

Discipline wise syllabus for the CBT for the various Trainee Officer positions

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Syllabus for Civil Engineering

1. Building Materials:

Stone, Lime, Glass, Plastics, Steel, FRP, Ceramics, Aluminum, Fly Ash, Basic Admixtures, Timber, Bricks and Aggregates: Classification, properties and selection criteria; Cement: Types, Composition, Properties, Uses, Specifications and various Tests; Lime & Cement Mortars and Concrete: Properties and various Tests; Design of Concrete Mixes: Proportioning of aggregates and methods of mix design.

2. Solid Mechanics:

Elastic constants, Stress, plane stress, Strains, plane strain, Mohr's circle of stress and strain, Elastic theories of failure, Principal Stresses, Bending, Shear and Torsion.

3. Structural Analysis:

Basics of strength of materials, Types of stresses and strains, Bending moments and shear force, concept of bending and shear stresses; Analysis of determinate and indeterminate structures; Trusses, beams, plane frames; Rolling loads, Influence Lines, Unit load method & other methods; Free and Forced vibrations of single degree and multi degree freedom system; Suspended Cables; Concepts and use of Computer Aided Design.

4. Design of Steel Structures:

Principles of Working Stress methods, Design of tension and compression members, Design of beams and beam column connections, built-up sections, Girders, Industrial roofs, Principles of Ultimate load design.

5. Design of Concrete and Masonry structures:

Limit state design for bending, shear, axial compression and combined forces; Design of beams, Slabs, Lintels, Foundations, Retaining walls, Tanks, Staircases; Principles of prestressed concrete design including materials and methods; Earthquake resistant design of structures; Design of Masonry Structure.

6. Construction Practice, Planning and Management:

Construction - Planning, Equipment, Site investigation and Management including Estimation with latest project management tools and network analysis for different Types of works; Analysis of Rates of various types of works; Tendering Process and Contract Management, Quality Control, Productivity, Operation Cost; Land acquisition; Labour safety and welfare.

7. Flow of Fluids, Hydraulic Machines and Hydro Power:

- Fluid Mechanics, Open Channel Flow, Pipe Flow: Fluid properties; Dimensional Analysis and Modeling; Fluid dynamics including flow kinematics and measurements;

Flow net; Viscosity, Boundary layer and control, Drag, Lift, Principles in open channel flow, Flow controls. Hydraulic jump; Surges; Pipe networks.

- Hydraulic Machines and Hydro power - Various pumps, Air vessels, Hydraulic turbines - types, classifications & performance parameters; Power house - classification and layout, storage, pondage, control of supply.

8. Hydrology and Water Resources Engineering:

Hydrological cycle, Ground water hydrology, Well hydrology and related data analysis; Streams and their gauging; River morphology; Flood, drought and their management; Capacity of Reservoirs. Water

Resources Engineering: Multipurpose uses of Water, River basins and their potential; Irrigation systems, water demand assessment; Resources - storages and their yields; Water logging, canal and drainage design, Gravity dams, falls, weirs, Energy dissipaters, barrage Distribution works, Cross drainage works and head-works and their design; Concepts in canal design, construction & maintenance; River training, measurement and analysis of rainfall.

9. Environmental Engineering:

- **Water Supply Engineering:** Sources, Estimation, quality standards and testing of water and their treatment; Rural, Institutional and industrial water supply; Physical, chemical and biological characteristics and sources of water, Pollutants in water and its effects, Estimation of water demand; Drinking water Standards, Water Treatment Plants, Water distribution networks.
- **Waste Water Engineering:** Planning & design of domestic waste water, sewage collection and disposal; Plumbing Systems. Components and layout of sewerage system; Planning & design of Domestic Waste-water disposal system; Sludge management including treatment, disposal and re-use of treated effluents; Industrial waste waters and Effluent Treatment Plants including institutional and industrial sewage management.
- **Solid Waste Management:** Sources & classification of solid wastes along with planning & design of its management system; Disposal system, Beneficial aspects of wastes and Utilization by Civil Engineers .
- **Air, Noise pollution and Ecology:** Concepts & general methodology.

