaning of International Transactions Computation of Arm's Length Price & Methods Documentation and Procedural Aspects	1		2
13	An Overview of Service Tax: Background, Negative List Approach, Taxable Services, Administrative Mechanism, Registration and Procedural Aspects, Rate and Computation of Tax, Levy, Collection and Payment of Service Tax	2		2
14	An Overview of Value Added Tax: Legislative Background, Concept of VAT, Declared Goods, Administrative Mechanism, Registration and Procedural Aspects, Rate and Computation of Tax, Levy, Collection and Payment of VAT Central Sales Tax; Tax on Inter- State Trade and Exports - Registration, Preparation and Filing of E-	2		2

	Returns, Rates of Tax, Assessment and Refunds			
	Total	20		30

PAPER 5: COMPANY ACCOUNTS AND AUDITING PRACTICES

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Share Capital Issue of Shares: at Par, at Premium, at Discount, on Conversion and for consideration other than Cash; Forfeiture and Re-issue of Shares, Buyback of Shares, Redemption and Conversion of Preference Shares, Bonus Shares, Rights Issue, ESOPs, ESPS, Sweat Equity Shares Alteration of Share Capital Underwriting of Shares	2	2	3
2	Debentures Issue of Debentures: at Par, at Premium, at Discount and for consideration other than Cash Accounting Treatment and Procedures Redemption of Debentures Conversion of Debentures into Shares	1	2	2
3	Final Accounts of Companies Conceptual Framework, Preparation and Presentation of Financial Statements, Schedule VI, Interpretation and Scrutiny of Balance sheet Treatment of Profit Prior to Incorporation, Preoperative and Preliminary Expenses Preparation of Final Accounts under Company Law	2	2	3
4	Corporate Restructuring Concept and Accounting Treatment as per AS Methods of Amalgamations Accounting The Pooling of Interests Method The Purchase Method Consideration Treatment of Reserves, Goodwill and Pre-Acquisition & Post-Acquisition Profit Accounting in the books of Transferor and Transferee Merger and De-merger Acquisition of Business Internal Reconstruction	2	2	3

5	Consolidation of Accounts Holding and Subsidiary Companies - Accounting Treatment, Disclosures and Consolidation of Accounts	2	2	3
6	Valuation of Shares and Intangible Assets Valuation of Shares, Methods of Valuation, Price Earning Multiple Valuation, Discounted Cash Flow (DCF) Method Valuation of Intangibles: Brand, Goodwill and IPRs	1	1	1
7	Liquidation of Company Preparation of Statement of Affairs including Deficiency /Surplus Account	1	1	1
8	Corporate Financial Reporting Various Requirements of Corporate Reporting Value Added Statements: Economic Value Added (EVA), Market Value Added , Shareholders' Value Added	1	1	1
9	Accounting Standards Relevance and Significance National and International Accounting Standards and Authorities Adoption, Convergence and Interpretation of International Financial Reporting Standards (IFRS) and Accounting Standards in India	1	2	2
10	Auditing Concepts Nature, Scope and Significance of Auditing Basic Principles Governing an Audit Overview of Auditing and Assurance Standards- National and International	1	1	1
11	Types of Company Audit Statutory Audit Internal Audit Branch Audit Joint Audit Special Audit CAG Audit	1	2	2
12	Internal Audit Forms of Audit - Propriety Audit, Compliance Audit and Efficiency Audit Nature, Scope and Techniques of Internal Audit; Functions and Responsibilities of Internal Auditors; Organisational Status of Internal Auditing Function, Internal Audit vis- à-vis Statutory Audit	1	1	2

13	<p>Internal Control Nature, Scope And Elements Internal Control distinguished from Internal Check and Internal Audit Techniques of Internal Control System, Flow Charts, Internal Control Questionnaires Steps for Internal Control and Audit Evaluation Audit Testing – Need For Sampling and Various Approaches to Statistical Sampling Inter-Firm and Intra-Firm Comparisons – Ratio And Trend Analysis; Audit In Depth</p> <p>Review of Internal Control Review of Purchasing Operations Review of Efficacy of Management Information System Review of Selling and Distribution Policies and Programmes Review of Manufacturing Operations Review of Personnel Policies Appraisal of Management Decisions</p>	3	4	4
14	<p>Audit Engagement and Documentation Audit Procedures: Audit Plan , Audit Programme, Vouching and Verification Documentation: Audit Working Papers and Files Sampling, Test Checking, Techniques of Test Checks</p>	1	1	2
Total		20	24	30

PAPER 6: CAPITAL MARKET AND SECURITIES LAWS

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	<p>Overview of Capital Market Indian Capital Market Authorities Governing Capital Markets in India Profile of Securities Market Securities Market Reforms and Regulatory Measures to Promote Investor Confidence Features of Developed Capital Market: IOSCO Overview of Depository System in India</p>	1	1	2

2	<p>Capital Market Instruments and Rating Capital Market Instruments: Equity, Debentures, Preference Shares, Sweat Equity, Non-Voting Shares, Share Warrants Pure, Hybrid and Derivatives Rating and Grading of Instruments: Concept, Scope and Significance, Regulatory Framework Rating Agencies in India, Rating Methodologies</p>	2	2	2
3	<p>Securities Market Intermediaries Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Depositories, Depositories Participants, Custodians, Credit Rating Agencies, Venture Capitalists</p>	2	2	3
4	<p>C Market Infrastructure Institutions - Stock Exchanges Functions and Significance of Stock Exchanges Operations and Trading Mechanism of Stock Exchanges Settlement of Securities, Stock Market Indices, Risk Management, Surveillance Mechanism at Stock Exchanges, Straight through Processing Demutualization of Stock Exchanges SME Exchange</p>	2	2	3
5	<p>Debt Market Debt Market: Instruments, Listing, Primary and Secondary Segment Money Market Growth of Money Market in India – Structure and Institutional Mechanism Money Market Instruments: Treasury Bills, Commercial Bills, Commercial Paper, Factoring Agreements & Discounting of Bill</p>	2	2	3
6	<p>Mutual Funds Mutual Fund: Introduction, Definitions, Schemes, Risks Involved, Setting Up of Mutual Funds, Role in Financial Market Advantage of Investment in Mutual Fund Concept of Trustee and Asset Management Company Legal & Regulatory Framework Offer Document, Accounting Valuation & Taxation Investment Management: Equity & Debt Portfolio, Measuring & Evaluating Mutual Fund</p>	1	2	2

	Performance Investor's Rights and Obligations			
7	Venture Capital Concept of Venture Capital Registration, Investment Conditions and Restrictions Foreign Venture Capital Investors Private Capital Funds	1	1	1
8	Collective Investment Schemes Regulatory Framework Restrictions on Business Activities Submission of Information and Documents Trustees and their Obligations	1	1	1
9	Resource Mobilization in International Capital Market Listing of Securities Issued Outside India Foreign Currency Convertible Bonds Global Depository Receipts American Depository Receipts External Commercial Borrowings Procedure for Issue of Various Instruments Indian Depository Receipts Indian Depository Receipts: Procedure for Making Issue of IDRs, Conditions for Issue of IDRs, Listing of IDRs	2	2	3
10	Securities Contracts (Regulation) Act, 1956 , SEBI Act, 1992 Objective, Power and Functions of SEBI Securities Appellate Tribunal, Appeals, Appearance before SAT	2	3	4
11	Depositories Act, 1996 Definitions, Setting up of Depository, its type, Role and Functions Depository Participants Admission of Securities Difference between Dematerialization & Rematerialisation Depository Process Inspection and Penalties Internal Audit and Concurrent Audit of Depository Participants	1	2	2
12	Issue and Listing of Securities	2	2	2

	Listing of Securities Issue of Capital and Disclosure Requirements (ICDR) Procedure for Issue of Various Types of Shares and Debentures Employee Stock Option Scheme and Employee Stock Purchase Scheme Delisting of Securities			
13	Regulatory Framework relating to Securities Market Intermediaries Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Custodians, Credit Rating Agencies, Venture Capitalists	1	2	2
	Total	20	24	30

