

# INCORPORATION OF A COMPANY & CAREER AS A 'COMPANY SECRETARY'



SURENDRANATH LAW COLLEGE

Jointly With



THE INSTITUTE OF  
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

Presents Seminar on

## Incorporation of a Company

&

## Career as a "Company Secretary"



Wednesday **20**  
March, 2024

10:00 AM

Session Coordinated by

The Institute of Company Secretaries of India - EIRC

Venue

Surendranath Law College

## SEMINAR NOTICE

# SURENDRANATH LAW COLLEGE

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Email : [snlcollege@gmail.com](mailto:snlcollege@gmail.com)

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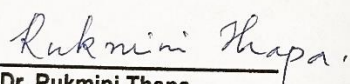
Ref. No. SNLC/276/2023-24

Date : 18/03/2024

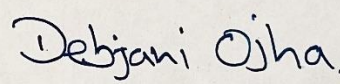
## NOTICE

This is to inform all the students that a Seminar will organize on 20<sup>th</sup> March, 2024 (Wednesday) from 10:00 A.M. onwards with the collaboration of 'The Institute of Company Secretaries of India' on the topic "**Incorporation of a Company**" in the Seminar Hall of Surendranath Law College.

All the students are hereby directed to attend the Seminar positively.

  
Dr. Rukmini Thapa  
Assistant Professor  
Programme Coordinator  
Surendranath Law College



  
Debjani Ojha  
Teacher-in-Charge (Acting)  
Surendranath Law College

Teacher-in-Charge  
Surendranath Law College  
Kolkata-700 009

## SEMINAR REPORT

As part of Career Awareness Programme, under the initiative of the Vice Principal of Surendranath Law College, the IQAC, and in collaboration with Mr Surya Narayan Mishra (Regional Director, The Institute of Company Secretaries of India); a seminar titled "**Incorporation of a Company & Career as a 'Company Secretary'**" was organised on

20.03.2024 in Surendranath Law College. It was organised in the Seminar Hall of Surendranath Law College. The seminar was open to students of all semesters and was conducted as an interactive session. A total of 57 students attended the seminar. The duration of the seminar was about three hours which concluded with an open discussion on the career prospects of law graduates in the Indian Corporate Sector. A brochure on the Company Secretary course details was distributed by the speakers to students.

### **About the Institute of Company Secretaries of India (ICSI)**

The Institute of Company Secretaries of India (ICSI) is a premier national professional body incorporated by an Act of Parliament (Company Secretaries Act,1980) working under the jurisdiction of Ministry of Corporate Affairs, Government of India. For three decades, the ICSI has been playing a key role in the growth and development of ‘The Indian Corporate Sector’ by producing a cadre of highly qualified Company Secretaries who work as corporate managerial professionals for efficiently and professionally managing the administrative, secretarial, legal as well as financial activities of the corporate sector.

### **Profile of the Speakers:**

**CS Anushka Damani:** She is a law graduate and a qualified practicing Company Secretary. She an Associate member of the esteemed Institute of Company Secretaries of India (ISCI).

**CS Dalia Sharma:** She is a qualified practicing Company Secretary. She is working as an Assistant Professor and an Associate member of the esteemed Institute of Company Secretaries of India (ISCI).

**Objectives of the Seminar:** Theoretical education is important but at the same time, its application in real-life scenarios is of equal significance. As part of Surendranath Law College’s commitment to provide career counselling exposure to students to help them build their career goals and aspirations, the seminar was intended to provide a platform for learning and knowledge exchange. The Seminar titled “**Incorporation of a Company**” was especially designed for the students of Surendranath Law College to provide an insightful exploration into the dynamic landscape of contemporary practices in the corporate world. The seminar was expected to be significantly beneficial to law students as it would open a new window to explore career options in the field of Corporate Management and Governance.

