# (OLD SYLLABUS)

## Chapter wise Test Series (8Unit + 2FT)

The given CS Test Series Schedule is flexible for DEC 24 Exams and Incase you don't want to follow Scheduled Test Series you can attempt Test Series anytime before 15<sup>th</sup> DECEMBER 2024

| Subject   |          | Syllabus   |
|---|----------|--|
| GOVERNANCE, RISK<br>MANAGEMENT, COMPLIANCES<br>AND ETHICS       | 20/10/24 | <ul> <li>Conceptual Framework of Corporate<br/>Governance.</li> <li>Legislative Framework of Corporate<br/>Governance inIndia.</li> <li>Board Effectiveness.</li> </ul>  |
| ADVANCED TAX LAWS   | 20/10/24 | <ul><li>An Overview on Goods and Services Tax 'GST'</li><li>Supply</li></ul>   |
| DRAFTING, PLEADINGS AND APPEARANCES                             | 20/10/24 | <ul> <li>Judicial &amp;Administrativeframework.</li> <li>General Principles of Drafting and relevant Substantive Rules.</li> </ul>                                       |
| SECRETARIAL AUDIT,<br>COMPLIANCE MANAGEMENT<br>AND DUEDILIGENCE | 20/10/24 | <ul> <li>ComplianceFramework</li> <li>Compliances</li> <li>Documentation &amp; maintenance of records</li> </ul>   |
| CORPORATE RESTRUCTURING,INSOLVENCY, LIQUIDATION &WINDING-UP     | 21/10/24 | <ul> <li>Types of CorporateRestructuring</li> <li>Acquisition of Company/Business</li> <li>Planning &amp; Strategy.</li> <li>Process of M&amp;A transactions.</li> </ul> |
| RESOLUTION OF CORPORATE DISPUTES, NON- COMPLIANCES & REMEDIES   | 21/10/24 | Shareholders' Democracy  |
| CORPORATE FUNDING & LISTINGS IN STOCKEXCHANGES                  | 21/10/24 | <ul><li>Indian Equity- Public Funding</li><li>Real Estate Investment Trust</li></ul>   |

| Subject  |          | Syllabus  |
|--|----------|---|
| GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS          | 21/10/24 | <ul> <li>Board Processes through<br/>Secretarial Standards.</li> <li>Board Committees.</li> </ul>                                       |
| ADVANCED TAX LAWS  | 22/10/24 | <ul> <li>Input Tax Credit &amp; Computation of GST<br/>Liability.</li> </ul>  |
| DRAFTING, PLEADINGS AND APPEARANCES                          | 22/10/24 | Secretarial Practice in Drafting Notice, Agenda<br>and Minutes of Company's Meetings.   |
| SECRETARIAL AUDIT, COMPLIANCE MANAGEMENTAND DUEDILIGENCE     | 22/10/24 | <ul><li>Search and Status Report</li><li>Know Your Customers (KYC)</li></ul>  |
| CORPORATE RESTRUCTURING,INSOLVENCY, LIQUIDATION &WINDING-UP  | 22/10/24 | <ul> <li>Documentation-Merger &amp; Amalgamation.</li> <li>Valuation of Business and Assets for Corporate<br/>Restructuring.</li> </ul> |
| RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES | 23/10/24 | Corporate Disputes  |
| CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES              | 23/10/24 | Infrastructure Investment Trusts     Indian Equity- Private funding   |

