

Introduction to Company Law:

- Jurisprudence of Company Law • Doctrine of Ultra-vires • Doctrine of Indoor Management • Doctrine of Constructive Notice • Concept of Corporate Veil • Applicability of the Companies Act • Definitions and Key Concepts • MCA 21

Legal Status of Registered Companies:

- Corporate Personality • Perpetual succession • Separate property • Transferability of shares • Capacity to sue or be sued

Types of Registered Companies:

- Private Company • Public Company • Small Company • Holding Company • Subsidiary Company • Associate Company • Dormant Company • Government Company

Memorandum and Articles of Association and its Alteration:

- Memorandum of Association and Articles of Association • Incorporation Contracts • Alteration in MOA & AOA

Shares and Share Capital-Concepts:

- Meaning and Types of Capital • Issue and Allotment • Issue of Share Certificates • Further Issue of Share Capital • Issue of shares on Private and Preferential basis • Rights issue and Bonus Shares • Sweat Equity Shares and ESOPs • Issue and Redemption of reference Shares Transfer and Transmission of Securities • Buyback of Securities • Reduction of Share Capital • Payment of Stamp Duty • Registers and Records

Members and Shareholders:

- How to become a Member • Register of Members • Declaration of Beneficial Interest • Significant Beneficial Owner • Rectification of Register of Members • Rights of Members • Variation of Shareholders' Rights

Charges:

- Creation of Charges • Registration, Modification and Satisfaction of Charges • Register of Charges • Inspection of Charges • Punishment for Contravention • Rectification by Central Government in Register of Charges • Purpose, Objective, Drafting and Issuing of Search Report

Accounts and Auditors :

- Books of Accounts ☒ Financial Statements • National Financial Reporting Authority ☒ Auditors- Appointment, Resignation and Procedure relating to Removal, Qualification and Disqualification ☒ Rights, Duties and Liabilities • Audit and Auditor's Report ☒ Cost Audit • Secretarial Audit ☒ Internal Audit

Company Administration and Meetings

General Meetings:

- Annual General Meeting • Extraordinary General Meetings • Other General Meetings • Types of Resolutions • Notice, Quorum, Poll, Chairman, Proxy • Meeting and Agenda Process of conducting meeting • Voting and its types-vote on show of hands, Poll, E-Voting, Postal ballot • Circulation of Members' Resolutions • Signing and Inspection of Minutes Secretarial Standard – 2 • Duties of Company Secretaries before, during and after General Meeting • Virtual Meetings : Technological Advancement in conduct of General Meetings • Drafting of Notice and Minutes of Annual General Meeting and Extra-Ordinary General Meeting

Directors:

- DIN requirement • Types of Directors • Appointment / Reappointment, Disqualifications, Vacation of Office, Retirement, Resignation and Removal • Loans to Directors • Disclosure of Interest • Duties of Directors • Rights of Directors **Board Composition and Powers of the Board** : Board composition •

Powers of Board • Restrictions on Powers of Board • Board Committees Overview of Inter-Corporate Loans, Investments, Guarantees and Security • Related Party Transactions

Meetings of Board and its Committees :

- Frequency, Convening and Proceedings of Board and Committee meetings • Agenda Management • Meeting Management • Resolution by Circulation • Types of Resolutions Duties of Company Secretaries before, during and after Board/ Committee Meeting Virtual Meetings : Technological Advancement in conduct of Board Committee • Need and Scope of Secretarial Standards • Secretarial Standard - 1 • Drafting of Notice, Agenda and Minutes of Board and Committee Meetings

Corporate Social Responsibility-Concepts :

- CSR Committee • Policy • CSR Expenditure • Activities • Ongoing Project • Impact Assessment

Annual Report-Concepts:

- Board's Report • Annual Return • Annual Report • Secretarial Standard on Report of the Board of Directors

Key Managerial Personnel (KMP's) and their Remuneration :

- Appointment of Key Managerial Personnel • Managing and Whole-Time Directors, Manager, Chief Executive Officer and Chief Financial Officer • Company Secretary – Appointment, Role and Responsibilities • Company Secretary as a Key Managerial Personnel • Functions of Company Secretary • Officer who is in default • Remuneration of Managerial Personnel

Setting up of Business

Corporate Entities - Companies:

Types of Corporate Business Entities:

- Private Company • Public Company • One Person Company • Nidhi • Section 8 Company Producer Company • Foreign Company

Drafting of Incorporation Documents

- Memorandum of Association and Articles of Association • Incorporation contracts, documents and forms

Limited Liability Partnership:

- Concept of LLP • Formation and Registration • LLP Agreement • Alteration in LLP Agreement Corporate Accounting

Securities and Exchange Board of India:

- Objective • Powers and functions of SEBI • Securities Appellate Tribunal • Procedure for Redressal of Grievances • SCORE

Intellectual Property Laws

Law relating to Patents:

- Applications for Patents • Publication and Examination of Applications • Inventions Not Patentable • Opposition Proceedings to Grant of Patents • Restoration of Lapsed Patents Surrender and Revocation of Patents

Law relating to Trade Marks:

- Classification of goods and services • Conditions For Registration • Procedure for and Duration of Registration • Absolute grounds for refusal of registration

Law relating to Copyright:

- Meaning of copyright • Works in which copyright subsists • Registration of Copyright Ownership of Copyright • Assignment of copyright

Governance and Sustainability

Conceptual Framework of Corporate Governance:

- Evolution of Corporate Governance • Corporate governance concepts • Corporate Governance Forums • Corporate Governance Codes and international legislative framework on corporate governance

Board Committees:

- Composition & Terms of Reference • Roles and Responsibilities Planning

Drafting and Conveyancing

Types of Documents:

- Deeds • Agreements • Contracts • Difference between Deeds, Agreements and Contracts
 - Circulars

General principles of Drafting:

- Drafting • Conveyancing • Distinction between Drafting, Conveyancing and Contract General Principles of Drafting all sorts of deeds and conveyancing • Basic Components of Deeds • Important Terms and Conditions in the Agreement

Judicial & Administrative framework:

- Types of Courts • E-Courts • Types of Tribunals/Quasi-Judicial Bodies • Jurisdiction Procedures • Reference, Review and Revisions •