

## **CS PROFESSIONAL (NEW SYLLABUS)**

**NOTE- THE GIVEN SCHEDULE IS ADJUSTABLE AS PER STUDENT CONVENIENCE.**

**STUDENT CAN ATTEND ANY TEST ANY TIME BEFORE 25<sup>TH</sup> MAY FOR JUNE 21 ATTEMPT**

### **UNIT TEST-1**

<b>Subject</b>	<b>Date</b>	<b>Syllabus</b>
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	15/04/2021	<ul style="list-style-type: none"><li>• Conceptual Framework of Corporate Governance</li><li>• Legislative Framework of Corporate Governance in India</li><li>• Board Effectiveness- Issues and Challenge</li></ul>
ADVANCED TAX LAWS	15/04/2021	<ul style="list-style-type: none"><li>• An Overview on Goods and Services Tax 'GST'</li><li>• Supply</li></ul>
DRAFTING, PLEADINGS AND APPEARANCES	16/04/2021	<ul style="list-style-type: none"><li>• Judicial &amp; Administrative framework</li><li>• General Principles of Drafting and relevant Substantive Rules</li></ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	16/04/2021	<ul style="list-style-type: none"><li>• Compliance Framework</li></ul>
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	17/04/2021	<ul style="list-style-type: none"><li>• Types of Corporate Restructuring</li><li>• Acquisition of Company/Business</li></ul>
RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES	17/04/2021	<ul style="list-style-type: none"><li>• Shareholders' Democracy &amp; Rights</li></ul>
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	18/04/2021	<ul style="list-style-type: none"><li>• Indian Equity- Public Funding</li><li>• Indian Equity- Private funding</li></ul>

**UNIT TEST-2**

<b>Subject</b>	<b>Date</b>	<b>Syllabus</b>
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	18/04/2021	<ul style="list-style-type: none"><li>• Board Processes through Secretarial Standards</li><li>• Corporate Policies and Disclosures</li></ul>
ADVANCED TAX LAWS	19/04/2021	<ul style="list-style-type: none"><li>• Input Tax Credit &amp; Computation of GST Liability</li></ul>
DRAFTING, PLEADINGS AND APPEARANCES	19/04/2021	<ul style="list-style-type: none"><li>• Secretarial Practice in Drafting Notice, Agenda and Minutes of Company's Meetings</li></ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	20/04/2021	<ul style="list-style-type: none"><li>• Compliances<ul style="list-style-type: none"><li>• Entity wise</li><li>• Activity wise</li><li>• Sector wise</li><li>• Industry Specific</li><li>• State and Local applicable laws</li><li>• Documentation &amp; maintenance of records</li></ul></li></ul>
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	20/04/2021	<ul style="list-style-type: none"><li>• Planning &amp; Strategy</li><li>• Process of M&amp;A transactions</li><li>• Documentation – Merger &amp; Amalgamation</li></ul>
RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES	21/04/2021	<ul style="list-style-type: none"><li>• Corporate Disputes</li></ul>
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	21/04/2021	<ul style="list-style-type: none"><li>• Indian equity- Non Fund based</li><li>• Debt Funding – Indian Fund Based</li></ul>

**UNIT TEST-3**

<b>Subject</b>	<b>Date</b>	<b>Syllabus</b>
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	22/04/2021	<ul style="list-style-type: none"><li>• Accounting and Audit related issues, RPTs and Vigil Mechanism</li><li>• Board Committees</li><li>• Corporate Governance and Shareholders Rights</li></ul>
ADVANCED TAX LAWS	22/04/2021	<ul style="list-style-type: none"><li>• Procedural Compliance under GST</li><li>• Demand and Recovery, Advance Ruling, Appeals and Revision</li><li>• Inspection, search, seizure, offences &amp; Penalties Compliance rating, anti-profiteering, GST practitioners, authorized representative, professional opportunities</li><li>• Integrated Goods and Service Tax (IGST)</li></ul>
DRAFTING, PLEADINGS AND APPEARANCES	23/04/2021	<ul style="list-style-type: none"><li>• Drafting and Conveyancing Relating to Various Deeds and Documents (I)</li></ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	23/04/2021	<ul style="list-style-type: none"><li>• Search and Status Report</li><li>• KYC</li><li>• Signing and Certification</li></ul>
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	24/04/2021	<ul style="list-style-type: none"><li>• Valuation of Business and Assets for Corporate Restructuring</li><li>• Accounting in Corporate Restructuring— Concept and Accounting Treatment</li><li>• Taxation &amp; Stamp Duty aspects of Corporate Restructuring</li></ul>