**Benefits:** The seminar covered the emerging trends, challenges and opportunities in a career as Company Secretary. The students received an opportunity to learn from and directly interact with experienced professionals who had built a successful career by blending their academic degrees in the field of Law, Academics and Corporate Management. The professionals provided a detailed stage-by stage walkthrough of the procedure of registering and incorporation of a Company under the Ministry of Corporate Affairs. The speakers gave an in-depth clarity about the benefits of registering a company and understanding the practical know-how of drafting incorporation documents. Students received valuable insights on enhancement of professional competence and established a network with the speakers for future guidance.

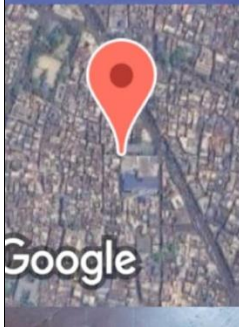
### PHOTOS OF THE SEMINAR







GPS Map Camera



**Kolkata, West Bengal, India**  
113, Baithakkhana, Kolkata, West Bengal 700009, India  
Lat 22.570714°  
Long 88.368265°  
20/03/24 10:11 AM GMT +05:30

## ATTENDANCE SHEET

Career Awareness Programme at Surendranath Law College

Sl no.	Name	Mobile No.	Signature
1	<del>Nandini Das.</del>		
2	Nandini Das	8240392768	Nandini Das
3	Soween Ahmed	8918343033	Soween Ahmed
4	Satarupa Ghosh.	6295793552	Satarupa Ghosh
5	Abhisinchan Das	9432613183	Abhisinchan Das
6	Bishal Saha	8902400790	Bishal Saha
7	Soumyajit Mitra	9330193020	SM
8	Shakil Akhtar	9331029533	Shakil Akhtar
9	Aisli Majumder	6290649628	A.M.
10	Adrija Doley	9007727186	Adrija Doley
11	Samma Khatun	9143879085	Samma Khatun
12	Pompa Dhali	7980314525	Pompa Dhali
13	Sarika Mondal	9382910487	Sarika Mondal
14	Sabana Khatun	9883905430	Sabana Khatun
15	Reshmi Sahin	6296541992	Reshmi Sahin
16	Rupa Biswas	9007495474	R. Biswas
17	Dipali Sarkar	7980109410	D Sarkar
18	Suryansu Grandhi	8100649322	S Grandhi
19	Swoadha Sen	8167082840	S Sen
20	Eshika Halder	7029603459	E Halder
21			
22			

Career Awareness Programme at Surendranath Law College

Sl no.	Name	Mobile No.	Signature
1	Parvez Sayed Joy	9735736950	
2	Firdaus Alam	8981568260	Firdaus Alam
3	Shreya Malakar	8017601004	
4	Pinki Khatun	9433305067	P. Khatun
5	Dibyoti Joti Roy	8017042910	D. Roy
6	Anish Pakhira	9832442861	A. Pakhira
7	Ranit Mondal	8001454349	Ranit Mondal
8	Debjyoti Barman	6295466836	Debjyoti Barman
9	Sudhansu Nayak	8274836032	Sudhansu Nayak
10	Prem Nath Mahato	7003121157	Prem Nath Mahato
11	Koustav Chatterjee	7980234929	Koustav Chatterjee
12	Hamal Hambroam	8927659619	Hamal Hambroam
13	Sujit Kumar Ram	9330517282	Sujit K. Ram
14	Saumya Rai	9572408692	Saumya Rai
15	Anushree Das	7602469016	Anushree Das
16	Sneha Nepal	9647359071	Sneha Nepal
17	Dr. Shovan Saffad	8289380011	Shovan Saffad
18	Apnika Mondal	8100640185	
19	Aditi Kongsabanik	9051059001	Aditi Kongsabanik
20	Piyush Mohara	8777841751	Piyush Mohara
21	Saesmita Pyne	8274077917	
22	Upama Prodhan	6289442920	Upama Prodhan



# COMPANY SECRETARY - COURSE BROCHURE



**THE INSTITUTE OF  
Company Secretaries of India**  
भारतीय कम्पनी सचिव संस्थान  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament  
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**Vision**  
"To be a global leader in promoting good corporate governance"

