

**DEPARTMENT OF CORPORATE SECRETARYSHIP**  
**ALAGAPPA UNIVERSITY**

(A State University Established by the Government of Tamil Nadu in 1985, Accredited with A+ Grade by NAAC (CGPA 3.64) in the Third Cycle, Graded as Category-I University and Granted Autonomy by MHRD-UGC, MHRD-NIRF 2021 Rank : 33, QS 2020 India Rank : 24, Asia :220 )

**KARAIKUDI - 630 003**

**Ph.D Programme Pre-Registration Qualifying Entrance Examination**  
**Syllabus**

<b>Paper –II Corporate Secretaryship</b>	
<b>Unit-I</b>	<b>Companies Act, 2013-</b> Companies Act- Companies- Kinds of Companies-Company Incorporation-Memorandum and Articles of Association- Prospectus –Types of Shares and Debentures- Buyback of Shares- Depository and Transmission of shares - Charges- Company Auditors- Company Meetings –Agenda-Notice quorum minutes-Kinds of Meetings
<b>Unit -II</b>	<b>Economic Laws -</b> Foreign Exchange Management Act-Laws Governing Consumer Protection and Investors Protection – Intellectual Property Rights- Patents, Trademark, Copy Rights- Environmental Protection & Pollution Control Laws—Insolvency and Bankruptcy code, 2016
<b>Unit-III</b>	<b>Corporate Management-</b> Key Managerial Personnel – Directors-Types- Independent Director-Manager- Managing Director-Composition of Board Directors- Functions of the Board- Corporate Governance and Ethics-Corporate Financial Disclosures- National Company Law Tribunal - CSR - E-governance
<b>Unit-IV</b>	<b>Corporate Accounts-</b> Company Accounts-Statutory and Non statutory books-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
<b>Unit -V</b>	<b>Corporate Finance and Taxation-</b> Nature and Scope of Financial Management- Objectives- Liquidity and Profitability – Working Capital Management - Financial Planning – Capital Structure- Theories of Capital Structure-leverages- Cost of Capital- Capital Budgeting- Dividend Theories -Long term and Short term financial instruments- Fundamental concepts in Direct and Indirect Taxes – GST- levy and collection – Supply-registration – GST Council.

**Reference and Textbooks:-**

- Kappor, N.D. (2022). *Company Law & Practice*. New Delhi: Sultan Chand & Sons.
- Ramaiah, A. (2022). *Guide to the Companies Act*. Nagpur: Lexis Nexis Butterworths Wadhwa.
- Kapoor, N.D. (2022). *Economic and other Legislations*. New Delhi: Sultan chand & Sons.
- Secretarial Audit Compliance Management and Due Diligence (2022) ICSI Study Material*.
- Gupta, R.L., & Radhaswamy, M. (2018). *Company Accounts*. New Delhi: Sultan Chand & Sons. Jain, S.P.
- Tuteja, S.K. (2022). *Corporate management Structure in India*. New Delhi: Sultan Chand & Sons.
- Rajat Mohan, C.A. (2022), *Guide to GST*. Bharath Law House Pvt. Ltd.