PAPER 7: INDUSTRIAL LABOUR AND GENERAL LAWS

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Factories Act, 1948 Object and Scope Application and Major Provisions of the Act Minimum Wages Act, 1948 Object and Scope Application and Major Provision of Minimum Wages Act Payment of Wages Act, 1936 Object and Scope Application and Major Provisions of the Act Equal Remuneration Act, 1976 Object and Scope Application and Major Provisions of the Act	3	3	4
2	Employees' State Insurance Act, 1948 Object and Scope Application and Major Provisions of the Act Employees' Provident Funds and Miscellaneous Provisions Act, 1952 Object and Scope Application and Major Provisions of the Act	1	2	2
3	Payment of Bonus Act, 1965 Object and Scope Application and Major Provisions of Payment of Bonus Act Payment of Gratuity Act, 1972	2	2	3

	Object and Scope Application and Major Provisions of Payment of Gratuity Act			
4	Employees Compensation Act, 1923 Object and Scope Application and Major Provisions of the Act Contract Labour (Regulation and Abolition) Act, 1970 Object and Scope Application and Major Provisions of the Act	1	2	2
5	Maternity Benefit Act, 1961 Object and Scope Application and Major Provisions of the Act Child Labour (Prohibition and Regulation) Act, 1986 Object and Scope Application and Major Provisions of the Act	1	1	1
6	Industrial Employment (Standing Orders) Act, 1946 Object and Scope Application and Major Provisions of the Act Industrial Disputes Act, 1947 Object and Scope Application and Major Provisions of the Act	1	2	2
7	Trade Unions Act, 1926 Object and Scope Application and Major Provisions of the Act The Labour Laws Exemption from Furnishing Returns and Maintaining Register by Certain Establishments Act, 1988 Object and Scope Application and Major Provisions of the Act	1	1	1
8	Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 Object and Scope Application and Major Provisions of the Act Apprentices Act, 1961 Object and Scope Application and Major Provisions of the Act Labour Audit covering the above Acts and those Industry specific Acts	2	2	2
9	Constitution of India Broad Framework of the Constitution of India: Fundamental Rights, Directive Principles of State Policy	2	3	3

	<p>Ordinance Making Powers of the President and the Governors Legislative Powers of the Union and the States Freedom of Trade, Commerce and Intercourse Constitutional Provisions relating to State Monopoly Judiciary, Writ Jurisdiction of High Courts and the Supreme Court Different Types of Writs - <i>Habeas Corpus, Mandamus, Prohibition, Quo Warranto and Certiorari</i> Concept of Delegated Legislation</p>			
10	<p>Interpretation of Statutes Need for Interpretation of a Statute General Principles of Interpretation Internal and External Aids to Interpretation Primary and Other Rules</p>	1	1	2
12	<p>Right to Information Salient Features of the Right to Information (RTI) Act, 2005 Objective Public Authorities & their Obligations Designation of Public Information Officers (PIO) and their Duties Request for Obtaining Information Exemption from Disclosure Who is excluded Information Commissions (Central & State) and their Powers Appellate Authorities Penalties Jurisdiction of Courts Role of Central/State Governments</p>	1	1	2
13	<p>An Overview of Law relating to Specific Relief; Limitation and Evidence Code of Civil Procedure Elementary Knowledge of the Structure of Civil Courts, their Jurisdiction Basic Understanding of Certain Terms - Order, Judgment and Decree, Stay Of Suits, <i>Res Judicata</i> Suits by Companies, Minors Basic Understanding of Summary Proceedings, Appeals, Reference, Review and Revision</p>	2	2	3

	Indian Penal Code and Criminal Procedure Code Important Definitions and Salient Features, <i>Mens Rea</i> Cognizable and Non-Cognizable Offences, Bail, Continuing Offences, Searches, Limitation for taking Cognizance of Certain Offences	2	2	3
	Total	20	24	30

SCHEME OF LECTURES
(SYLLABUS w.e.f. SEPTEMBER 1, 2013)
(Coverage required in Oral Classes and Number of Lectures)

COURSE CONTENTS OF PROFESSIONAL PROGRAMME
MODULE I

PAPER 1 - ADVANCE COMPANY LAW AND PRACTICE

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	<p>Company Formation and Conversion Choice of Form of Business Entity; Conversion/ Re-conversion of One Form of Business Entity into Another, Incorporation of Private Companies, Public Companies, Companies Limited by Guarantee and Unlimited Companies and their Conversions/ Re-conversion/Re-registration, Formation of Nidhi Companies, Producer Companies and Mutual Benefit Funds, Commencement of Business and New Business; Pre Incorporation Agreements and Contracts , Formation of Non Profit Companies Procedure Relating to Foreign Companies Carrying on Business in India</p>	2	2	3
2	<p>Procedure for Alteration of Memorandum and Articles Alteration of Various Clauses of Memorandum: Name Clause, Situation of Registered Office Clause, Objects Clause, Capital Clause and Liability Clause Effects of Alteration of Articles</p>	1	1	2
3	<p>Procedure for Issue of Securities Part A: Shares Public Issue, Rights Issue and Bonus Shares, Issue of Shares at Par/Premium/Discount; Issue of Shares on Preferential /Private Placement Basis Allotment, Calls on Shares and Issue of Certificates Issue of Sweat Equity Shares, Employees Stock Option Scheme (ESOPs), Employees Stock Purchase Scheme (ESPS), Shares with Differential Voting Rights Issue and Redemption of Preference Shares Alteration of Share Capital - Forfeiture of Shares and Reissue of Forfeited Shares; Increase, Consolidation, Conversion and Re-conversion into Stock, Subdivision and Cancellation and Surrender of Shares, Buy Back of Shares, Reduction of Share Capital Part B: Debt Instruments Issue of Debentures and Bonds, Creation of</p>	3	4	5

	Security and Debenture Redemption Reserve, Drafting of Debenture Trust Deed, Redemption of Debentures, Conversion of Debentures into Shares Deposits			
4	Procedure relating to Membership, Transfer and Transmission Induction of Members, Nomination of Shares, Variation of Shareholders' Rights, Cessation of Membership including Dispute Resolution Transfer/Transmission/Transposition Admission of Securities in Electronic Mode Dematerialization/ Rematerialisation of Securities Compliances relating to Insider Trading and Takeovers	1	1	2
5	Directors and Managerial Personnel Obtaining DIN, Directors and Managerial Personnel - Appointment, Reappointment, Resignation, Removal and Varying Terms of Appointment/Re-appointment Payment of Remuneration to Directors and Managerial Personnel and Disclosures thereof; Compensation for Loss of Office, Waiver of Recovery of Remuneration, Making Loans to Directors, Disclosure of Interest by a Director, Holding of Office or Place of Profit by a Director/Relative, Company Secretary - Appointment, Resignation and Removal, Company Secretary in Practice - Appointment, Resignation and Removal	2	3	4
6	Meetings Collective Decision Making Forums - Authority, Accountability, Delegation and Responsibility Board Meetings - Convening and Management of Meetings of Board and Committees; Preparation of Notices and Agenda Papers General Meetings - Convening and Management of Statutory Meeting, Annual and Extra-Ordinary General Meetings, Class Meetings; Creditors' Meetings; Preparation of Notices and Agenda Papers; Procedure for Passing of Resolutions by Postal Ballot; Voting through Electronic Means; Conducting a Poll and Adjournment of a Meeting Post-Meeting Formalities - Preparation of Minutes and Dissemination of Information and Decisions	2	3	3
7	Auditors Auditors - Procedure for Appointment/Re-appointment, Resignation and Removal of Statutory Auditors and Branch Auditors; Appointment of Cost Auditors, Special Auditors; CAG audit	1	2	2

8	Distribution of Profit Ascertainment of Distributable Profits and Declaration of Dividend; Payment of Dividend Claiming of Unclaimed/Unpaid Dividend; Transfer of Unpaid/Unclaimed Dividend to Investor Education and Protection Fund	1	1	1
9	Procedure relating to Charges Creation and Registration, Modification, Satisfaction of Charges, Inspection of charges	1	1	1
10	Procedure relating to Inter-Corporate Loans, Investments, Guarantees and Security Making Inter-Corporate Loans, Investments, Giving of Guarantee and Security	1	1	1
11	Preparation & Presentation of Reports Preparation of Financial Statements, Auditors' Report, Directors' Report and Report on Corporate Governance	1	1	1
12	E- Filing Filing and Filing of Returns and Documents Annual Filing, i.e., Annual Accounts; XBRL Filing, Compliance Certificate, Annual Return, Event Based Filing	1	1	2
13	Striking off Names of Companies Law and Procedure	1	1	1
14	Recent Trends and Developments in Company Law	1	1	1
15	Trusts and Non-Profit Organisation	1	1	1
	Total	20	24	30