| Subject   |          | Syllabus  |
|---|----------|---|
| GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS                 | 23/10/24 | <ul> <li>Corporate Policies and Disclosures.</li> <li>Accounting and Audit relatedissues, RPTs and Vigil Mechanism.</li> <li>Corporate Governance and Shareholders Rights.</li> <li>Corporate Governance and Other Stakeholders.</li> </ul>                   |
| ADVANCED TAX LAWS   | 23/10/24 | <ul> <li>Procedural Compliance under GST.</li> <li>Assessment, Audit, Scrutiny, Demand and Recovery, Advance Ruling, Appeals and Revision.</li> <li>Inspection, search, seizure, offences &amp; penalties.</li> </ul>   |
| DRAFTING, PLEADINGS AND APPEARANCES                                 | 24/10/24 | Drafting and Conveyancing Relating<br>to Various Deeds and Documents (I)  |
| SECRETARIAL AUDIT, COMPLIANCE MANAGEMENTAND DUE DILIGENCE           | 24/10/24 | <ul> <li>Signing and Certification</li> <li>Segment-wise Role of Company Secretaries</li> </ul>   |
| CORPORATE RESTRUCTURING,<br>INSOLVENCY, LIQUIDATION &<br>WINDING-UP | 24/10/24 | <ul> <li>Accounting in Corporate         Restructuring—Concept and         Accounting Treatment.</li> <li>Taxation &amp; Stamp Duty aspects         of Corporate Restructuring.</li> <li>Competition Act.</li> <li>Regulatory approvals of scheme.</li> </ul> |
| RESOLUTION OF CORPORATE<br>DISPUTES, NON- COMPLIANCES &<br>REMEDIES | 24/10/24 | <ul> <li>Class Action Suits</li> <li>Fraud under Companies Act, 2013 and<br/>Indian Penal Code, 1860</li> </ul>   |
| CORPORATE FUNDING & LISTINGS<br>IN STOCK EXCHANGES                  | 25/10/24 | <ul> <li>Indian equity- Non Fund based</li> <li>Debt Funding – Indian Fund Based<br/>(Corporate Debt)</li> </ul>  |

| Subject   |          | Syllabus  |
|---|----------|---|
| GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS                 | 25/10/24 | <ul><li>Governance and Compliance Risk.</li><li>Corporate Governance Forums.</li></ul>  |
| ADVANCED TAX LAWS   | 25/10/24 | <ul> <li>GST practitioners, authorised representative, professional opportunities.</li> <li>Integrated Goods and Services Tax (IGST).</li> <li>Union Territory Goods and Servicetax (UTGST).</li> </ul> |
| DRAFTING, PLEADINGS AND APPEARANCES                                 | 25/10/24 | <ul> <li>Drafting and Conveyancing Relating to Various<br/>Deeds and Documents (II)</li> </ul>  |
| SECRETARIAL AUDIT,<br>COMPLIANCE MANAGEMENTAND<br>DUE DILIGENCE     | 26/10/24 | <ul> <li>Audits</li> <li>Secretarial Audit</li> <li>Internal Audit &amp; Performance Audit</li> </ul>   |
| CORPORATE RESTRUCTURING,<br>INSOLVENCY, LIQUIDATION &<br>WINDING-UP | 26/10/24 | <ul> <li>Appearance before NCLT / NCLAT.</li> <li>Fast Track Mergers.</li> <li>Cross Border Mergers.</li> </ul>   |
| RESOLUTION OF CORPORATE<br>DISPUTES, NON- COMPLIANCES &<br>REMEDIES | 26/10/24 | Regulatory Action   |
| CORPORATE FUNDING & LISTINGS<br>IN STOCK EXCHANGES                  | 26/10/24 | <ul> <li>Debt Funding – Indian Fund Based         (Government Debt &amp; Banking Finance)</li> <li>Debt Funding – Indian Non Fund Based</li> </ul>  |