**Motto**  
सत्यं वद। धर्मं चर।  
इष्टको फेड त्रपुफे. बेबेवेड इगु फेड डेव.

**Mission**  
"To develop high calibre professionals facilitating good corporate governance"

## Company Secretary (ICSI)

### A Career with Endless Opportunities

## Join ICSI Course Now



ARTS SCIENCE  
COMMERCE  
Opportunity for students from all streams



Distance Learning  
Study Material provided by the ICSI  
Optional Class Room Teaching  
Online centralised classes / lectures  
E-Learning Facility



Opportunities in Employment as well as in Practice  
Attractive remuneration and growth opportunities

UGC recognises CS qualification as equivalent to Post Graduate Degree

UK ENIC has benchmarked CS Executive and CS Professional Programme as Bachelor and Master degree respectively, with reference to UK and UAE qualification

**Journey from a Student to a Company Secretary**



CS EXECUTIVE ENTRANCE TEST (CSEET)	CS EXECUTIVE PROGRAMME
<p><b>ELIGIBILITY</b> - Senior Secondary Examination (10+2 pattern) pass /appearing Student or Equivalent thereto</p> <p><b>CUT-OFF DATES FOR REGISTRATION</b></p> <ul style="list-style-type: none"> <li>• May CSEET - 16<sup>th</sup> December- 15<sup>th</sup> April</li> <li>• July CSEET - 16<sup>th</sup> April- 15<sup>th</sup> June</li> <li>• November CSEET - 16<sup>th</sup> June -15<sup>th</sup> October</li> <li>• January CSEET - 16<sup>th</sup> October -15<sup>th</sup> December</li> </ul> <p><b>FEE</b> : Rs.2,000/- (includes CSEET Study material and online preparatory classes)</p> <p><b>Coverage</b></p> <ol style="list-style-type: none"> <li>1. Business Communication</li> <li>2. Legal Aptitude and Logical Reasoning</li> <li>3. Economic and Business Environment</li> <li>4. Current Affairs and Quantitative Aptitude</li> </ol>	<p><b>Eligibility</b> - CSEET pass students [Senior Secondary Examination (10+2 pattern) pass &amp; with CSEET result not older than one year]/ CS Foundation Programme Pass students / Graduates/ Post Graduates/ CA Final Pass students/ CMA Final Pass students</p> <p><b>CUT-OFF DATES FOR REGISTRATION</b></p> <ul style="list-style-type: none"> <li>• 31<sup>st</sup> May (Both groups in December examination - same year)</li> <li>• 31<sup>st</sup> July (One group in December examination - same year)</li> <li>• 30<sup>th</sup> November (Both groups in June examination - next year)</li> <li>• 31<sup>st</sup> January (One group in June examination - same year)</li> </ul> <p><b>FEE</b> : Rs.16,500/- CSEET Pass Students / CS Foundation Pass Rs.21,500/- For Graduates / Post Graduates / CAI / ICMAI Final Course Pass Students</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Subjects - Group I (4 Papers)</b></p> <ol style="list-style-type: none"> <li>1) Jurisprudence, Interpretation &amp; General Laws</li> <li>2) Company Law &amp; Practice</li> <li>3) Setting up of Business, Industrial &amp; Labour Laws</li> <li>4) Corporate Accounting &amp; Financial Management</li> </ol> </div> <div style="width: 45%;"> <p><b>Group II (3 Papers)</b></p> <ol style="list-style-type: none"> <li>1) Capital Market &amp; Securities Laws</li> <li>2) Economic, Commercial &amp; Intellectual Property Laws</li> <li>3) Tax Laws &amp; Practice</li> </ol> </div> </div>
<p style="text-align: center; background-color: #f08080; color: white; margin-bottom: 5px;"><b>CS PROFESSIONAL PROGRAMME</b></p> <p><b>Eligibility</b> - CS Executive Programme Pass Students</p> <p><b>CUT-OFF DATES FOR REGISTRATION</b></p> <ul style="list-style-type: none"> <li>• 31<sup>st</sup> May (both groups in December examination - same year)</li> <li>• 31<sup>st</sup> July (One group in December examination - same year)</li> <li>• 30<sup>th</sup> November (both groups in June examination - next year)</li> <li>• 31<sup>st</sup> January (one group in June examination - same year)</li> </ul> <p style="text-align: center; background-color: #f08080; color: white; margin-bottom: 5px;"><b>FEE - Rs. 20,000/-</b></p> <div style="display: flex;"> <div style="width: 50%; padding-right: 10px;"> <p><b>Subjects Group I (4 Papers)</b></p> <ol style="list-style-type: none"> <li>1. Environmental, Social and Governance (ESG) - Principles &amp; Practice</li> <li>2. Drafting, Pleadings and Appearances</li> <li>3. Compliance Management, Audit &amp; Due Diligence</li> <li>4. Elective 1 (Select one Paper out of 4 Elective Papers)                             <ol style="list-style-type: none"> <li>4.1 CSR &amp; Social Governance</li> <li>4.2 Internal and Forensic Audit</li> <li>4.3 Intellectual Property Rights-Law &amp; Practice</li> <li>4.4 Artificial Intelligence, Data Analytics and Cyber Security-Laws &amp; Practice</li> </ol> </li> </ol> </div> <div style="width: 50%;"> <p><b>GROUP II (3 Papers)</b></p> <ol style="list-style-type: none"> <li>5. Strategic Management &amp; Corporate Finance</li> <li>6. Corporate Restructuring, Valuation and Insolvency</li> <li>7. Elective 2 (Select one Paper out of 5 Elective Papers)                             <ol style="list-style-type: none"> <li>7.1 Arbitration, Mediation &amp; Conciliation</li> <li>7.2 Goods and Services Tax (GST) &amp; Corporate Tax Planning</li> <li>7.3 Labour Laws &amp; Practice</li> <li>7.4 Banking &amp; Insurance - Laws &amp; Practice</li> <li>7.5. Insolvency and Bankruptcy - Law &amp; Practice</li> </ol> </li> </ol> </div> </div>	<p><b>Medium of Examination:</b> The Institute allows the students to appear in Institute's examination in English or Hindi medium, subject to other prescribed guidelines in this regard.</p> <p><b>Mandatory Training:</b> Students are required to fulfill the following training requirements in order to get their Membership.</p> <ul style="list-style-type: none"> <li>• One-month Executive Development Program (EDP) [15 days classroom mode &amp; 15 days Online mode] after passing CS Executive Programme.</li> <li>• Practical training of 21 months.</li> <li>• Corporate Leadership Development Programme (CLDP) after passing CS Professional Programme.</li> </ul>