Paper 2: SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Secretarial Standards Concept, Scope and Advantages, Secretarial Standards issued by the ICSI, Compliance of Secretarial Standards for Good Governance, Relevance of Guidance Note(s)	2	2	2
2	Secretarial Audit Need, Objective and Scope, Periodicity and Format for Secretarial Audit Report, Benefits of Secretarial Audit, Professional Responsibilities and Penalties	2	2	3
3	Checklist for Secretarial Audit	1	1	2

4	Due Diligence – An Overview Introduction, Nature, Need and its Significance Objectives, Scope and Types of Due Diligence Process of Due Diligence, Concept of Data Room in Due Diligence, Due Diligence vs. Audit	1	2	2
5	Issue of Securities Introduction and Regulatory Framework Pre and Post Issue Due Diligence – IPO/FPO, Due Diligence – Preferential Issues of Listed and Unlisted Companies, Employee Stock Option, Bonus Issue, Rights Issue, Debt Issues, Issue of Securities by SMEs, Role of Company Secretary in Issue of Securities	1	2	2
6	Depository Receipts Due Diligence Introduction; Broad Regulatory Framework; Parties, Approvals, Documentation and Process, Issue of ADRs, GDRs, IDRs and FCCBs	1	2	2
7	Merger & Acquisition (M&A) Due Diligence Introduction, Stages of M&A Due Diligence, Data Room Management, Business, Financial, Legal and Corporate Governance Due Diligence, HR and Cultural Due Diligence, Impact of Due Diligence on Valuation, Takeovers and Acquisitions Due Diligence	2	2	3
8	Competition Law Due Diligence Introduction, Need for Competition Compliance Programme Mergers & Acquisitions and Competition Law Aspects, Reasons for Due Diligence of Competition Law Aspects, Process of Due Diligence of Competition Law Aspects, Due Diligence of Various Agreements, Some Common Anti Competitive Practices, Due Diligence on Abuse of Dominance, Due Diligence Checklist for Compliance with Competition Act 2002, Checklist for Anti Competitive Agreements/Abuse of Dominant Position/Regulation of Combinations	2	2	2
9	Legal Due Diligence , Introduction Objectives, Scope, Need and Process General Documents/Aspects to be covered Possible Hurdles in Carrying out a Legal Due Diligence and Remedial Actions	1	2	3
10	Due Diligence for Banks Introduction, Need for Due Diligence for Banks Process of Due Diligence for Banks, Due Diligence Report to Banks	2	2	3
11	Environmental Due Diligence Introduction, Need for Environmental Due Diligence, Process involved in Environmental Due Diligence, Regulatory Framework relating to Environment	1	1	2

	Check List on Major Regulatory Compliances Environmental Guidelines for Industries by Ministry of Environment, Environmental Impact Assessment, Environmental Management Plan Preparation of Risk Analysis Matrix, Identification of Potential Issues, Impact Analysis, Suggestions and Mitigation Measures			
12	Search and Status Reports Importance and Scope, Verification of Documents relating to Charges, Requirements of Financial Institutions and Corporate Lenders Preparation of Report	2	2	2
13	Compliance Management Concept and Significance, Establishment of Compliance Management System, Absolute, Apparent and Adequate Compliance	2	2	2
	Total	20	24	30

Paper 3: CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Introduction and Concepts Meaning of Corporate Restructuring, Need, Scope and Modes of Restructuring, Historical Background Emerging Trends, Planning, Formulation and Execution of Various Corporate Restructuring Strategies - Mergers, Acquisitions, Takeovers, Disinvestments and Strategic Alliances, Demerger and Hiving off, Expanding Role of Professionals	1	1	1
2	Merger and Amalgamation Introduction, Legal, Procedural, Economic, Accounting, Taxation and Financial Aspects of Mergers and Amalgamations including Stamp Duty and Allied Matters, Interest of Small Investors, Merger Aspects under Competition Law, Jurisdiction of Courts; Filing of Various Forms, Amalgamation of Banking Companies and Government Companies Cross Border Acquisition and Merger	2	2	2
3	Corporate Demerger and Reverse Merger Concept of Demerger; Modes of Demerger - by Agreement, under Scheme of Arrangement, Demerger and Voluntary Winding Up, Legal and Procedural Aspects; Tax Aspects and Reliefs Reverse Mergers – Procedural Aspects and Tax Implications	2	2	3

4	Takeover Meaning and Concept, Types of Takeovers; Legal Aspects – SEBI Takeover Regulations, Disclosure and Open Offer Requirements, Bail Out Takeovers and Takeover of Sick Units, Takeover Defences Cross Border Takeovers	2	3	3
5	Funding of Merger and Takeover Financial Alternatives; Merits and Demerits Funding through various Types of Financial Instruments including Equity and Preference Shares, Debentures, Securities with Differential Rights, Swaps, Stock Options; ECBs, Funding through Financial Institutions and Banks, Rehabilitation Finance, Management Buyouts/Leveraged Buyouts	1	1	2
6	Financial Restructuring Reduction of Capital, Reorganization of Share Capital, Buy-Back of Shares – Concept and Necessity, Procedure for Buy-Back of Shares by Listed and Unlisted Companies	1	2	2
7	Post Merger Reorganization Factors involved in Post Merger Reorganization Integration of Businesses and Operations, Assessing Accomplishment of Post Merger Objectives; Measuring Post Merger Efficiency Case Studies	1	1	2
8	Introduction of valuation , Meaning, Objective & Scope of Valuation , Principles of Valuation, Preliminary Work relating to Valuation, Valuation Standards and Valuation Analysis	1	1	2
9	Valuation Techniques , Historical Earnings Valuation, Asset Based Valuation Market Based Valuation	1	2	2
10	Regulatory and Taxation Aspects Legal & Regulatory aspects related to Valuation such as SEBI Regulations/ RBI Regulations Income Tax Implications	1	1	21
11	Valuations for Different Strategies Merger & Acquisition, Demerger, Slump Sale Liquidation and Corporate Insolvency, Internal & External Restructuring, Valuation of Intangibles Valuation of Securities	2	2	2
12	Introduction of insolvency , Concept of Insolvency, Historical Developments, History of Bankruptcy Laws in USA, UK and India	1	1	1
13	Revival, Rehabilitation and Restructuring of Sick Companies , Sick Companies and their Revival with Special Reference to the Law and Procedure relating to Sick Companies	1	1	2
14	Securitization and Debt Recovery	1	1	1

	Overview of the Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002; Process; Participants, Special Purpose Vehicle (SPV), Asset Reconstruction Companies (ARCs), Qualified Institutional Buyers (QIB), Overview of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993, Tribunal, Procedure; Compromises and Arrangements with Banks and Creditors			
15	Winding Up Concept; Modes of Winding Up; Administrative Machinery for Winding Up Winding up Process and Procedure; Managing Stakeholders and Parties in Liquidation; Conducting Meetings of Shareholders/Creditors; Dealing with Contracts; Managing Estate, Outsourcing Responsibilities to Professionals/Service providers such as Valuers, Security Agencies , Best Practices in Performing Liquidation/Administrator Functions; Accountability and Liabilities; Role of Liquidators and Insolvency Practitioners, Consequences of Winding Up; Winding Up of Unregistered Companies; Dissolution	1	2	2
16	Cross Border Insolvency UNCITRAL Model Law on Cross Border Insolvency UNCITRAL Legislative Guide to Insolvency Law World Bank Principles for Effective Insolvency and Creditor Rights, Asian Development Bank Principles of Corporate Rescue and Rehabilitation, Bankruptcy under Chapter 11 of US	1	1	1
	Total	20	24	30