		<ul style="list-style-type: none"> <li>• Competition Act</li> </ul>
RESOLUTION OF CORPORATE DISPUTES, NON- COMPLIANCES & REMEDIES	24/04/2021	<ul style="list-style-type: none"> <li>• Fraud under Companies Act and IPC</li> <li>• Misrepresentation &amp; Malpractices</li> </ul>
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	25/04/2021	<ul style="list-style-type: none"> <li>• Debt Funding – Indian Non fund Based</li> <li>• Foreign Funding - Instruments &amp; Institutions</li> </ul>

#### UNIT TEST-4

Subject	Date	Syllabus
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	25/04/2021	<ul style="list-style-type: none"> <li>• Corporate Governance and Other Stakeholders</li> <li>• Governance and Compliance Risk</li> <li>• Corporate Governance Forums</li> </ul>
ADVANCED TAX LAWS	26/04/2021	<ul style="list-style-type: none"> <li>• Union Territory Goods and Service tax (UTGST)</li> <li>• GST Compensation to States</li> <li>• Industry/ Sector Specific Analysis</li> </ul>
DRAFTING, PLEADINGS AND APPEARANCES	26/04/2021	<ul style="list-style-type: none"> <li>• Drafting and Conveyancing Relating to Various Deeds and Documents (II) Pleadings</li> </ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	27/04/2021	<ul style="list-style-type: none"> <li>• Segment-wise Role of Company Secretaries</li> <li>• Audits</li> </ul>
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	27/04/2021	<ul style="list-style-type: none"> <li>• Regulatory approvals of scheme</li> <li>• Appearance before NCLT / NCLAT</li> <li>• Fast Track Mergers : Small companies, Holding and wholly owned companies</li> <li>• Cross Border Mergers.</li> </ul>
RESOLUTION OF CORPORATE DISPUTES, NON- COMPLIANCES & REMEDIES	28/04/2021	<ul style="list-style-type: none"> <li>• Regulatory Action</li> </ul>

CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	28/04/2021	<ul style="list-style-type: none"> <li>• Other Borrowings Tools</li> <li>• Non-Convertible Instruments- Non-Convertible Redeemable Preference Shares (NCRPs) etc.</li> </ul>
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### UNIT TEST-5

Subject	Date	Syllabus
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	29/04/2021	<ul style="list-style-type: none"> <li>• Risk Management</li> </ul>
ADVANCED TAX LAWS	29/04/2021	<ul style="list-style-type: none"> <li>• Basic concepts of law</li> <li>• Valuation &amp; assessment of imported &amp; export goods</li> </ul>
DRAFTING, PLEADINGS AND APPEARANCES	30/04/2021	<ul style="list-style-type: none"> <li>• Drafting and Conveyancing Relating to Various Deeds and Documents (IV)</li> <li>• Drafting of Agreements under the Companies Act:</li> </ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	30/04/2021	<ul style="list-style-type: none"> <li>• Secretarial Audit</li> <li>• Internal Audit &amp; Performance Audit</li> <li>• Concepts and Principles of Other Audits</li> </ul>
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	01/05/2021	<ul style="list-style-type: none"> <li>• Insolvency</li> <li>• Petition for Corporate Insolvency Resolution Process</li> <li>• Role, Functions and Duties of IP/ IRP/ RP</li> </ul>
RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES	01/05/2021	<ul style="list-style-type: none"> <li>• Defaults, Adjudication, Prosecutions and penalties under the Companies Act, Securities Laws, FEMA, COFEPOSA, Money Laundering, Competition Act, Labour Laws &amp; Tax Laws</li> </ul>
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	02/05/2021	<ul style="list-style-type: none"> <li>• Securitization</li> </ul>

**UNIT TEST-6**

<b>Subject</b>	<b>Date</b>	<b>Syllabus</b>
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	02/05/2021	<ul style="list-style-type: none"><li>• Internal Control</li></ul>
ADVANCED TAX LAWS	03/05/2021	<ul style="list-style-type: none"><li>• Clearance of goods, warehousing, duty drawback, baggage and miscellaneous provisions</li><li>• Advance ruling, settlement commission, appellate procedure, offences and penalties</li><li>• Foreign trade policy.</li></ul>
DRAFTING, PLEADINGS AND APPEARANCES	03/05/2021	<ul style="list-style-type: none"><li>• Drafting and Conveyancing Relating to Various Deeds and Documents(III)</li></ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	04/05/2021	<ul style="list-style-type: none"><li>• Audit Engagement</li><li>• Audit Principles and Techniques</li><li>• Audit Process and Documentation</li></ul>
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	04/05/2021	<ul style="list-style-type: none"><li>• Resolution Strategies</li><li>• Convening and Conduct of Meetings of Committee of Creditors</li><li>• Preparation &amp; Approval of Resolution Plan</li></ul>
RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES	05/05/2021	<ul style="list-style-type: none"><li>• Fines, Penalties and Punishments under various laws</li></ul>
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	05/05/2021	<ul style="list-style-type: none"><li>• Listing–Indian Stock Exchanges</li><li>• International Listing</li></ul>