10. Geo-technical Engineering and Foundation Engineering :

- **Geo-technical Engineering :** Soil exploration - planning & methods, Properties of soil, classification, various tests and inter-relationships; Permeability & Seepage, Compressibility, consolidation and Shearing resistance, Earth pressure theories and stress distribution in soil; Properties and uses of geo-synthetics.
- **Foundation Engineering:** Types of foundations & selection criteria, bearing capacity, settlement analysis, design and testing of shallow & deep foundations; Slope stability

analysis, Earthen embankments, Dams and Earth retaining structures: types, analysis and design, Principles of ground modifications.

11. Surveying and Geology:

- **Surveying:** Classification of surveys, various methodologies, instruments & analysis of measurement of distances, elevation and directions; Field astronomy, Global Positioning System; Map preparation; Photogrammetry; Remote sensing concepts; Survey Layout for culverts, canals, bridges, road/railway alignment and buildings, Setting out of Curves.
- **Geology :** Basic knowledge of Engineering geology & its application in projects.

12. Transportation Engineering:

Highways - Planning & construction methodology, Alignment and geometric design; Traffic Surveys and Controls; Principles of Flexible and Rigid pavements design. Tunneling - Alignment, methods of construction, disposal of muck, drainage, lighting and ventilation. Railways Systems - Terminology, Planning, designs and maintenance practices; track modernization. Harbours - Terminology, layouts and planning. Airports - Layout, planning & design.

Syllabus for Mechanical Engineering

1. Fluid Mechanics:

Basic Concepts and Properties of Fluids, Manometry, Fluid Statics, Buoyancy, Equations of Motion, Bernoulli's equation and applications, Viscous flow of incompressible fluids, Laminar and Turbulent flows, Flow through pipes and head losses in pipes.

2. Thermodynamics and Heat transfer:

Thermodynamic systems and processes; properties of pure substance; Zeroth, First and Second Laws of Thermodynamics; Entropy, Irreversibility and availability; analysis of thermodynamic cycles related to energy conversion: Rankine, Otto, Diesel and Dual Cycles; ideal and real gases; compressibility factor; Gas mixtures. Modes of heat transfer, Steady and unsteady heat conduction, Thermal resistance, Fins, Free and forced convection, Correlations for convective heat transfer, Radiative heat transfer - Radiation heat transfer co-efficient; boiling and condensation, Heat exchanger performance analysis.

3. IC Engines, Refrigeration and Air conditioning:

SI and CI Engines, Engine Systems and Components, Performance characteristics and testing of IC Engines; Fuels; Emissions and Emission Control. Vapour compression refrigeration, Refrigerants and Working cycles, Compressors, Condensers, Evaporators and Expansion devices, Other types of refrigeration systems like Vapour Absorption, Vapour jet, thermo electric and Vortex tube refrigeration. Psychrometric properties and processes, Comfort chart, Comfort and industrial air conditioning, Load calculations and Heat pumps.

4. Turbo Machinery:

Reciprocating and Rotary pumps, Pelton wheel, Kaplan and Francis Turbines, velocity diagrams, Impulse and Reaction principles, Steam and Gas Turbines, Theory of Jet Propulsion - Pulse jet and RamJet Engines, Reciprocating and Rotary Compressors - Theory and Applications

5. Power Plant Engineering:

Rankine and Brayton cycles with regeneration and reheat, Fuels and their properties, Flue gas analysis, Boilers, steam turbines and other power plant components like condensers, air ejectors, electrostatic precipitators and cooling towers - their theory and design, types and applications;

6. Renewable Sources of Energy:

Solar Radiation, Solar Thermal Energy collection - Flat Plate and focusing collectors their materials and performance. Solar Thermal Energy Storage, Applications -

heating, cooling and Power Generation; Solar Photovoltaic Conversion; Harnessing of Wind Energy, Bio-mass and Tidal Energy - Methods and Applications, Working principles of Fuel Cells.