| Subject   |          | Syllabus   |
|---|----------|--|
| GOVERNANCE, RISK<br>MANAGEMENT, COMPLIANCESAND<br>ETHICS            | 27/10/24 | <ul><li>Risk Management</li><li>Internal Control.</li></ul>  |
| ADVANCED TAX LAWS   | 27/10/24 | <ul> <li>GST Compensation to States.</li> <li>Industry/ Sector Specific Analysis.</li> <li>Basic Concepts of Customs Law.</li> <li>Arrival or Departure and Clearance of Goods,<br/>Warehousing, Duty Drawback, Baggage and<br/>Miscellaneous Provisions.</li> </ul> |
| DRAFTING, PLEADINGS AND APPEARANCES                                 | 27/10/24 | Drafting and Conveyancing Relating to<br>Various Deeds and Documents (III)   |
| SECRETARIAL AUDIT,<br>COMPLIANCE MANAGEMENTAND<br>DUE DILIGENCE     | 27/10/24 | <ul> <li>Concepts and Principles of OtherAudits</li> <li>Audit Engagement</li> </ul>   |
| CORPORATE RESTRUCTURING,<br>INSOLVENCY, LIQUIDATION &<br>WINDING-UP | 28/10/24 | <ul> <li>Insolvency</li> <li>Petition for Corporate Insolvency<br/>Resolution Process</li> <li>Role, Functions and Duties of IP / IRP / RP</li> <li>Resolution Strategies</li> </ul>   |
| RESOLUTION OF CORPORATE<br>DISPUTES, NON-COMPLIANCES &<br>REMEDIES  | 28/10/24 | <ul> <li>Adjudication, Prosecutions, Offences and<br/>Penalties.</li> </ul>  |
| CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES                     | 28/10/24 | <ul> <li>Foreign Funding – Instruments &amp; Institution</li> <li>Inter-Corporate Loans and<br/>Investment/Deposit</li> </ul>  |

| Subject   |          | Syllabus  |
|---|----------|---|
| GOVERNANCE, RISK<br>MANAGEMENT, COMPLIANCES<br>AND ETHICS           | 28/10/24 | Reporting.  |
| ADVANCED TAX LAWS   | 29/10/24 | <ul> <li>Valuation &amp; Assessment of Imported and Export<br/>Goods &amp; Procedural Aspects.</li> <li>Advance Ruling, Settlement Commission,<br/>Appellate Procedure, Offences and Penalties.</li> <li>Foreign Trade Policy (FTP).</li> <li>Corporate Tax Planning &amp; Tax Management.</li> </ul> |
| DRAFTING, PLEADINGS AND APPEARANCES                                 | 29/10/24 | <ul> <li>Drafting and Conveyancing Relating         to Various Deeds and Documents (IV)</li> <li>Drafting of Agreements under the         Companies Act:</li> </ul>   |
| SECRETARIAL AUDIT,<br>COMPLIANCE MANAGEMENTAND<br>DUE DILIGENCE     | 29/10/24 | <ul> <li>Audit Principles and Techniques</li> <li>Audit Process and Documentation</li> <li>Forming an Opinion &amp; Reporting</li> </ul>  |
| CORPORATE RESTRUCTURING,<br>INSOLVENCY, LIQUIDATION &<br>WINDING-UP | 29/10/24 | <ul> <li>Convening and Conduct of Meetings of Committee of Creditors</li> <li>Preparation &amp; Approval of Resolution Plan</li> <li>Individual/ Firm Insolvency</li> </ul>   |
| RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES        | 30/10/24 | Relief and Remedies   |
| CORPORATE FUNDING & LISTINGS<br>IN STOCK EXCHANGES                  | 30/10/24 | <ul> <li>Non-Convertible Redeemable Preference<br/>Shares</li> <li>Securitization</li> <li>Listing-Indian Stock Exchanges</li> </ul>  |

| Subject   |          | Syllabus   |
|---|----------|--|
| GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS             | 30/10/24 | <ul><li>Ethics and Business</li><li>Sustainability and CSR</li></ul>   |
| ADVANCED TAX LAWS   | 30/10/24 | <ul> <li>Taxation of Companies, LLP and Non-resident.</li> <li>Rules General Anti Avoidance 'GAAR'.</li> <li>Basics of International Taxation</li> </ul>                   |
| DRAFTING, PLEADINGS AND APPEARANCES                             | 31/10/24 | <ul><li>Pleadings.</li><li>Art of writing opinions.</li></ul>  |
| SECRETARIAL AUDIT,<br>COMPLIANCE MANAGEMENTAND<br>DUE DILIGENCE | 31/10/24 | <ul> <li>Secretarial Audit - Fraud detection &amp; Reporting</li> <li>Quality Review</li> </ul>  |
| CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP   | 31/10/24 | <ul> <li>Fresh Start Process</li> <li>Debt Recovery &amp; SARFAESI</li> <li>Cross Border Insolvency</li> <li>Liquidation on or after Failing of Resolution Plan</li> </ul> |
| RESOLUTION OF CORPORATE DISPUTES, NON- COMPLIANCES & REMEDIES   | 31/10/24 | Crisis Management & Risk and     Liability Mitigation.   |
| CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES                 | 01/11/24 | International Listing  |