**UNIT TEST-7**

<b>Subject</b>	<b>Date</b>	<b>Syllabus</b>
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	06/05/2021	<ul style="list-style-type: none"> <li>• Reporting</li> <li>• Ethics and Business</li> <li>• Sustainability and Corporate Social Responsibility</li> </ul>
ADVANCED TAX LAWS	06/05/2021	<ul style="list-style-type: none"> <li>• Direct Tax</li> </ul>
DRAFTING, PLEADINGS AND APPEARANCES	07/05/2021	<ul style="list-style-type: none"> <li>• Appearances' &amp; art of advocacy</li> </ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	07/05/2021	<ul style="list-style-type: none"> <li>• Forming an Opinion &amp; Reporting</li> <li>• Secretarial Audit – Fraud detection &amp; Reporting</li> <li>• Quality Review</li> </ul>
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	08/05/2021	<ul style="list-style-type: none"> <li>• Individual/ Firm Insolvency</li> <li>• Fresh Start Process</li> <li>• Debt Recovery &amp; SARFAESI</li> <li>• Cross Border Insolvency</li> </ul>
RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES	08/05/2021	<ul style="list-style-type: none"> <li>• Civil and Criminal Trial Procedure and Process</li> <li>• Relief and Remedies</li> </ul>
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	09/05/2021	<ul style="list-style-type: none"> <li>• Various Procedural requirements for issue of securities and Listing</li> <li>• Documentation &amp; Compliances.</li> </ul>

**UNIT TEST-8**

<b>Subject</b>	<b>Date</b>	<b>Syllabus</b>
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	09/05/2021	<ul style="list-style-type: none"> <li>• Anti-Corruption and Anti-Bribery Laws in India</li> </ul>
ADVANCED TAX LAWS	10/05/2021	<ul style="list-style-type: none"> <li>• International Tax</li> </ul>
DRAFTING, PLEADINGS AND APPEARANCES	10/05/2021	<ul style="list-style-type: none"> <li>• Pleadings</li> <li>• Art of writing opinions</li> </ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	11/05/2021	<ul style="list-style-type: none"> <li>• Values Ethics and Professional Conduct</li> <li>• Due Diligence</li> <li>• Due Diligence Impact Assessment of Non Compliances and Reporting thereof.</li> </ul>

CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	11/05/2021	<ul style="list-style-type: none"> <li>• Liquidation on or after failing of RP</li> <li>• Voluntary Liquidation</li> <li>• Winding-up by Tribunal under the Companies Act, 2013</li> </ul>
RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES	12/05/2021	<ul style="list-style-type: none"> <li>• Crisis management, Professional Liability, D&amp;O Policy &amp; other Risk and liability mitigation approaches</li> </ul>
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	12/05/2021	<ul style="list-style-type: none"> <li>• Preparing a Company for an IPO and Governance requirements thereafter, Appraising the Board and other functions in the organisations regarding the Post IPO/Listing Governance changes</li> </ul>

### FINAL TEST-1

Subject	Date	Syllabus
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	13/05/2021	<ul style="list-style-type: none"> <li>• FULL SYLLABUS</li> </ul>
ADVANCED TAX LAWS	13/05/2021	<ul style="list-style-type: none"> <li>• FULL SYLLABUS</li> </ul>
DRAFTING, PLEADINGS AND APPEARANCES	14/05/2021	<ul style="list-style-type: none"> <li>• FULL SYLLABUS</li> </ul>
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	14/05/2021	<ul style="list-style-type: none"> <li>• FULL SYLLABUS</li> </ul>
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	15/05/2021	<ul style="list-style-type: none"> <li>• FULL SYLLABUS</li> </ul>
RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES	15/05/2021	<ul style="list-style-type: none"> <li>• FULL SYLLABUS</li> </ul>
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	16/05/2021	<ul style="list-style-type: none"> <li>• FULL SYLLABUS</li> </ul>

### FINAL TEST-2

Subject	Date	Syllabus
GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	17/05/2021	<ul style="list-style-type: none"> <li>• FULL SYLLABUS</li> </ul>



ADVANCED TAX LAWS	17/05/2021	• FULL SYLLABUS
DRAFTING, PLEADINGS AND APPEARANCES	18/05/2021	• FULL SYLLABUS
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	18/05/2021	• FULL SYLLABUS
CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP	19/05/2021	• FULL SYLLABUS
RESOLUTION OF CORPORATE DISPUTES, NON- COMPLIANCES & REMEDIES	19/05/2021	• FULL SYLLABUS
CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	20/05/2021	• FULL SYLLABUS