7. Engineering Mechanics:

Analysis of System of Forces, Friction, Centroid and Centre of Gravity, Dynamics; Stresses and Strains-Compound Stresses and Strains, Bending Moment and Shear Force Diagrams, Theory of Bending Stresses-Slope and deflection-Torsion, Thin and thick Cylinders, Spheres.

8. Engineering Materials:

Basic Crystallography, Alloys and Phase diagrams, Heat Treatment, Ferrous and Non Ferrous Metals, Non metallic materials, Basics of Nano- materials, Mechanical Properties and Testing, Corrosion prevention and control.

9. Mechanisms and Machines:

Types of Kinematics Pair, Mobility, Inversions, Kinematic Analysis, Velocity and Acceleration Analysis of Planar Mechanisms, CAMs with uniform acceleration and retardation, cycloidal motion, oscillating followers; Vibrations -Free and forced vibration of undamped and damped SDOF systems, Transmissibility Ratio, Vibration Isolation, Critical Speed of Shafts. Gears - Geometry of tooth profiles, Law of gearing, Involute profile, Interference, Helical, Spiral and Worm Gears, Gear Trains• Simple, compound and Epicyclic; Dynamic Analysis - Slider - crank mechanisms, turning moment computations, balancing of Revolving & Reciprocating masses, Gyroscopes -Effect of Gyroscopic couple on automobiles, ships and aircrafts, Governors.

10. Design of Machine Elements:

Design for static and dynamic loading; failure theories; fatigue strength and the S-N diagram; principles of the design of machine elements such as riveted, welded and bolted joints. Shafts, Spur gears, rolling and sliding contact bearings, Brakes and clutches, flywheels.

11. Manufacturing ,Industrial and Maintenance Engineering:

Metal casting-Metal forming, Metal Joining, Machining and machine tool operations, Limits, fits and tolerances, Metrology and inspection, computer Integrated manufacturing, FMS, Production planning and Control, Inventory control and operations research - CPM-PERT. Failure concepts and characteristics-Reliability, Failure analysis, Machine Vibration, Data acquisition, Fault Detection, Vibration Monitoring, Field Balancing of Rotors, Noise Monitoring, Wear and Debris Analysis, Signature Analysis, NDT Techniques in Condition Monitoring.

12. Mechatronics and Robotics:

Microprocessors and Microcontrollers: Architecture, programming, I/O, Computer interfacing, Programmable logic controller. Sensors and actuators, Piezoelectric

accelerometer, Hall effect sensor, Optical Encoder, Resolver, Inductosyn, Pneumatic and Hydraulic actuators, stepper motor, Control Systems- Mathematical modeling of Physical systems, control signals, controllability and observability. Robotics, Robot Classification, Robot Specification, notation; Direct and Inverse Kinematics; Homogeneous Coordinates and Arm Equation of four Axis SCARA Robot.

Syllabus for Electrical Engineering / Electrical & Electronics Engineering

1. Engineering Mathematics:

Matrix theory, Eigenvalues & Eigenvectors, system of linear equations, Numerical methods for solution of non-linear algebraic equations and differential equations, integral calculus, partial derivatives, maxima and minima, Line, Surface, and Volume Integrals. Fourier series, linear, non-linear, and partial differential equations, initial and boundary value problems, complex variables, Taylor's and Laurent's series, residue theorem, probability and statistics fundamentals, Sampling theorem, random variables, Normal and Poisson distributions, correlation, and regression analysis.

2. Electrical Materials:

Electrical Engineering Materials, crystal structures and defects, ceramic materials, insulating materials, magnetic materials - basics, properties and applications; ferrites, ferro-magnetic materials and components; basics of solid state physics, conductors; Photo-conductivity; Basics of Nano materials and Superconductors.

3. Electric Circuits and Fields:

Circuit elements, network graph, KCL, KVL, Node and Mesh analysis, ideal current and voltage sources, Thevenin's, Norton's, Superposition and Maximum Power Transfer theorems, transient response of DC and AC networks, Sinusoidal steady state analysis, basic filter concepts, two-port networks, three phase circuits, Magnetically coupled circuits, Gauss Theorem, electric field and potential due to point, line, plane and spherical charge distributions, Ampere's and Biot-Savart's laws; inductance, dielectrics, capacitance; Maxwell's equations.

