

## PROJECT REPORT TOPICS

- I. **Corporate Laws including Company Law, SCRA, Capital Market, etc.**
  1. Promotion, Incorporation and Administration of a Company.
  2. Administrative machinery and Inspection, Inquiry and Investigation of companies.
  3. Accounts and Audit.
  4. Compromises, arrangements and reconstruction.
  5. Borrowings-debentures and charges.
  6. Prevention of oppression and mismanagement.
  7. Borrowing, lending, investments & contracts.
  8. Company Secretary-his role, duties and responsibilities.
  9. Filing and filing of forms under the Companies Act, 1956.
  10. Practical & Procedural Aspects of Convening and Conducting Board Meetings and General Meetings.
  11. Acceptance of deposits and payment of interest thereon.
  12. MAT-Mergers, Amalgamations & Takeovers, its relevance in Corporate restructuring.
  13. Recent developments/amendments in Companies Act, 1956.
  14. Scope and area of practice for Company Secretaries as per the recent amendments in Companies Act.
  15. Winding up/Liquidation of Companies-Case studies.
  16. Preparation/Drafting/Presentation of petitions before CLB.
  17. Postal Ballots.
  18. Corporate Governance.
  19. Compliance certificate.
  20. Directors' responsibility statement.
  21. Secretarial Standards for Board/Committee Meetings.
  22. Mergers, Demergers and Reverse mergers.
  23. Managerial Remuneration.
  24. Disclosure of directors' interests.
  25. Setting up of NCLT and NCLAT.
  26. Audit Committee.
  27. Computerised Minutes books.
  28. Transfer and transmission of shares.
  29. Dividends and reserves.
  30. Prospectus, Allotment and other matters relating to Issue of shares and debentures.
  31. Legal and procedural aspects of Employees Stock Option Scheme (ESOS).
  32. Listing of Securities & Bonds etc. and procedural formalities under various laws and regulations.
  33. Merchant Bankers in public issues.
  34. Public Issues Management-problems and procedures.
  35. Mechanism and Procedure of settlement of transactions in a Stock Exchange.
  36. Disinvestment-procedures, methods & problems.
  37. Depositories.
  38. Capital Market.
  39. Buy-back of shares.
  40. SEBI Takeover Code.
  41. Investor Protection.
  42. Public issues via Book Building.
  43. SEBI guidelines.

## II. Finance & Accounts

1. Investors profile-An analysis and strategies for modification.
2. Capital structure & its viability.
3. Use of Leverage (operational & financial).
4. Dividend policy (determinants vis-a-vis competitors).
5. Analysis of use of funds.
6. Receivables policies.
7. Liquidity management in a company.
8. Investment policies of a company.
9. Methods of controls and their efficiency in a company (study useful in a multi-division company)
10. Project appraisal.
11. NBFCs.
12. Portfolio management.

13. Loan Documentation- problems & procedures.
14. Credit rating and Evaluation Procedure.
15. Financial services- An overview.
16. External Commercial Borrowing-procedures & issues.
17. New Financial Investments in nineties.
18. Various methods of Project finance.
19. Derivatives and their role in the present World Economy.
20. Insurance & Risk Management with respect to Indian Corporate Sector and an Insight thereof.
21. Financial Services under WTO Regime.
22. Tax Audit.
23. Capital Budgeting.
24. Raising Finance through Euro Issues.
25. Recent developments in Capital Market.
26. Financial Reporting by Information Technology Companies.
27. Working Capital Management.
28. Mutual Funds.
29. Emerging Trends and Opportunities in Private Sector Insurance.
30. Forex Management and Derivatives.
31. NASDAQ—A Global window.
32. Venture Capital.
33. Euro Currency.
34. Corporate Restructuring.
35. Leasing & hire purchase and acquisition.
36. Issue of Commercial papers.

### III. Personnel Management & HRD

1. Performance Evaluation.
2. Performance Appraisal System.
3. Organisation design, Structure and the changing environment.
4. Need and importance of Human Resource Planning in the organisation.
5. Career Planning & Career Development in the organisation.
6. Need and importance of Human Resource Development Systems in the organisation.
7. Employees' Welfare Schemes in the Industry.
8. Industrial Relations in the present scenario.
9. Role of motivation in increasing productivity.
10. Administrative Support Systems in the organisation.
11. Formulation and Implementation of Personnel Policy in the organisation.
12. Time and Stress Management.
13. Manpower planning.

#### IV. Economic, Commercial & Industrial Laws

1. SSI units and benefits available under various laws.
2. Procedures under FEMA.
3. EXIM Policy vis-a-vis Economic development of the country.
4. Case studies related to Consumer Protection Act.
5. Case studies under Restrictive/Unfair trade practices.
6. Procedures regarding setting-up of Industrial companies with relation to the provisions under IDRA, Pollution Laws & Factories Act etc.
7. Recent developments in World Economy and WTO matters.
8. Procedural aspects and case studies related to Intellectual Property Rights i.e. Trademarks, Patents and Copyrights.
9. Appearance before Consumer Redressal Forum.
10. Anti Dumping Duties.
11. Working of Disputes Settlement in WTO .
12. WTO and promotion of world trade.
13. Compliances relating to pollution laws.
14. Industrial Policy and Procedure.
15. Competition Law.
16. Industrial Sickness.
17. EOUs, EPZ, Industrial Parks Scheme, Industrial Model Towns, etc.
18. Special Economic Zones-SEEPZ, FALTA, NOIDA, etc.
19. EHTP & STP.
20. Agricultural Export Zones.
21. Dishonour of Cheques.
22. Joint venture and foreign collaboration.

**V. Direct & Indirect Taxes**

1. Procedures under Customs Act.
2. CENVAT Detailed study, advantage over erstwhile MODVAT.
3. Direct Taxation-Planning & Management.
4. MAT-Minimum Alternate Tax-Detailed study.
5. Corporate Dividend Tax & its effect on profit of a company.
6. Central Sales Tax-case studies & procedures.
7. Tax deduction at source.
8. Settlement of cases under Income Tax Act.
9. CEGAT.
10. Tax Audit.
11. Double Taxation Avoidance Agreements.
12. Simplification in Central Excise Law.
13. Works Contracts under Central Sales Tax.
14. Service Tax.
15. Depreciation allowance and fixed capital investment.

**VI. Information Technology & Related matters**

1. Automation vis-a-vis Office procedures and practices.
  2. Communication System in the organisation.
  3. Profession of Company Secretary & need for use of Information Technology therein.
  4. Use of Electronics Media/Information Technology in Company Board Meetings and its feasibility.
  5. Cyber Laws.
  6. E-commerce.
  7. Communication Convergence Law.
  8. E-Company Secretaries.
  9. Management Information System.
  10. Real-time gross settlement system (RTGS).
-