

DEPARTMENT OF CORPORATE SECRETARYSHIP
ALAGAPPA UNIVERSITY
{Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle}
KARAIKUDI – 630 003

Ph.D. Programme Pre-Registration Qualifying Entrance Examination Syllabus
Corporate Secretaryship

Unit – I Companies Act, 2013

Companies Act – Companies – Kinds of Companies – Company incorporation – prospectus – Types of shares and debentures – Buyback of shares – Acceptance and Repayment of Deposits – CSR Depository and transmission of shares – Charges – Statutory and non-statutory books – Company Auditors – Divisible profits and dividends – Company meetings – E-governance.

Unit –II Economic Laws

Foreign Exchange Management Act – Laws Governing Consumer protection and Investors protection – Intellectual Property Rights – Patents, Trademarks, Copy rights – Environmental protection & Pollution Control Laws – Insolvency & Bankruptcy code, 2016.

Unit –III Corporate Management

Key Managerial Personnel – Directors – Types – Independent Director – Manager – Managing Director – Composition of Board of Directors – Functions of the Board – Corporate Governance and Ethics – Corporate financial disclosures.

Unit – IV Corporate Accounts

Company Accounts – Issue of shares and debentures – Forfeiture and re issue of shares – Redemption of preference shares and debentures – Valuation of goodwill and shares – Liquidation of Companies – Analysis of financial statements – Ratio analysis – Fund flow and Cash flow statements – Break even analysis.

Unit V Corporate Finance and Taxation

Nature and Scope of financial management – Financial planning – Capital structure – Cost of capital – Capital budgeting – Long term and short term financing instruments – Fundamental concepts in Direct and Indirect Taxes – GST – levy and collection – supply – registration – GST council.