4. Electrical and Electronic Measurements:

Principles of measurement, accuracy, precision, and standards; Bridges and potentiometers; moving coil, moving iron, dynamometer and induction type instruments, measurement of voltage, current, power, energy and power factor, instrument transformers, digital voltmeters and multimeters, phase, time and frequency measurement, Q-meters, oscilloscopes, potentiometric recorders, error analysis, Basics of sensors, Transducers, basics of data acquisition systems.

5. Computer Fundamentals:

Number systems, Boolean algebra, arithmetic functions, Basic Architecture, Central Processing Unit, I/O and Memory Organisation; peripheral devices, data representation and programming, basics of Operating system and networking, virtual memory, file systems; Elements of programming languages, typical examples.

6. Basic Electronics Engineering:

Basics of Semiconductor diodes and transistors and characteristics, Junction, and field effect transistors (BJT, FET and MOSFETS), different types of transistor amplifiers,

equivalent circuits and frequency response; oscillators and other circuits, feedback amplifiers.

7. Analog and Digital Electronics:

Operational amplifiers - characteristics and applications, combinational and sequential logic circuits, multiplexers, multi-vibrators, sample and hold circuits, A/D and D/A converters, basics of filter circuits and applications, simple active filters; Microprocessor basics- interfaces and applications, basics of linear integrated circuits; Analog communication basics, Modulation and demodulation, noise and bandwidth, transmitters and receivers, signal to noise ratio, digital communication basics, sampling, quantizing, coding, frequency and time domain multiplexing, power line carrier communication systems.

8. Systems and Signal Processing :

Representation of continuous and discrete-time signals, shifting and scaling operations, linear, time-invariant and causal systems, Fourier series representation of continuous periodic signals, sampling theorem, Fourier and Laplace transforms, Z transforms, Discrete Fourier transform, FFT, linear convolution, discrete cosine transform, FIR filter, IIR filter, bilinear transformation.

9. Control Systems:

Principles of feedback, transfer function, block diagrams and signal flow graphs, steady-state errors, transforms and their applications; Routh-hurwitz criterion, Nyquist techniques, Bode plots, root loci, lag, lead and lead-lag compensation, stability analysis, transient and frequency response analysis, state space model, state transition matrix, controllability and observability, linear state variable feedback, PID and industrial controllers.

10. Electrical Machines :

Single phase transformers, three phase transformers - connections, parallel operation, auto-transformer, energy conversion principles, DC machines - types, windings, generator characteristics, armature reaction and commutation, starting and speed control of motors, Induction motors - principles, types, performance characteristics, starting and speed control, Synchronous machines - performance, regulation, parallel operation of generators, motor starting, characteristics and applications, servo and stepper motors.

11. Power Systems :

Basic power generation concepts, steam, gas and water turbines, transmission line models and performance, cable performance, insulation, corona and radio interference, power factor correction, symmetrical components, fault analysis, principles of protection systems, basics of solid state relays and digital protection; Circuit breakers, Radial and ring main distribution systems, Matrix representation of power systems, load flow analysis, voltage control and economic operation, System stability concepts, Swing curves and equal area criterion. HVDC transmission and

FACTS concepts, Concepts of power system dynamics, distributed generation, solar and wind power, smart grid concepts, environmental implications, fundamentals of power economics.

12. Power Electronics and Drives:

Semiconductor power diodes, transistors, thyristors, triacs, GTOs, MOSFETs and IGBTs - static characteristics and principles of operation, triggering circuits, phase control rectifiers, bridge converters - fully controlled and half controlled, principles of choppers and inverters, basis concepts of adjustable speed de and ac drives, DC-DC switched mode converters, DC-AC switched mode converters, resonant converters, high frequency inductors and transformers, power supplies.