MODULE 2

PAPER 4: INFORMATION TECHNOLOGY AND SYSTEMS AUDIT

S. No.	Particulars	No of lectures		
		20 lectures scheme	25 lectures scheme	30 lectures scheme
1	Information Technology Law Information Technology Act – Definitions, Important terms under, Information Technology Legislation, Digital Signatures, Electronic Records, Certifying Authority, Digital Signature Certificate, Cyber Regulation Appellate Tribunal, Offences and Penalties	3	4	4
2	Information Systems Systems- An Overview, Information and Data: Definition and Distinctions, Information as a Corporate Resource , Features and Qualities of information , Types of Information , Process of Generating Information, Value and Cost of Information , Information Needs at Various Levels of Management , Factors Influencing Information Needs , Information Systems: Definition and Elements , Information System Activities , Types of Information Systems, Information Systems in Business Management , Recent Trends in Information Systems	2	3	4
3	Computer Hardware – An Overview Computers: An Introduction Computer System: Concept, Types, Categories and Emerging Technologies, Components of a Computer System, Primary and Secondary Storage, Computer Storage Capacities, Computer Peripherals – Inputs, Output and Storage Devices	2	2	3
4	Computer Software – An Overview Computer Software: An Introduction, Software Trends, Multi-Programming, Multi-Processing, Time Sharing, Batch Processing, On-Line and Real Time Processing, Application Software, Systems Securities	2	2	3
5	Database Management Data Base Concepts, Data Structure, Data Base Management System, Data Base Files, Data Mining and Warehousing	1	2	2

6	Programming – An overview Programming: Concepts, Stages of Programming, Programme Development Approach, Algorithm, Flow Charting Concepts, High Level Languages, Machine Level Languages	1	1	1
7	Internet and Other Technologies Internet and World-Wide Web, Intranets, Extranets, Applications Of Internet, Internet Protocols, E-Commerce - Nature, Types (B2B, B2C, C2C), Supply Chain Management, CRM, Electronic Data Interchange (EDI), Electronic Fund Transfers (EFT), Payment Portal, E-Commerce Security , Mobile Commerce, Bluetooth and Wi-Fi	2	2	3
8	Management Information Systems – An Overview Concept, Evolution and Elements, Structure Computerized MIS, Approaches of MIS Development, Pre-requisites of an Effective MIS, MIS and Decision Support Systems, MIS and Information Resource Management, Artificial Intelligence and Expert System	2	2	3
9	Enterprise Resource Management	1	1	1
10	E-Governance in India	1	1	2
11	Systems Audit – An Overview Nature, Significance and Scope of Systems Audit Steps Involved in Conducting Systems Audit Systems Audit and Management Functions Systems Audit of Computerized Secretarial Functions Norms and Procedure for Computerization, Computers Control and Security Testing of Computer Systems – Documentation Standards, Policies and, Procedures, Audit Approach	3	4	4
	Total	20	24	30

PAPER 5: FINANCIAL, TREASURY AND FOREX MANAGEMENT

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Nature and Scope of Financial Management Nature, Significance, Objectives and Scope (Traditional, Modern and Transitional Approach) ,Risk-Return and Value of the Firm Financial Distress and Insolvency, Financial Sector Reforms and their Impact ,Functions of Finance Executive in an Organisation	1	1	1

2	Capital Budgeting Time Value of Money, Planning and Control of Capital Expenditure, Capital Budgeting Process, Techniques of Capital Budgeting- Discounted and Non-Discounted Cash Flow Methods, Choice of Methods, Capital Rationing; Risk Evaluation and Sensitivity Analysis, Simulation for Risk Evaluation, Linear Programming and Capital Budgeting Decisions - under Constraints and with Multiple Objectives using Mathematical Programming Models, Inflation, Uncertainty and Evaluation using Statistical Decision Theory, Analysis of Capital Budgeting Decisions- Some Case Studies,	2	3	3
3	Capital Structure Meaning and Significance Capital Structure vis-à-vis Financial Structure; Planning and Designing; Optimal Capital Structure, Determinants of Capital Structure; Capital Structure and Valuation - Theoretical Analysis, EBIT – EPS Analysis, EBITDA Analysis (Earning before Interest, Tax, Depreciation and Amortization) Risk and Leverage; Measures of Operating and Financial Leverage, Effects of Leverage on Shareholders' Returns	2	2	2
4	Cost of Capital Meaning; Factors Affecting Cost of Capital, Measurement of Cost of Capital, Weighted Average Cost of Capital, Marginal Cost of Capital	1	2	2
5	Financial Services Meaning, Significance, Scope and Structure of Financial Services, Types of Financial Services- Merchant Banking, Securitization of Debt, Loan Syndication, Housing Finance, Custodial and Advisory	1	1	2
6	Project Finance Project Planning - Preparation of Project Report Project Appraisal under Normal, Inflationary and Deflationary Conditions, Project Appraisal by Financial Institutions – Lending Policies and Appraisal Norms by Financial Institutions and Banks; Loan Documentation, Project Review and Control; Social Cost and Benefit Analysis of Project. (UNIDO Approach), Term Loans from Financial Institutions and Banks; Lease and Hire Purchase Finance; Venture Capital Funds; Private Equity; International Finance and Syndication of Loans, Deferred Payment Arrangements; Corporate Taxation and its Impact on Corporate Financing, Financing	2	2	2

	Cost Escalation			
7	Dividend Policy Introduction; Types, Determinants and Constraints of Dividend Policy, Forms of Dividend, Different Dividend Theories - Walter's Model, Gordon's Model and Modigliani-Miller Hypothesis of Dividend Irrelevance, Dividend Policy - Practical and Legal Constraints, Corporate Dividend Practices in India	1	1	2
8	Working Capital Meaning, Types, Determinants and Assessment of Working Capital Requirements, Negative Working Capital, Operating Cycle Concept and Applications of Quantitative Techniques, Management of Working Capital - Cash, Receivables, Inventories; Financing of Working Capital; Banking Norms and Macro Aspects, Factoring and Forfeiting	1	1	2
9	Security Analysis and Portfolio Management Security Analysis - Measuring of Systematic and Unsystematic Risk, Fundamental Analysis (Economic, Industry and Company), Technical Approach and Efficient Capital Market Theory Portfolio Management - Meaning, Objectives; Portfolio Theory – Traditional Approach; Fixed and Variable Income Securities, Markowitz Portfolio Theory; Modern Approach - CAPM Model; Economic Value Added, Sharpe Single & Multi Index Model; Arbitrage Pricing Theory (APT); Risk Adjusted Measure of Performance	2	2	2
10	Derivatives and Commodity Exchanges- An Overview	1	1	2
11	Treasury Management Meaning, Objectives, Significance, Functions and Scope of Treasury Management, Relationship between Treasury Management and Financial Management; Role and Responsibilities of Chief Finance Officer, Tools of Treasury Management; Internal Treasury Controls; Environment for Treasury Management, Liquidity Management, Regulation, Supervision and Control of Treasury Operations, Implications of Treasury on	1	2	3

	International Banking			
12	Forex Management Nature, Significance and Scope of Forex Management, Foreign Exchange Market and its Structure, Foreign Exchange Rates and its Determination, Exchange Rate Quotes; Types of Exchange Rates; Forex Trading; Currency Futures and Options, Foreign Exchange Risk Exposures and their Management; Exchange Rate Forecasting; Risk in Foreign Exchange Business	2	2	2
13	Practical Problems and Case Studies	3	4	5
	Total	20	24	30

PAPER 6: ETHICS, GOVERNANCE AND SUSTAINABILITY

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Introduction Ethics, Business Ethics, Corporate Governance, Governance through Inner Consciousness and Sustainability, Failure of Governance and its Consequences	1	1	1
2	Ethical Principles in Business Role of Board of Directors Organization Climate and Structure and Ethics Addressing Ethical Dilemmas Code of Ethics; Ethics Committee; Ethics Training; Integrity Pact, Case Studies and Contemporary Developments	1	2	2
3	Conceptual Framework of Corporate Governance Introduction, Need and Scope, Evolution of Corporate Governance, Developments in India Developments in Corporate Governance – A Global Perspective, Elements of Good Corporate Governance	1	1	1
4	Board Effectiveness - Issues and Challenges Board Composition; Diversity in Board Room; Types of Directors; Board's Role and Responsibilities, Chairman, CEO, Separation of Roles, Relationship between Directors and Executives, Visionary Leadership, Board Charter, Meetings and Processes, Directors' Training and Development, Performance Evaluation of Board and Directors	2	2	3