### FEE CONCESSION

- Fee Concession available for applicants of following categories: SC/ST, Physically Handicapped, Indian armed forces, Paramilitary forces, Agniveers, families of Martyrs and Wards of Indian armed forces & paramilitary forces.
- Fee waiver under SEFT Scheme for meritorious and economically weaker students.
- 100% fee waiver for students registering for the CSEET and CS Executive Programme from Jammu & Kashmir, Ladakh, 50% fee concession for students of Andaman & Nicobar Islands, Lakshadweep, North Eastern states and Himachal Pradesh.

## Company Secretary (CS) - The New Age Governance Professional

### ROLE OF COMPANY SECRETARY



### The Institute of Company Secretaries of India (ICSI)

- Statutory Body established under an Act of Parliament, i.e., the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries
- Functions under the jurisdiction of Ministry of Corporate Affairs, Government of India
- Headquarter in New Delhi & 4 Regional Offices in New Delhi, Kolkata, Mumbai, Chennai
- 72 Chapters across India & 3 Centres for Corporate Governance, Research and Training (ICSI-CCGRT) in Mumbai, Hyderabad and Kolkata
- Study Centres and Examination Centres across India
- Overseas Centres in Australia, Canada, Singapore, UAE, UK and USA



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ICSI SUPPORT DESK : 0120-4522 000 (MONDAY TO FRIDAY 9:30 AM TO 5:00 PM)