Syllabus for Architects

Part I: Architectural Knowledge

This section assesses candidates' understanding of core architectural principles and practices:

- **Construction and Management**

- Project management techniques (CPM)
- Estimation and specification
- Professional practice and ethics
- Form and structure
- Principles and design of disaster-resistant structures
- Cost-effective/ Prefab/ Alternate construction technologies

- **Architecture, Planning, and Design**

- Architectural graphics (2D & 3D)
- Visual composition
- Computer applications in Architecture and Planning
- Anthropometrics (human body measurements)
- Organization of space
- Circulation (horizontal & vertical)
- Space standards
- Universal design principles
- Building by-laws, codes, and standards
- Acoustics and HVAC design

- **Environmental Planning and Design**

- Environmental considerations in planning and design
- Natural and man-made ecosystems
- Environmental pollution (causes, types)
- Sustainable development
- Controls and abatement strategies for pollution
- Built environment and climate change
- Climate-responsive design principles

- **Landscape, Urban Design, and Conservation**

- Elements of urban design and urban built environment - urban form, spaces, structure, pattern, fabric, texture, grain etc:
- Concepts and theories of urban design; Public spaces, character, spatial qualities, and Sense of Place;
- Tools, principles, and techniques of urban design
- Spatial qualities and character of urban spaces
- Public spaces and sense of place
- Urban design interventions for transportation and sustainability
- Urban renewal and conservation;
- Site planning and Landscape design;
- Philosophy of Conservation; Values and Ethics
- Cultural heritage; Conservation methods

- Classifications; Management of historic sites; Studies of various charters
- Role of INTACH, UNESCO, ICOMOS and other organizations.
- **Housing**
 - Housing typologies
 - Residential densities
 - Neighborhood principles
 - Affordable housing
- **Interior Architecture**
 - Theory of Interior Design
 - Historicity, Vernacular Interiors, Traditional crafts, Contemporary Crafts
 - Furniture design, Built-in and movable furniture, Interior fittings and furnishings
 - Color, Form, Texture and Lighting in interiors,
 - Materials used in interiors, Building services related to interiors
- **Green Building Principles:**
 - Understanding of the benefits and objectives of green buildings.
 - Familiarity with major green building rating systems like LEED (Leadership in Energy and Environmental Design) and GRIHA (Green Rating for Integrated Habitat Assessment).
 - Knowledge of sustainable design strategies across various aspects:
 - Site selection and planning
 - Water efficiency
 - Energy efficiency and renewable energy integration
 - Material selection and use of recycled content
 - Indoor environmental quality and occupant health
 - Waste management and reduction strategies

Part 2: Technical Skills

Candidates should possess a strong working knowledge of the following architectural software applications:

- **AutoCAD:** 2D drafting skills, creating construction documents, and understanding of industry standards.
- **REVIT: 3D** modeling, Building Information Modeling (BIM) concepts and generating construction documents from the model.
- **SketchUp:** 3D modeling for conceptual design and visualization.
- **Lumion:** Rendering software for creating realistic architectural visualizations.
- **MS Office Suite:** Proficiency in Word, Excel. and PowerPoint for preparing reports and presentations.

SYLLABUS for PLANNING

1. Fundamentals of Urban and Regional Planning

- Definitions and Rationales of Planning;
- Contents and types of Development Plans and Development Regulations - Master Plan, City Development Plan, Structure Plan, Zonal Plan, Action Area Plan, Town Planning Scheme, Regional Plan, and plan preparation processes;
- Concepts of urban areas, and definition of urban area in India;
- Concept of regions and various types of regions;
- Tools and techniques of surveys In planning- Physical, topographic and socio-economic surveys.

2. Statistical and Quantitative Methods in Planning

- Statistical Methods of data analysis;
- Data analysis and interpretation of planning, demographic and socio - economic Surveys;
- Application of G.I.S. and Remote Sensing techniques in urban and regional planning and spatial data analysis.

3. Planning processes

- Salient concepts, theories and principles of urban planning given by eminent planners;
- Sustainable urban development; Emerging concepts of cities - Eco-City, Smart City, Transit
- Oriented Development (TOD), SEZ, SRZ, TDR, PPP etc;
- Theories of City Development;
- Urban Landuse studies, development norms and planning standards - URDPFI guidelines.