5	Board Committees Introduction, Various Board Committees, their Composition, Role and Responsibilities, Contribution to Board Governance, Audit Committee, Shareholders Grievance Committee, Remuneration Committee, Nomination Committee, Corporate Governance Committee, Corporate Compliance Committee, Other Committees	2	2	3
6	Legislative Framework of Corporate Governance in India Under Listing Agreement, SEBI Guidelines, Companies Act, Corporate Governance in PSUs, Banks, Insurance Companies	1	2	2
7	Legislative Framework of Corporate Governance – An International Perspective Australia, Singapore , South Africa, United Kingdom, Contemporary Developments in the Global Arena	1	1	1
8	Risk Management and Internal Control Risk and its Classification Risk Management and Oversight Enterprise Risk Management Internal Control Roles and Responsibilities of Internal Control Disclosure about Risk, Risk Management and Internal Control	2	2	2
9	Corporate Governance and Shareholder Rights Rights of Shareholders Challenges in Exercising Shareholders Rights Corporate Governance issues with regard to Related Party Transactions Role of Investor Associations in Securing Shareholders Rights Role of Institutional Investors in Corporate Governance	2	2	3
10	Corporate Governance and Other Stakeholders Employees, Customers , Lenders, Vendors, Government, Society	1	1	2
11	Corporate Governance Forums The Institute of Company Secretaries of India National Foundation for Corporate Governance Organisation for Economic Co-operation and Development, Global Corporate Governance Forum Institute of Directors, Commonwealth Association of Corporate Governance International Corporate Governance Network The European Corporate Governance Institute Conference Board The Asian Corporate Governance Association	1	2	2

	Corporate Secretaries International Association			
12	Sustainability Meaning and Scope Corporate Social Responsibility and Corporate Sustainability, Sustainability Terminologies and Meanings Why is Sustainability an Imperative Sustainability Case Studies Triple Bottom Line (TBL)	1	1	2
13	Corporate Sustainability Reporting Frameworks Global Reporting Initiative Guidelines, National Voluntary Guidelines on Social, Environmental and Economic Responsibilities of Business, International Standards, Sustainability Indices Principles of Responsible Investment, Challenges in Mainstreaming Sustainability Reporting, Sustainability Reporting Case Studies	2	2	2
14	Legal Framework, Conventions, Treaties on Environmental and Social Aspects, Principle of Absolute Liability – Case Studies, Contemporary Developments – Integrated Reporting	2	3	4
	Total	20	24	30

**PROFESSIONAL PROGRAM- MODULE 3
PAPER 7: ADVANCED TAX LAWS AND PRACTICE**

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Taxation of Individual Entities, Partnership, LL.P, Companies.	3	4	4
2	International Taxation Covering Taxation of Non Resident Entities, Advance Ruling, Transfer Pricing, Direct tax Avoidance Agreement	2	2	3
3	Case studies and Practical Problems covering Advance Tax Planning relating to Companies and Business Entities	1	1	2
4	Central Excise, Customs, VAT and Service Tax (70 Marks) Introduction Special Features of Indirect Tax Levies - All Pervasive Nature, Contribution to Government Revenues; Constitutional Provisions Authorizing the Levy and Collection of Duties of Central Excise and Customs	1	1	2
5	Central Excise Laws	3	4	5

	Basis of Chargeability of Duties of Central Excise - Goods, Manufacture, Classification and Valuation of Excisable Goods, CENVAT Credit Mechanism Registration, Assessment, Provisional Assessment, Manner of Payment of Duty, Exemption, Recovery and Refunds of Duties, Clearance of Excisable Goods; Invoice System, Central Excise Bonds; Maintenance of Accounts and Records and Filing of Returns, Large Tax Payer Units, Excise Audit 2000, Audit u/s 14 and 14AA of Central Excise Act 1944, Exemption to First Clearance of Specified Goods Export Incentives under Central Excise such as SEZs, STPI, EHTP, EPZ, Investigation, Adjudication, Appeal and Revision, including Appearance before CESTAT by Company Secretary as Authorized Representative; , Settlement of Cases, Advance Ruling, Search, Seizure, Arrest, Prosecution and Compounding; Offences and Penalty, Miscellaneous Provisions under Central Excise ,			
6	Customs Laws Levy of Customs Duties, Types of Customs Duty Leviable, Tariff Classification & Exemptions, Valuation of Imported and Exported goods Provision of Assessment, Payment of Duties, Recovery and Refund of Customs Duties, Duty Drawback , Procedure for Clearance of Imported and Exported Goods Transportation and Warehousing, Confiscation of Goods and Conveyances and Imposition of Penalties; Search, Seizure and Arrest, Offences and Prosecution Provisions, Adjudication, Appeal and Revision; Settlement of Cases, Advance Ruling, Other Relevant Areas and Case Studies under Custom Laws and Rules	3	4	5
7	Promissory Estoppel in Fiscal Laws – Principles and Applicability with reference to Indirect Taxes	1	1	1
8	Tax Planning and Management – Scope and Management in Customs, with Specific Reference to important Issues in the Respective Areas	1	1	2
9	Background, Negative List Approach, Statutory Provisions, Taxable Services, Valuation, Point of Taxation, Place of Provision of Service, Administrative Mechanism and Procedural Aspects, Assessment, Computation, Levy, Collection and Payment of Service Tax, Exemptions, CENVAT Credit for Service Tax, Returns, Refunds, Demands, Appeals, Revisions, Advance Rulings, Settlement Commission, Audit under Section 72A of Finance Act, 1994.	3	3	3
10	Goods and Service Tax (GST) – Concept and Developments, Background, Concept and	2	3	3

	Mechanism of VAT, Classification, Invoicing, Exemption, Returns, Refunds, Demands, Appeals, Revisions, Liability under VAT, Set off and Composition Scheme, Computation of VAT, Assessment, VAT on Works Contract, Right to use Property, Rate of Tax, Procedural Aspects including Registration, Preparation and Filing of E>Returns, Audit and Appearances			
	Total	20	24	30

PAPER 8 DRAFTING, APPEARANCES AND PLEADINGS

S. No	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	General Principles of Drafting and Relevant Substantive Rules Drafting: Concept, General Principles and relevant substantive rules thereof Basic Components of Deeds, Endorsements and Supplemental Deeds, Aids to Clarity and Accuracy, Legal Requirements and Implications	2	2	3
2	Drafting and Conveyancing relating to Various Deeds and Agreements Conveyancing in General, Object of Conveyancing Drafting of various Agreements including Sale Agreements, Joint Venture and Foreign Collaboration Agreements, Arbitration; Guarantees, Counter Guarantees; Bank Guarantee, Hypothecation Agreement, Outsourcing Agreements, Service Agreements, E-Contracts, Leave and License, IPR Agreements, Promissory Note, Power of Attorney- General and Special, Will, Relinquishment Deed, Deed of Dissolution of Partnership, Hire-Purchase Agreement, Deed of Family Settlement and Other Deeds, Deed of Sale of Land, Building, Mortgage, License, Lease, Assignment, Trust, Gift, Partnership, Drafting of Writs, Partnership Deed, Sale Agreements, Collaboration Agreements, Hypothecation Agreements, E-Contracts, Drafting of Legal Opinion, Shareholder's Agreement	4	5	6
3	Drafting of Agreements under the Companies Act Pre incorporation Contracts; Memorandum and Articles of Association and other Agreements like slump sale	2	2	3