| Subject   |          | Syllabus  |
|---|----------|---|
| GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS                 | 01/11/24 | <ul> <li>Anti-Corruption and Anti-Bribery Laws in<br/>India.</li> </ul>   |
| ADVANCED TAX LAWS   | 01/11/24 | <ul> <li>Tax Treaties.</li> <li>Income Tax Implication on specified transactions.</li> </ul>  |
| DRAFTING, PLEADINGS AND APPEARANCES                                 | 01/11/24 | Appearances & Art of Advocacy Practical<br>Exercises.   |
| SECRETARIAL AUDIT,<br>COMPLIANCE MANAGEMENT<br>AND DUE DILIGENCE    | 02/11/24 | <ul> <li>Values, Ethics and Professional Conduct</li> <li>Due Diligence - I</li> <li>Due Diligence - II - Non Compliances,<br/>Penalties and Adjudications</li> </ul> |
| CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION & WINDING-UP       | 02/11/24 | <ul> <li>Voluntary Liquidation</li> <li>Winding-up by Tribunal under the<br/>Companies Act, 2013</li> <li>Pre-Packaged Insolvency Resolution Process</li> </ul>       |
| RESOLUTION OF CORPORATE<br>DISPUTES, NON-<br>COMPLIANCES & REMEDIES | 02/11/24 | Misrepresentation and Malpractices – Civil and Criminal Trial Procedure   |
| CORPORATE FUNDING &<br>LISTINGS IN STOCK<br>EXCHANGES               | 02/11/24 | <ul> <li>Preparing a Company for an IPO and<br/>Governance Requirements</li> <li>Documentation</li> </ul>   |

#### **FINAL TEST-1**

| Subject  |          | Syllabus        |
|--|----------|-----------------|
| GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS                | 05/11/24 | FULL SYLLABUS   |
| ADVANCED TAX LAWS  | 08/11/24 | FULL SYLLABUS   |
| DRAFTING, PLEADINGS AND APPEARANCES                                | 11/11/24 | FULL SYLLABUS   |
| SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE         | 14/11/24 | FULL SYLLABUS   |
| CORPORATE RESTRUCTURING,<br>INSOLVENCY, LIQUIDATION&<br>WINDING-UP | 17/11/24 | • FULL SYLLABUS |
| RESOLUTION OF CORPORATE DISPUTES, NON- COMPLIANCES & REMEDIES      | 20/11/24 | FULL SYLLABUS   |
| CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES                    | 23/11/24 | FULL SYLLABUS   |

#### FINAL TEST-2

| Subject  |          | Syllabus      |
|--|----------|---------------|
| GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS                | 27/11/24 | FULL SYLLABUS |
| ADVANCED TAX LAWS  | 30/11/24 | FULL SYLLABUS |
| DRAFTING, PLEADINGS AND APPEARANCES                                | 03/12/24 | FULL SYLLABUS |
| SECRETARIAL AUDIT, COMPLIANCE MANAGEMENTAND DUE DILIGENCE          | 06/12/24 | FULL SYLLABUS |
| CORPORATE RESTRUCTURING,<br>INSOLVENCY, LIQUIDATION&<br>WINDING-UP | 09/12/24 | FULL SYLLABUS |
| RESOLUTION OF CORPORATE DISPUTES, NON- COMPLIANCES& REMEDIES       | 12/12/24 | FULL SYLLABUS |
| CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES                    | 15/12/24 | FULL SYLLABUS |