



Company Secretary



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ACS Syllabus

Level I - Foundation Programme

Paper	Subject	Marks
Paper 1	BUSINESS ENVIRONMENT AND LAW ²	100
	<i>Part A: BUSINESS ENVIRONMENT (40 Marks)</i>	
	<i>Part B: BUSINESS LAWS (60 Marks)</i>	
Paper 2	BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP	100
	<i>Part A: BUSINESS MANAGEMENT (40 Marks)</i>	
	<i>Part B: BUSINESS ETHICS (10 Marks)</i>	
	<i>Part C: BUSINESS COMMUNICATION (25 Marks)</i>	
	<i>PART D: ENTREPRENEURSHIP (25 Marks)</i>	
Paper 3	BUSINESS ECONOMICS	100
	<i>Part A: ECONOMICS (80 Marks)</i>	
	<i>Part B: ELEMENTARY STATISTICS (20 marks)</i>	
Paper 4	FUNDAMENTALS OF ACCOUNTING AND AUDITING	100
	<i>Part A: FUNDAMENTALS OF ACCOUNTING (70 Marks)</i>	
	<i>Part B: FUNDAMENTALS OF AUDITING (30 Marks)</i>	

Eligibility

Foundation Programme which is of eight months duration can be pursued by 10+2 pass or equivalent students of Arts, Science or Commerce stream (Excluding Fine Arts)

Level II - Executive Programme

Module I		
Paper	Subject	Marks
Paper 1	Jurisprudence, Interpretation and General laws	100
Paper 2	Company Laws	100
	<i>Part A: Company law, Principles and Concepts (50marks)</i>	
	<i>Part B: Company Administration and meetings - laws & practices(40 Marks)</i>	
	<i>Part C: Company Secretary as a profession (10 marks)</i>	
Paper 3	Setting up of business Entities and Closure	100
	<i>Part A: Setting up of Business (40 marks)</i>	
	<i>Part B: Registration, Licences& Compliances (35 marks)</i>	
	<i>Part C: Insolvency, Winding up& Closure of business(25 marks)</i>	
Paper 4	TAX LAWS	100
	<i>Part A: Direct Tax (50 Marks)</i>	
	<i>Part B- Indirect Tax (50 Marks)</i>	



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Module II		
Paper	Subject	Marks
Paper 5	Corporate & Management Accounting	100
	<i>Part A: Corporate Accounting (60 Marks)</i>	
	<i>Part B: Management Accounting and Valuation (40marks)</i>	
Paper 6	Securities laws & Capital markets	100
	<i>Part A: Securities laws (70marks)</i>	
	<i>Part B: Capital market & Intermediaries (30marks)</i>	
Paper 7	Economic, Business and Commercial Laws	100
	<i>Part A: Foreign Exchange management & NBFCs (40marks)</i>	
	<i>Part B: Competition Law (25marks)</i>	
	<i>Part C: Busines & Commercial Laws (35 marks)</i>	
Paper 8	Financial and Strategic Management	100
	<i>Part A: Financial Management (60 marks)</i>	
	<i>Part B: Strategic Management (40 marks)</i>	

Eligibility

Executive Programme can be pursued by a Graduate of all streams except Fine Arts

Level III - Professional Programme

Module I		
Paper	Subject	Marks
Paper 1	Governance, Risk management, Compliance And Ethics	100
	<i>Part A: Governance (50 marks)</i>	
	<i>Part B: Risk Management (20 marks)</i>	
	<i>part C: Compliance (20 marks)</i>	
	<i>Part D: Ethics & Sustainability (10 marks)</i>	
Paper 2	Advanced Tax Laws	100
	<i>Part A: GST and Customs Laws</i>	
	<i>Goods and Service Tax (60 marks)</i>	
	<i>Customs law (10 marks)</i>	
	<i>Part B: Direct Tax & International Taxation (30marks)</i>	
Paper 3	Drafting, Appearances and pleadings	100
	<i>Part A - Corporate Restructuring (50 Marks)</i>	
	<i>Part B - Valuation (30 Marks)</i>	
	<i>Part C - Insolvency (20 Marks)</i>	



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Module II		
Paper	Subject	Marks
Paper 4	Secretarial Audit, Compliance Management And Due Diligence	100
	<i>Part A: Compliance management (40 marks)</i>	
	<i>Part B: Secretarial Audit & Due diligence (60 marks)</i>	
Paper 5	Corporate Restructuring, Insolvency & Winding Up	100
	<i>Part A: Corporate Restructuring (50 marks)</i>	
	<i>Part B: Insolvency & Liquidation (50 marks)</i>	
Paper 6	Resolution of corporate Disputes, Non Compliances & And Remedies	100

Module III		
Paper	Subject	Marks
Paper 7	Corporate Funding & Listings in Stock Exchanges	100
	<i>Part A: Corporate Funding (60 marks)</i>	
	<i>Part B: listing (40 marks)</i>	
Paper 8	Multidisciplinary Case Studies	100
Paper 9	ELECTIVE PAPER (Any one Paper)	100
	<i>9.1 Banking – Law & Practice</i>	
	<i>9.2 Insurance– Law & Practice</i>	
	<i>9.3 Intellectual Property Rights– Laws and Practices</i>	
	<i>9.4 Forensic Audit</i>	
	<i>9.5 Direct Tax Law & Practice</i>	
	<i>9.6 Labour Laws & Practice</i>	
	<i>9.7 Valuations & Business Modelling</i>	
	<i>9.8 Insolvency – Law and Practice</i>	

Eligibility

Professional Programme can be pursued only after clearing the Executive Programme of CS Course