4	Pleadings Pleadings in General; Object of Pleadings; Fundamental Rules of Pleadings Civil: (i) Plaint Structure; Description of Parties (ii) Written Statement (iii) Interlocutory Application (iv) Original Petition (v) Affidavit (vi) Execution Petition and (vii) Memorandum of Appeal and Revision (viii) Petition under Article 226 and 32 of the Constitution of India (ix) Special Leave Petition Criminal: (i) Complaints (ii) Criminal Miscellaneous Petition (iii) Bail Application and (iv) Memorandum of Appeal and Revision Application for Setting Aside Ex-Parte Decree; Ordinary Suit of Recovery; Suit under Order XXXVII of Code of Civil Procedure, 1908 Suit for Permanent Injunction; Application for Temporary Injunction; Suit for Specific Performance; General Principles of Criminal Proceedings; Application under Section 125 of Code of Criminal Procedure, 1973; F.I.R under Section 154 of Code of Criminal Procedure, 1973	3	4	5
5	Appearances Appearance before Tribunals/Quasi Judicial Bodies such as CLB, SAT, NCLT, CCI, TRAI, Tax Authorities and Appellate Tribunals Drafting of Affidavit in Evidence; Arguments on Preliminary Submissions, Arguments on Merits; Legal Pleadings and Written Submissions Dress Code, Etiquettes and Court Craft	2	2	3
6	Compounding of Offences Compounding of Offences under the Companies Act, SEBI Act, FEMA , Consent Orders	1	1	2
7	Practical Exercises Notice to the Tenant under section 106 of Transfer of Property Act, Notice under Section 80 of Code of Civil Procedure, 1908, Reply to Notice General Power of Attorney, Will, Agreement to Sale, Deed of Sale, Suit for Dissolution of Partnership, Petition for grant of Probate / Letters of Administration, Petition under Section 397 of Companies Act, 1956, Application for Appointment of Receiver/Local Commissioner, Application for Compromise of Suit, Application for Appointment of Guardian, Application to Sue as an Indigent Person under Order 33, Code of Civil Procedure Appeal from Original Decree under Order 41, Code of Civil Procedure, Appeal from Orders under order 43 of Code of Civil Procedure, Revision Petition / Review Petition, Application under Section 5 of Limitation Act, Application for Execution, Application for Caveat	6	8	8

	Section 148A of Code of Civil Procedure, Writ Petition, Application under Section 482 of Code of Civil Procedure Compounding of Offences by way of Compromise under Section 320(i) Code of Criminal Procedure Lease Deed / Mortgage Deed , Special Power of Attorney ,Relinquishment Deed ,Partnership Deed / LLP Agreement, Reference to Arbitration and Deed of Arbitration, Deed of Gift, Notice under Section 434 of the Companies Act ,Notice for Specific Performance of Contract			
	Total	20	24	30

ELECTIVE PAPER 9.1: BANKING LAW AND PRACTICE

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Overview of Banking System	1	1	1
2	Regulatory Framework and Compliances Provisions of RBI Act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act, 2002, Government and RBI's Powers, Opening of New Banks and Branch Licensing, Constitution of Board of Directors and their Rights, Banks Share Holders and their Rights, CRR and SLR Concepts, Cash-Currency Management, Winding up – Amalgamation and Mergers, Powers to Control Advances – Selective Credit Control – Monetary and Credit Policy, Audit and Inspection, Supervision and Control – Board for Financial Supervision – its Scope and Role, Disclosure of Accounts and Balance Sheets, Submission of Returns to RBI , Corporate Governance	2	2	3
3	Legal Aspects of Banking Operations Case Laws on Responsibility of Paying and Collecting Banker Indemnities or Guarantees – Scope and Application – Obligations of a Banker – Precautions and Rights – Laws relating to Bill Finance, LC and Deferred Payments – Laws Relating to Securities – Valuation of Securities – Modes of Charging Securities – Lien, Pledge, Mortgage, Hypothecation etc – Registration of Firms/Companies – Creation of Charge and Satisfaction of Charge	2	2	3
4	Banking Related Laws Law of Limitation – Provisions of Bankers Book Evidence Act – Special Features of Recovery of Debts Due to Banks and Financial Institutions Act, 1993, TDS, Banking Cash Transaction Tax Service Tax, Asset Reconstruction Companies	2	2	3

	The Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002, The Consumer Protection Act, 1986 Banking Ombudsman, Lok Adalats Lender's Liability Act			
5	Banker – Customer Relations The legal relationship between the Banker and Customer, the Multifarious Transactions between them and the Rights and Duties of the Parties springing out of such relationship Nature of Banking Business Legal Nature of Banker-Customer Relationship and their Mutual Rights and Duties Special Categories of Customers, such as Corporations, Partnership Firms, Hindu Joint Families, Unincorporated Bodies, Trusts, Joint Account Holders, Minors, Nominee Accounts, Liquidator, Mercantile Agents, Non-Resident Indians, Foreigners and the Legal Incidence of Each Different Types of Accounts such as Current Accounts, Savings Bank Account and Fixed Deposits Other Transactions between Banker and Customer such as Safe Deposit Vaults, Financial Advice, Letters of Introduction and Other Services Rendered by Banks special features of the relationship between banker and customer – Their mutual rights and duties – lien – Power to combine different accounts – Secrecy of account	2	2	2
6	Loans and Advances Law, Practice and Policies governing the employment of the funds in the hands of the banker with special reference to the lending banker State Policy on Loans and Advances – Priority sector advances and socio-economic policies - Financial inclusion – Self-Employment Schemes – Women Entrepreneurs – Small Scale Industries – Agricultural Finance, Export Finance, etc – Micro Finance - How the banker profitably uses the fund – Call loans and loans repayable at short notice – Loans and advances – Overdrafts – Legal control over bank's deployment of funds	2	2	3
7	Securities for Banker's Loans The legal issues involved in and the practice governing the different kinds of securities for banker's advances and loans, Guarantees, pledge, lien, mortgage, charge – subject matters of collateral security, Corporate Securities, Documents of title to goods, Land and Buildings, Book debts, Life Policies, Factoring; Bill , Discounting; Bank Guarantees; Letters of Credit; Commercial Papers	2	2	3

8	Financial Analysis of Banks Introduction; Role of financial analysis in financial management; Techniques of Financial Analysis; DuPont Model of Financial Analysis; Special issues in Financial Analysis of Banking Industry	1	2	2
9	Financial System Contemporary and Emerging Issues: An Overview Introduction; Role of Financial System; Capital Flow Through Intermediary Financial Institutions; Direct Capital Flow; Primary Market Products; Primary Market Issue Facilitators; Secondary Market; Economic Importance of Financial Markets (Cross referencing from Study Material	1	2	2
10	International Banking Management International Banking : An Overview Legal & Regulatory Framework International Banking Operations Management Risk Management in International Banking Special Issues: Technology and International Banking; Globalisation and International Banking; Financial Innovations in International Banking	1	2	2
11	Electronic Banking and IT in Banks IT in Banking : An Introduction IT Applications in Banking- Computer-Based Information Systems for Banking; Electronic Banking; Electronic Fund Management Enabling Technologies of Modern Banking- Electronic Commerce and Banking; Supply Chain Management; Customer Relationship Management; Integrated Communication Networks for Banks Security and Control Systems – Cybercrimes and fraud management Planning and Implementation of Information Systems	1	2	3
12	Risk Management in Banks Risk Management: An Overview, Credit Risk Management, Liquidity and Market Risk Management, Operational Risk Management, Special Issues- Risk Management Organisation; Reporting of Banking Risk; Risk Adjusted Performance Evaluation, Basel III	2	2	2
13	Ethics and Corporate Governance in Banks Ethics and Business, Corporate Governance Corporate Social Responsibility, Governance in Financial Sector	1	1	1
	Total	20	24	30

ELECTIVE PAPER 9.2: CAPITAL, COMMODITY & MONEY MARKET

S. No.	Particulars	No of lectures
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		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Economic Framework Basic structure of Flow of funds in the economy; Capital Markets its Role in Capital formation, Functions of Liquidity, , Resource Allocation and Transaction Cost-reduction	1	1	2
2	Legal Framework Ministry of Finance (Capital Markets Division, Department of Economic Affairs) Ministry of Corporate Affairs, Companies Act, 1956, SEBI Act, 1992, Securities Contracts (Regulation) Act, 1956 (SCRA), Depositories Act, 1996, SEBI Regulations and Guidelines– An Overview, SEBI (Prohibition of Insider Trading) Regulations, 1992, SEBI (Substantial Acquisitions of Shares and Takeovers) Regulations, 2011 (SAST) , Prevention of Money Laundering Act, 2002, Grievance Redressal Mechanism: Stock Exchange (Investor Protection Fund), SEBI, Securities Appellate Tribunal (SAT), Supreme Court , Enforcement: Economic Offences Wing, Financial Intelligence Unit, Central Bureau of Investigation, Financial Action Task Force (FATF)	2	2	3
3	Financial Intermediaries Framework Framework of Market Infrastructure Institutions (MII), Stock Exchanges Clearing Corporations, Custodians, Depositories, Depository Participants, Registrars and Transfer Agents (RTA), Bankers to issue Merchant Bankers, Underwriters, , Investment Advisors, Portfolio Managers, Self Certified Syndicate Banks, Brokers, Sub-brokers, Market-makers Credit Rating Agencies	2	3	3
4	Primary Markets IPO, FPO, Offer for Sale, Private Placement, Preferential Allotment, Institutional Placement Procedures (IPP), Qualified Institutional Placement (QIP), Rights Issue, Bonus Issue Prospectus, DRHP, Shelf Prospectus, Red Herring prospectus Private Investment in Public Equity (PIPE) SEBI (Issue of Capital & Disclosure Requirements) Regulations, 2009 Lead Manager (Pre & Post Issue Activities) Due Diligence Review Underwriting obligations Basis of Allotment Book- building Pre-issue and Post-issue activities, Green-shoe Option Pre-listing and Post-listing activities, Listing Agreement	2	3	3
5	5. Secondary Markets Opening day (listing) Continuing compliance obligations and disclosures: Post-listing activities, Corporate Actions Requirements for Continuing Listing	2	2	2

