

# **OPJS UNIVERSITY,CHURU(RAJ.)**



## **SYLLABUS**

### **OF**

**ONE YEAR P.G. DIPLOMA COURSE**

**IN**

**COMPANY LAW**

**&**

**SECRETARIAL PRACTICE**

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# **OPJS UNIVERSITY,CHURU**

## **ONE YEAR P.G. DIPLOMA COURSE IN COMPANY LAW AND SECRETARIAL PRACTICE SESSION: 2013-14**

### **-: SCHEME OF STUDIES :-**

#### **Regulations :**

1. The Diploma shall be called Post-Graduate Diploma in Company Law and Secretarial Practice.
2. The duration of the Course 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**

**CLSP-105Paper -V- Business Organization, Human Resource  
Management & Computer Awareness**

**CLSP-106-Paper -VI -Accountancy & Financial Management.**

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.

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## **SYLLABUS**

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

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### **CLSP-102-Paper -II : Company Secretarial Practice**

Max. Marks: 100 Min. Marks: 40

Appointment, Powers, duties, responsibilities and functions of Company Secretary. Holding of Board and General Meetings, provisions and procedure and other post-meeting formalities including writing of minutes; specimen notices and resolutions. Filing of various forms and returns with Registrar of Companies, Creation/Modification/Satisfaction of Charges and Registration thereof. Procedure for incorporation of private/public limited companies, commencement of business; issue of certificates of incorporation and commencement of business; specimen resolutions. Procedure for alterations in Memorandum and Articles of Association of a company, specimen resolution thereof. Allotment/Change in Share Capital and Transfer and Transmission, Procedure for allotment, consolidation/sub-division of shares, conversion of shares into stock/warrants, cancellation of shares, transfer/transmission of shares, dematerialization of shares, issue of share certificates, forfeiture of shares; checklists and specimen resolutions. Preparation of Annual Reports – Balance sheet, profit and loss account/income and expenditure statement, auditor's report, director's report, statement on corporate governance, directors' responsibility statement, compliance certificate, chairman's statement. Declaration and Payment of Dividend – Procedure for ascertainment, declaration and payment of dividend – interim and final; transfer of unpaid/unclaimed dividend to Investor Education and Protection Fund; specimen resolutions. Maintenance of Statutory Books/Registers and Filing of Returns

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**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

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**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

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**CLSP-105-Paper -V : Business Organisation, Human Resource Management & Computer Awareness**

Max. Marks: 100 Min. Marks: 40

**Part – A – Business Organisation & Human Resource Management**

Management – Meaning, Definition, Process and Functions of Management, Planning,

Organisation, Direction and Control.

Human Resource Planning – forecasts – demand analysis; quantitative and qualitative

aspects of human resource planning; job analysis and job description.

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.

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**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, divisible 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.

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