OPJS UNIVERSITY, CHURU (RAJ.)

SYLLABUS

OF

ONE YEAR P.G. DIPLOMA COURSE
IN
COMPANY LAW
&
SECRETARIAL PRACTICE

~**~
Regulations:
1. The Diploma shall be called Post-Graduate Diploma in Company Law and Secretarial Practice.
2. The duration of the Court shall be one academic Year.
3. Eligibility for Admission: A candidate who has passed the LL.B. (Professional) or holds Master's Degree in Commerce or Economics with 48% per cent marks or more in the aggregate from this University or any other University recognised by this University for the purpose shall be eligible for admission to this Course. The admission will be strictly on merit and 66% attendance will be compulsory.
4. Examination: A candidate after having pursued a regular Course of Study for one academic year shall be examined in the following six papers of 100 marks each and each one of three hours duration:

   CLSP-101-Paper I- Company Law
   CLSP-102-Paper-II- Company Secretarial Practice
   CLSP-103Paper- III- Business Regulatory Framework-I
   CLSP-104-Paper- IV- Business Regulatory Framework-II

5. For a pass, a candidate must obtain at least 40% marks in the individual papers and 50% marks in the aggregate. Candidate securing 60% marks in the aggregate shall be placed in the First Division and the rest in the Second Division.
In order to ensure that the students may not leave out important portion, examiners are free to repeat the questions set in the previous years examinations.

**CLSP-101-Paper -I : Company Law**
Max. Marks: 100) Min. Marks: 40
The Companies Act, 1956

**CLSP-102-Paper -II : Company Secretarial Practice**
Max. Marks: 100 Min. Marks: 40
CLSP-103-Paper- III : Business Regulatory Framework-I
Max. Marks: 100 Min. Marks: 40
- Law of Contract Act
- Sale of Goods Act
- Negotiable Instruments Act
- Arbitration and Reconciliation Act
- Stamps and Registration Act

CLSP-104-Paper -IV : Business Regulatory Framework-II
Max. Marks: 100 Min. Marks: 40
- Income Tax (Only upto heads of Income)
- Central Excise
- Sales Tax / V A T
- Arbitration and Reconciliation Act
- Service Tax

Max. Marks: 100 Min. Marks: 40
Part – A – Business Organisation & Human Resource Management
Human Resource Management including Human Resource Planning, recruitment, section, induction and placement, training and development, dismissal, staff welfare and grievances, union negotiations and their functions, profits, sharing and incentive plans.
Personal records, job evaluation and merit rating, interviewing, staff and line functions, retirement benefits such as provident fund, superannuating schemes etc. Budgetary control, inventory control, insurance and investment. An overview of Law relating to – factories; industrial disputes/relations; contract labour (regulation and abolition); employee’s State insurance; employees’ provident funds; payment of bonus; workmen’s compensation; recruitment and related aspects; minimum wages and payment of wages; gratuity and trade unions.

**Part – B – Computer Awareness**:
Basic knowledge of working in an computerised environment, working knowledge of commonly used software such as MS-Word, Excel, Power Point and accounting software.

---

**CLSP-106-Paper -VI : Accountancy & Financial Management**
Max. Marks: 100 Min. Marks: 40
Introduction of accounting, double entry book keeping, accounting cycle leading to preparation of final accounts with simple adjustments, Accounting for inventories, receivable, fixed assets, preparation of financial statements – trial balance, profit and loss account and balance sheet.
Company accounts, accounting for shares and debentures, devisable profits, schedules VI of Companies Act.
Introduction of accounting for amalgamation, and consolidated accounts of holding and subsidiary company.
Introduction to cost accountancy, basic idea of elements of cost, cost-volume-profit analysis and budgetary control.
Introduction to financial management, time value of money, leverages, cost of capital, management of working capital, project finance.

---