	Corporate Governance Norms Disclosures as per Listing Agreement: Price Sensitive Information, Material Changes, Quarterly results Functioning of an Exchange: Margining, Trading, Clearing and Settlement, Trade Guarantee Fund, Trading Software, Arbitration Mechanism Stock Market Indices			
6	Capital Market Investment Institutions Domestic Financial Institutions (DFI) , Qualified Institutional Buyers (QIB), Foreign Institutional Investors (FII) , Private Equity (PE), Angel Funds, HNIs, Venture Capital (VC), Qualified Foreign Investors (QFI), Mutual Funds, Alternative Investment Funds (AIF), Hedge Funds, Pension Funds	1	1	2
7	Capital Market Instruments Equities Preference Shares, Shares with Differential Voting Rights (DVR) Corporate Debt : Non Convertible Debentures (NCD), Partly-and Fully-Convertible Debentures (PCD, FCD) NCDs with or without Call and Put Features Bonds, Foreign Currency Convertible Bonds (FCCB) Indian Depository Receipts (IDR) Derivatives: Single Stock Futures, Single Stock Options, Index futures (SENSEX, NIFTY), Index Options, Interest Rate Futures, Currency futures Exchange Traded Funds (ETF) Warrants	2	2	3
8	Resource Mobilization through International Markets Global Depository Receipt (GDR) American Depository Receipt (ADR) Listing on the London Alternative Investment Market (AIM), NASDAQ, NYSE	1	2	2
9	Landmark Studies and Report of Committees on Capital Markets	2	2	3
10	Economics of Commodities Marketing Economic Rationale for Commodities Trading Place and store value Perishables and non-perishables Tangibles and Intangibles (Weather , Freight) How resources can be optimized through price hedges	1	2	2
11	Commodities Market Operations Origin of Commodity Market in India Products, Participants and Functions Evolution of Commodity Exchanges; Regulatory Framework Structure Of Commodity exchanges, membership, Risk Management, Clearing and Settlement System, Commodities Traded on Stock Exchanges Platform-NCDEX, MCX SX Instruments available for Trading Using commodity exchanges for Hedging, Speculation	2	2	3

	and Arbitrage			
12	Introduction to Money Market Nature & Deployment of Surplus Funds and Raising of Short-term funds, Characteristics of Money Market, Regulatory framework of RBI, FIMMDA (Fixed Income, Money Market and Derivatives Association) and Foreign Exchange Dealers Association of India (FEDAI) Call Money Market-Players, Utility, Money market Instruments: Commercial Paper, Certificates of Deposits, Bills of Exchange, Treasury Bills (T-Bills), Bill Discounting, Factoring, Letter of Credit, Money Market Mutual Funds, Fixed Maturity Plans	2	2	2
	Total	20	24	30

ELECTIVE PAPER 9.3: INSURANCE - LAW AND PRACTICE

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Understanding and Managing Risk - Risk Management - Perils - Nature – Risk Analysis – Planning – Control - Mechanism for Transfer of risk – Insurance and Reinsurance	1	1	2
2	General Principles and Concepts of Insurance Insurable Interest - Indemnity - <i>Uberrimae fidei</i> - Proximate Cause - Subrogation and Contribution - Differentiation Insurance and Guarantee - Insurance and Wager - Disclosure – Moral Hazards	2	2	3
3	Insurance Contract and Indian Market Conditions Nature of Insurance Contract - Features of Insurance Contract - Types of Insurance - Concept of Intermediaries – Market Players and their Roles - Agents, Brokers, Surveyors & Loss Assessors, Health Third Party Administrators, Certification of Insurance Professionals, Training Organizations.	2	3	3

4	Regulatory Environment – Specific Legislations Regulation of Insurance Business, Insurance Act, Insurance Regulatory and Development Act, Powers and Functions of IRDA, Relevant Regulations and Guidelines issued by IRDA, Licensing, Audit & Supervision, Investments, Amalgamation and Transfer, Grievance Redressal, Rural and Social Sector obligations, Micro Insurance, Financial inclusion, Product Approval	2	3	3
5	Regulatory Environment - General Other Relevant Legislation (Motor Vehicles Act, Marine Insurance Act, Employees State Insurance Act etc.), Consumer Protection, Courts, Tribunals, Insurance Ombudsmen, Arbitration.	2	2	2
6	International Regulatory Framework – International Association of Insurance Supervisors – Future Trends	1	1	2
7	Life Insurance - Practices, Procedures Application of Principles in Life Insurance Contract -- Representation - Assignment and Nomination - Title and Claims - Tax Law Implications - Concept of Trusts in Life Policy - Stamp Duties - Role and Function of Life Insurance Companies	2	2	3
8	Life Insurance & Pension Products - Life Insurance Products – Proposals, Policy and documentation	1	2	2
9	General Insurance - Practices and Procedures – Focus Underwriting Application of Principles in General Insurance Contracts – Structure of the Policy – Insurance Documentation – Underwriting and Rating - Disclosure - Terms and Conditions –	2	2	3
10	General Insurance - Practices and Procedures – Focus Claims Claims Procedures – Underinsurance - Condition of Average - Recovery – Salvage	1	2	2
11	General Insurance Products Property Insurance (Fire and Engineering) Marine Insurance (Hull and Cargo) Motor Insurance Business Interruption Liability Insurance (Public, Products, Professional, Directors & Officers etc) Personal Lines (Health, Accident, Travel, Residential Premises etc.) Rural and Agricultural Micro-Insurance Other Miscellaneous lines (Burglary, Bankers' Risks, Fidelity etc	2	2	3

12	Ethics and Corporate Governance Framework for Insurance Companies Financial Statements, Protection of Policy holders, Concept of Treating Customers Fairly (TCF), Actuarial and Other Certifications	2	2	2
	Total	20	24	30

EELECTIVE PAPER 9.4 INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE

S. No.	Particulars	No of lectures		
		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	Introduction Meaning, Relevance, Business Impact, Protection of Intellectual Property Copyrights, Trademarks, Patents, Designs, Utility Models, Trade Secrets and Geographical Indications Bio-diversity and IPR Competing Rationales for Protection of Intellectual Property Rights Introduction to the leading International Instruments concerning Intellectual Property Rights: the Berne Convention, Universal Copyright Convention, The Paris Convention, Patent Co-operation Treaty, TRIPS, The World Intellectual Property Organization (WIPO) and the UNESCO	2	2	3
2	Patents Concept of Patent Product / Process Patents & Terminology Duration of Patents- Law and Policy Consideration Elements of Patentability,- Novelty and Non Obviousness (Inventive Steps and Industrial Application, Non- Patentable Subject Matter Procedure for Filing of Patent Application and types of Applications Procedure for Opposition, Revocation of Patents Ownership and Maintenance of Patents Assignment and licensing of Patents Working of Patents- Compulsory Licensing Patent Agent- Qualification and Registration Procedure	2	2	3
3	Patent Data bases & Patent Information System Patent Offices in India Importance of Patent Information in Business Development Patent search through Internet, Patent Databases	1	2	2