4. Housing

- Concepts of housing typologies;
- Concepts of Slum, squatters, Affordable Housing, Housing for special areas and needs;
- Concepts of various types of densities;
- Standards for housing and community facilities;
- National Housing Policies, Programs and Schemes.

5. Environmental Planning

- Ecological principles of Planning;
- Various forms of pollution and mitigation;
- Sustainable Development Goals and Climate Change;
- Concepts of Environmental Impact Analysis, CRZ, eco-sensitive zones etc;
- Environmental considerations in planning and design.

6. Transportation Planning

- Transport System and Its Development;
- Traffic Survey and Studies;
- Hierarchy of roads and level of service;
- Comprehensive Transport Planning - landuse and transport models;
- Mass transportation, Intelligent Transportation Systems etc.

7. Planning and Management of Utilities and Services

- Principles of citywide planning for water supply systems; water treatment; Water supply and distribution system; Water harvesting systems;
- Principles for Planning of storm water drainage system at City level;
- Principles for Planning of Sewage disposal systems at city level;
- Methods of solid waste management - collection, transportation, and disposal; Recycling and Reuse of solid waste;
- Recent developments in water recycling/ conservation of water etc.

8. Urbanisation in India and Govt of India Programmes

- Theories of urbanisation;
- Urbanisation trends In India (census);
- Govt of India programmes-AMRUT, SMART-CITIES, SBM, PMAY(urban), Jal Jeevan Mission etc.

Syllabus for Finance

1. Corporate Accounting
2. Income Tax Laws and Practice
3. Indirect Tax Laws
4. Corporate Laws & Economic Laws
5. Cost Accounting
6. Fundamentals of Financial Management
7. Auditing and Corporate Governance
8. Project Management
9. Banking and Insurance
10. Accounting and IND AS Standards
11. Strategic Financial Management
12. Strategic Cost Management and Performance Evaluation
13. Enterprise Information Systems
14. Risk Management
15. Financial Services & Capital Markets
16. Risked Based Audit
17. Capital Budgeting
18. Financial Ratios
19. Non-Performing Assets
20. Cost of funds - reduction in cost
21. Asset Liability Management
22. Treasury Management.
23. Corporate Social Responsibility
24. NBFC Financial Accounting/Reporting.

Syllabus for Human Resource

1. Strategic Human Resources Management
2. Labour Laws / Legislation
3. Training and Development
4. Recruitment & Selection
5. Business Environment & Ethics
6. Organizational Development & Change
7. Performance Management
8. Organizational Behavior
9. Compensation and Reward Management
10. Communication Skills for Managers
11. HR Information System

Syllabus for LAW

- 1) The Recovery of Debts & Bankruptcy Act. 1993
- 2) Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest (SARFAESI) Act. 2002, Registration of Charge with CERSAT in accordance with the SARFARSI (Central registry) Rules, 2011
- 3) Insolvency & Bankruptcy Code, 2016
- 4) Negotiable Instruments Act, 1881
- 5) Limitation Act, 1993
- 6) Contract Act, 1872
- 7) Law of Partnership
- 8) Transfer of Property Act, 1882
- 9) Registration Act, 1908
- 10) Law related to Mortgages
- 11) Company Law: Definition and Features of Company, Types of Companies, Memorandum of Association and Articles of Association, Doctrines of Ultra Virus/ Constructive Notice/ Indoor Management, Seal Clause. Registration of Charge with ROC, Powers of Directors. Winding-up of companies, etc.
- 12) Constitutional Law
- 13) Administrative & Labour Laws
- 14) Principles of Statutory Interpretation
- 15) Code of Civil Procedure, 1908
- 16) Law of Evidence.
- 17) Indian Penal Code
- 18) Code of Criminal Procedure
- 19) Right to Information (RTI) Act, 2005, Information Technology Act, 2000
- 20) Land Acquisition
- 21) Arbitration
- 22) SEBI Regulation w.r.t. listed Company
- 23) Bharatiya Nyaya Sanhita (BNS): Replaces the IPC of 1860
- 24) Bharatiya Nagarik Suraksha Sanhita (BNSS): Replaces the CrPC of 1973
- 25) Bharatiya Sakshya Adhinyam (BSA): Replaces the Indian Evidence Act o

SYLLABUS FOR COMPANY SECRETARY

1. Companies Act, 2013

(Topics broadly covering concepts like Government Companies, Related Party Transactions, Appointment of Directors, Board and Committees related provisions, CSR, IEPF, Buyback, Bonus, dividend, Postal Ballot, Board/Committee/general Meetings and Circular Resolution etc.)

