**Diploma in Corporate Laws - Course Schedule**

***Module I*** *-* ***Formation and Restructuring of a Company***

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| **Sr. No** | **Topics** | **Hours** | **Day/Date/Time** | **Name of the Faculty** |
| **1.** | **Introduction to forms of Organization** |  |  |  |
| a) | 1. Sole Proprietorship 2. Partnership 3. Limited Liability Partnership 4. Company   Distinction between the forms of organization  Advantages & Disadvantages of each form of Organization | 2 hours | 4th Dec’18  6.00 pm to 8.00pm |  |
| b) | Overview of Limited Liability Partnership Act | 2 hours | 5th Dec’18  6.00 pm to 8.00pm |  |
| **2.** | **Introduction to Companies Act:** |  |  |  |
| a) | Company as a ‘person’  Introduction to the Companies Act, 2013. | 2 hours | 6th Dec’18  6.00 pm to 8.00pm |  |
| b) | Types of Companies – Private Co., Public Co., OPC, Government Company, Section 8 Company, Foreign Company, Small Company, Holding Company, Subsidiary Company | 2 hours | 10th Dec’18  6.00 pm to 8.00pm |  |
| **3.** | **Constitutional Documents** |  |  |  |
| a) | Memorandum and Articles of Association under the Companies Act, 2013 and related case laws under the said concepts & Overview of Incorporation Procedure | 2 hours | 11th Dec’18  6.00 pm to 8.00pm |  |
| b) | Doctrine of Ultra-Vires, Constructive Notice, Indoor Management, Alter Ego, Lifting or Piercing of Corporate Veil | 2 hours | 12th Dec’18  6.00 pm to 8.00pm |  |
| **4.** | **Meetings** |  |  |  |
| a) | Understanding board meetings, Annual General Meetings, Extra-ordinary general meetings, Notice, Proxy, Quorum, E-voting, Ordinary & Special resolutions, Minutes of Meetings | 2 hours | 13th Dec’18  6.00 pm to 8.00pm |  |
| **5.** | **Share & Debentures** |  |  |  |
| a) | Concept of Shares, Types of share capital, Prospectus, Liabilities for Mis-statements in Prospectus, All about Debentures | 2 hours each | 17th & 18th Dec’18  6.00 pm to 8.00pm |  |
| **6** | **Corporate Set-Up** |  |  |  |
| **I.** | Introduction to corporate set-up (shareholders, board of directors) | 6 hours | 19th, 20th Dec’18  & 2nd Jan, 19  6.00 pm to 8.00pm |  |
| a) | Shareholders – an organ of governance of the Company |  |
| b) | Powers, Rights and Role & Duties of Directors. |  |
| c) | Shareholders Democracy |  |
| d) | Oppression & Mismanagement |  |
| **II**. | **Directors an organ of governance** |  |  |  |
| a) | Power rights role and duties of director | 2 hours | 3rd Jan’ 19 |  |
| b) | Board of Directors and committee(s) thereof (Independent Directors, Women Directors) |  |  |
| c) | Importance of Independent Directors in decision making |  |  |
| **7.** | **Reading a B/S & Valuation** | 2 hours each | 7th & 8th Jan’19  6.00 pm to 8.00 pm |  |
| **8.** | **Merger, De-merger, Amalgamation, Compromises and Arrangements, Takeover** | 2 hours | 9th Jan’19  6.00pm to 8.00pm |  |
| **a).** | Overview, Concept under the Companies Act, 2013 and Income Tax Act, 1961, Procedure & Valuation, Case Studies. | 2 hours | 10th Jan’19  6.00pm to 8.00pm |  |
| **9.** | **Fund raising activities** |  |  |  |
| a) | Kinds of funds available- Debt, Equity, Mezzanine | 2 hours | 14th Jan’19  6.00pm to 8.00pm |  |
| b) | Kinds of security for debt- pledge, mortgage, hypothecation, charge, guarantee, TRA etc. | 2 hours | 15th Jan’19  6.00pm to 8.00pm |  |
| c) | Kinds of security for debt- pledge, mortgage, hypothecation, charge, guarantee, TRA etc. | 2 hours | 16th Jan’19  6.00pm to 8.00pm |  |
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***Module 2-* *Securities and Tax Laws* –**

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| **Sr. No** | **Topics** | **Hours** | **Day/Date/Time** | **Name of the Faculty** |
| 1.a) | **SEBI and Key Regulations** | 2 hours | 17th Jan’19  6.00pm to 8.00pm |  |
| b) | Securities Contract (Regulation) Act, 1956 | 2 hours | 21st Jan’19 |  |
| c) | Issue of Capital - Red Herring Prospectus, Green Shoe Option, GDR-ADR, Public issue norms,  Manner of Capital, Issuance etc. |  |
| d) | SEBI (Takeover Code), 2011 | 2 hours | 22nd Jan’19 |  |
| e) | Insider Trading | 2 hours | 23rd Jan’19 |  |
| **2.** | **Introduction to Corporate Taxation** | 2 hours | 24th Jan’19 |  |
| a) | Basic Concepts | 2 hours | 28th Jan’19 |  |
| b) | Direct Tax, Tax incidence, Residence in case of Companies (in sale of shares/business). | 2 hours | 29th Jan’19 |  |
| c) | Capital gains  Taxation of holding & subsidiary | 2 hours | 30th Jan’19 |  |
| d) | GST | 2 hours | 31st Jan’19 |  |
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***Module 3 –* *Other Corporate Laws***

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| **Sr. No.** | **Topics** | **Hours** | **Day / Date / Time** | **Name of the Faculty** |
| 1. | Foreign Exchange Control Regulations | 2 hours each | 4th & 5th Feb’19 |  |
| 2. | Corporate Governance Ethics | 2 hours | 6th Feb’19 |  |
| 3. | Prevention of Sexual Harassment at Work place  Non – Compete/ Employment Bond | 2 hours each | 7th Feb’19 |  |
| 4. | IPR | 2 hours | 11th Feb’19 |  |
| 5. | Insolvency & Bankruptcy Code  Introduction & Key Concepts | 2 hours each | 12th & 13th Feb’19 |  |
| 6. | Information Technology & Digital Economy | 2 hours | 14th Feb’19 |  |
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