4	Preparation of Patent Documents Lab Notebooks/Log Books/Record Books Methods of Invention Disclosures Patent Application and its Contents Reading & Writing of the Patent Document	1	2	2
5	Process for Examination of Patent Application Publication of Patent Applications Request for Examination Process for Examination & Prosecution Reissue & Reexamination	1	2	2
6	Patent Infringement Literal Infringement Doctrine of Equivalence and Doctrine of Colorable Variation Contributory Infringement Defenses to Infringement including Experimental Use, Inequitable Conduct, Patent Misuse Legal Aspects (Act, Rules, Procedures)	1	1	2
7	Recent Developments in Patent System Software and Business Method Patenting in India & other Jurisdiction Patentable Inventions with Special Reference to Biotechnology Products entailing Creation of New Forms of Life	1	1	1
8	Trademarks The rationale of protection of trademark as (a) an aspect of commercial and (b) of consumer rights Definition and concept of Trademarks Different kinds of marks (brand names, logos, signatures, symbols, well known marks, certification marks and service marks) Non Registrable Trademarks Procedure for Registration of Trademarks Opposition Procedure Assignment / Transmission / Licensing of Trademarks Infringement of Trademarks Passing off Action Offences and Penalties International Conventions- Madrid Protocol Domain Names WIPO Internet Domain Name Process	2	2	3
9	Copyrights Nature of Copyright Works in which Copyrights subsist Author & Ownership of Copyright Rights Conferred by Copyright Assignment, Transmission, Licensing of Copyrights	2	2	3

	Infringement of Copyrights Remedies & Actions for Infringement of Copyrights Copyright Societies, Office, Board, Registration of Copyrights & Appeals International Conventions Copyright pertaining to Software/Internet and other Digital media Remedies, especially, possibility of Anton Pillar Injunctive Relief in India			
10	Industrial Designs What is a Registrable Design What is not a Design Novelty & Originality Procedure for Registration of Designs Copyright under Design Assignment, Transmission, Licenses Procedure for Cancellation of Design Infringement Remedies	1	1	2
11	Geographical Indications Meaning and Nature Who are entitled for registration Conditions & Procedure for Registration Offences and Penalties	1	1	1
12	Protection of Trade Secrets	1	1	1
13	Key Business Concerns in Commercializing Intellectual Property Rights Competition and Confidentiality Issues, Antitrust Laws Employee Confidentiality Assignment of Intellectual Property Rights Technology Transfer Agreements Intellectual Property Issues in the Sale of Business Care & Maintenance of Confidential Information Legal Auditing of Intellectual Property Due Diligence of Intellectual Property Rights in a Corporate Transaction	2	2	2
14	Management and Valuation of Intellectual Property	1	2	2
15	Recent Trends and Development	1	1	1
	Total	20	24	30

EELECTIVE PAPER 9.5 INTERNATIONAL BUSINESS – LAWS AND PRACTICES

S. No.	Particulars	No of lectures		
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		20 lectures scheme	24 lectures scheme	30 lectures scheme
1	1. Introduction International Business – Nature and Scope, Globalization – Meaning, Levels, Merits, Limitations and irreversibility of Globalization Need to go global Internationalization Decisions (entry modes) SEZ features	1	2	2
2	International Business Environment Meaning of Environment Dimensions – PEST to STEEPLE Internal Environment and External Environment SWOT Analysis Various approaches to Assess competitiveness including Michael Porter's 5- Forces Model Global Competitiveness Index	2	2	2
3	Multi National Enterprises (MNEs) and Foreign Direct Investment (FDI) Meaning and Characteristics Role of MNEs in host economy Trends in Global FDI Trends in FDI with reference to India Issues with MNEs – Taxation , Restrictive Trade Practices, Currency, Jurisdiction and Technology Transfer	2	3	3
4	Foreign Trade Policy and Procedures Introduction to Foreign Trade Policy Institutional Framework for Export Promotion Export Incentives and Facilities EPZ/FTZ/100% EOUs Quality Control for Exports Export Prospects for Select Products and Services INCO Terms International Commercial Arbitration-Shipment and Post Shipment Finance SEZ-Incentives and Benefits Method of Realizing Export Payments and Ensuring Guaranteed Export Payment Central Excise Clearance Formalities Customs Regulations and Clearance Formalities for Exports & Imports Duty Draw Back Claims Procedure Foreign Trade Financing – Export & Import Foreign Exchange Risk Management International Credit Management Warehousing Instruments of Trade Policy and India's Trade Policy	3	4	5

5	International Trade and Regional Economic Integration Theory – Mercantilism, absolute advantage and comparative advantage Trends in Global Trade Trends in India's Trade Types of Regional Economic Integration – Free Trade Area, Custom Union, Common Market, Economic Union, Monetary Union and Political Union etc. Trading Blocks- ASEAN, SAFTA, SAARC, NAFTA,	2	2	3
6	Institutional Environment Pre WTO Scenario, difference between GATT and WTO Trade Related Institutions – WTO and UNCTAD WTO – Basic Principles, various agreements, Functions and Areas of Operations, Dispute Settlement Mechanism (rules and procedures) IMF, IBRD, ADB Commodity Agreements	2	2	2
7	Anti-Dumping Duties WTO Provisions on Anti-Dumping- , Anti-Dumping Duties, Procedure and Developments Regulatory Framework for Anti Dumping in India Recent Anti Dumping Cases in India	2	2	2
8	Subsidies and Countervailing Duties WTO Provisions Administration Procedure and Emerging Trends Regulatory Framework for Subsidies & Countervailing duties in India Doha Development Round	1	1	2
9	Foreign Collaborations and Joint Ventures Foreign Direct Investment Policy, Industrial Policy Kinds of Collaboration and Joint Ventures Drafting of Agreement Restrictive Clauses in the Foreign Collaboration/Joint Venture Agreements International Commercial Arbitration	2	2	3
10	Strategic Alliances Meaning, Rationale, Types, Trends in Alliances in New Competitive Environment, Strategic Alliance Failures, Managing Strategic Alliances.	1	2	3

11	Logistics Management Logistics Framework- Concept, Objective and Scope Transportation, Warehousing, Inventory Management, Packing and Unitization, Control and Communication Role of IT in Logistics, Logistics Service Firms and Third Party Logistics	2	2	3
	TOTAL	20	24	30

ANNEXURE- E**CLASS ROOM TEACHING CENTRE OF THE ICSI****(FEEDBACK SHEET – to be filled up by the students)**

Please give your frank suggestions and comments to enable us to evaluate the performance for possible improvement for the future.

Name of the Faculty Member : _____

Subject _____

1. Rate the faculty on the following : Please tick accordingly.

	Excellent	Very Good	Good	Fair	Poor
(a) Practical approach to the subject matter including reference to work situation/problem					
(b) Keeping the class alive and interesting					
(c) Maintaining a friendly and helpful approach					
(d) Illustrating and clarifying points					
(e) Interaction and level of participation					

2. What is your overall rating of the faculty? (Please tick at the appropriate place)

Excellent	Very Good	Good	Fair	Poor

3. What would have made the class more effective and useful?

SIGNATURE

Name (Optional) _____



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Annexure- F

Name of Regional Council / Chapter : -----

Class Room Teaching (Session : June / December -----
)

List of Students who are eligible for issue of Coaching Completion Certificate

Sl No.	Name of Student	Registration No.	Foundation (Old Syllabus) / Executive / Professional	Coaching Completion Certificate No.	Date of issue of Coaching Completion Certificate
1					
2					
3					
4					
5					
6					

Stamp & Signature

Stamp & Signature

Office incharge of Regional Council / Chapter
Regional Council / Chapter

Chairman of

Annexure- G

Name of PPP Center : -----

Class Room Teaching (Session : June /
December -----)**Complete List of all Students who have been admitted at PPP Center
to undergo Class Room Teaching**

Sl No.	Name of Student	Registration No.	Foundation (Old Syllabus) / Executive / Professional
1			
2			
3			
4			
5			
6			

Fees charged from students : i) Foundation ii) Executive
.....iii) Professional

Stamp & Signature

Authorised Signatory of PPP Center

representative of Regional Council / Chapter

Stamp & Signature

Authorised

ANNEXURE -H

FORM OF CERTIFICATE BY THE VERIFIER / SCRUTINEER

This is to certify that I have verified the marks awarded by the examiner(s) to the answer scripts in class tests and I have also checked other related records maintained by the Class Room Teaching Centre / PPP Center in this regard and found the same in order.

Date _____

(Signature) _____

Name

Address