2. Secretarial Standards

3. SEBI (Listing Obligations and Disclosure Requirements) Regulations

4. SEBI (Prohibition of Insider Trading) Regulations

5. SEBI (Substantial Acquisition of Shares and Takeovers) Regulations

6. SEBI (Issue and Listing of Non-Convertible Securities) Regulations

7. Concept of NBFC and applicable Rules and Regulations of RBI pertaining to finance sector particularly NBFCs

8. Insolvency and Bankruptcy Code, NCLT/ DRT related provisions

9. Knowledge of Basic Finance

10. Legal Knowledge pertaining to Capital Market & Securities laws, Economic & Commercial laws, Contract laws, Arbitration & Conciliation laws, etc.

11. Computer and IT related knowledge

12. Drafting skills

13. Knowledge of Returns/Forms to be filed with MCA & SEBI.

SYLLABUS FOR CORPORATE COMMUNICATION

1. Understanding Organisational Communication

- Defining structure of an organisation
- Various kinds of organisations
- Management hierarchy
- Various kinds of communication in an organisation
- Role and scope of corporate communication
- Interface of corporate communication department with various management disciplines

2. Understanding Corporate Communication

- Definitions, concept and genesis of CC
- Difference and similarities between PR and CC
- CC and public affairs, CC and corporate affairs
- Publics in CC- Financial publics, media, opinion makers, government, elected representatives
- Present state of CC
- Organising corporate communication activities
- Areas of strategic thinking in corporate communication
- Ethics and laws in corporate communication

3. Corporate Communication Tools

- Lobbying
- Sponsorship
- Financial communication
- Corporate reputation
- Corporate identity
- Media mileage

4. Financial Communication

- Defining financial communication
- Growth and role of financial communication in present context
- Overview of Indian financial system
- Capital market - stock exchanges, SEBI- functioning and mandate
- Financial institutions
- financial products (bonds, 'debentures, shares, esops et al)
- Legal and ethical aspects in financial communication
- Financial communication campaigns

5. Corporate Identity and Corporate Brand Management

- Defining corporate identity
- Integrating corporate identity into communication process
- Making of house styles- the wherewithal
- Case studies in corporate identity
- Definition and role of corporate image
- Corporate brand management

SYLLABUS FOR CORPORATE SOCIAL RESPONSIBILITY

1. Introduction

- Meaning and Definition of CSR,
- History and Evolution of CSR,
- Factors affecting the growth of CSR Reasons for Social Responsibility CSR activities - Nature, types, impact on development programme
- Corporate responsibility towards various group of stakeholders
- Chronological evolution of CSR in India
- Arguments in favour and Against of Corporate Social Responsibility

2. CSR - Legislation in India

Understanding CSR in terms of:

- General awareness about CSR and scenario of CSR in India
- Legislation for CSR in Country- Provision in Section 135 of Companies Act 2013 and rules framed thereunder
- Implementation of CSR activities - Schedule VII of the Companies Act 2013, CSR Committee of Board and Board of Directors responsibilities and implementation mechanisms etc.
- Accounting and Reporting Mechanism for CSR activities
- Impact assessments etc.

3. Corporate Governance

- Introduction
- Historical Background
- Factors behind the origin of Corporate Governance
- Important issues and Need of Corporate Governance
- SEBI Code of Corporate Governance Corporate Governance in India

4. Current Trends and Opportunities in CSR

- Review Current Trends and Opportunities in CSR
- CSR as Strategic business tool for sustainable development
- Review of successful corporate initiatives and challenges of CSR
- Brand Management