



AHM's
**ANJUMAN ARTS, SCIENCE
AND COMMERCE
COLLEGE, BHATKAL**



ADD-ON COURSE

ON

"CORPORATE DRAFTING"

Date: 08-08-2018 to 29-08-2018



Principal's Message:

Our college offers a degree program in Arts, Science and Commerce stream. All these courses are taught by experienced and dedicated faculty. At our college, we try to turn our students into useful components of our society. Along the way, we have realized that to enhance our students' job readiness, each student should undertake at least one add-on course per semester along with their regular degree program. Our experienced teachers have designed these courses to be especially relevant to each subject. We wish them all the very best!

Web: anjumancollege.in

Email: anjumancollegebkl@gmail.com

Contact: 9886212692, 08385 226443

ABOUT ADD-ON COURSE:

Add-on courses are short-term training programs designed to supplement a degree program's core curriculum. These courses are usually offered as certificate or diploma courses, providing students with additional skills and knowledge relevant to their field of study.

Course Overview:

What is Corporate Drafting?

Digital Marketing encompasses all marketing efforts that use the internet or an electronic device. It includes various strategies such as social media marketing, search engine optimization (SEO), email marketing, and more. This course aims to equip students with the necessary skills to navigate the digital landscape effectively.

Course Content:

- Introduction to Corporate Drafting
- Drafting Foundational Corporate Documents
- Drafting Operational Agreements
- Drafting Transactional Documents
- Practical Applications and Advanced Topics
- Ethics and Best Practices in Corporate Drafting

Course Outcomes

- To provide a solid foundation in corporate drafting
- Focuses on practical skills and real-world applications
- It can be adjusted based on the specific needs and background of the students

Course Details

Schedule

- Duration: 15 Days
- Classes: Saturday to Thursday
- Timing: 3:00 PM to 5:00 PM

Eligibility

This course is open to all students enrolled and those interested in enhancing their knowledge in Corporate Drafting.

Registration Fee

- Amount: Free
- Last Date for Registration: 1st August 2018

How to Register?

Interested students can register by filling out the registration form available at the Department of Commerce office or by contacting the course coordinator directly.

We look forward to your participation in this enriching course on Corporate Drafting!

Course Coordinator:

Mr. Aftab G.M
Lecturer in Commerce

Contact Information:

Email: aftabgongolli@anjuman.edu.in
Phone Number: 91-7795979727

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Meeting Report of Institutional Board of Studies for Add-on Course on Corporate Drafting held on:

The Institutional Board of Studies of the Department of Commerce for an add-on course on Corporate Drafting held on 11-07-2018 in the principal chamber at 10:30 AM.

1. **Prof. Mushtaque K Shaikh**
Principal, Chairman
2. **Prof. B.H. Nadaf**
IQAC Coordinator
3. **Prof. Aftab G.M.**
Course Co-Coordinator

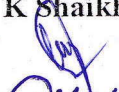
In the beginning of the meeting the Chairman of BOS: Prof. Mushtaque K Shaikh welcomed all the members and briefed them about the academic activity of the Corporate Drafting Course. The members expressed their appreciation and satisfaction about the activities of the department.

After that institutional BOS discussed and resolved the following points:

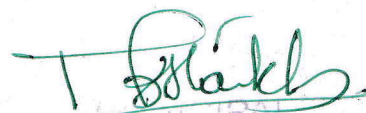
1. **Starting of the add-on course on the Corporate Drafting**
BOS discussed the point and resolved to start a course on Corporate Drafting in order to improve the basic knowledge of Corporate Drafting, Modes of Drafting Corporate documents, agreements etc.
2. **Approval of the syllabus for add-on course**
The BOS discussed and approved the syllabus for the add-on course on Corporate Drafting.
3. **Approval of admission criteria.**
The BOS discussed and approved the admission criteria and resolved that the students who are interested in the arena of Corporate Drafting can enroll in this course.

The meeting of the BOS was concluded with the vote of thanks by the Prof. Aftab G.M., Lecturer in Commerce.

The following members were present in the meeting:

1. Prof. Mushtaque K Shaikh 
2. Prof. B.H. Nadaf 
3. Prof. Aftab G.M. 




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NOTICE

Date: 14-07-2018

Add-on Course on "Corporate Drafting"

All the students are hereby informed that the Department of Commerce is starting an **add-on course on "Corporate Drafting"** for the students, from **08/08/2018 to 29/08/2018**. Interested students can enroll their names on or before **01/08/2018** with **Prof. Aftab G.M.**

Aftab
Course Coordinator
(Prof. Aftab G.M.)



T. Shikha
Principal
Anjuman Arts, Science & Commerce
College, BHATKAL (U.K.) 581320

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Report and Outcome Analysis

Name of the Course: Corporate Drafting
Name of the Department: Commerce
Number of students enrolled: 54
BOS meeting Date: 11/07/2018
Start Date of the Course: 08/08/2018
End Date of the Course: 29/08/2018

Department of Commerce has conducted add-on course on Corporate Drafting for the Students who are interested in this area of knowledge from 08/08/2018 to 29/08/2018

The course was about "to develop knowledge of the students in corporate drafts on various documents and agreements.

54 students were enrolled in this course and they benefited with the fundamental knowledge of corporatedrafting.

Course concluded with final examination and certificate distribution.

Outcomes of the Course:

This syllabus is designed to provide a solid foundation in corporate drafting, focusing on practical skills and real-world applications. It can be adjusted based on the specific needs and background of the students

Aftab
Course coordinator



T. Sheikh
Principal
Anjuman Arts, Science & Commerce
College, BHATKAL (U.K.) 581320

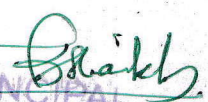
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Corporate Drafting Add-on Course 2018-19

Syllabus: Corporate Drafting (32 Hours)

COURSE CONTENT	30 HOURS
Module 1: Introduction to Corporate Drafting 1.1 Basics of Corporate Drafting - Importance and scope - Key principles of effective drafting 1.2 Overview of Corporate Documents - Types of corporate documents - Key terms and definitions in corporate law 1.3 Legal Language and Structure - Plain language vs. legal jargon - Common structures in corporate documents	(5 Hours)
Module 2: Drafting Foundational Corporate Documents 2.1 Memorandum of Association (MoA) - Purpose and contents - Drafting clauses and case studies 2.2 Articles of Association (AoA) - Key provisions - Drafting principles and practical examples 2.3 Shareholder Agreements - Essentials of shareholder agreements - Drafting specific clauses - Negotiation and consensus-building	(8 Hours)
Module 3: Drafting Operational Agreements 3.1 Employment Contracts - Key elements of employment agreements - Non-compete and confidentiality clauses - Drafting termination clauses 3.2 Non-Disclosure Agreements (NDAs) - Purpose and structure - Drafting key provisions 3.3 Service Agreement - Scope of services and deliverables - Payment terms and dispute resolution	(6 Hours)
Module 4: Drafting Transactional Documents 4.1 Share Purchase Agreements (SPAs)	(5 Hours)




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- Key components of an SPA - Drafting representations and warranties 4.2 Joint Venture Agreements (JVAs) - Essential clauses in JVAs - Structuring governance and profit-sharing 4.3 Loan Agreements - Drafting financial covenants and repayment terms - Security and collateral clauses	
Module 5: Practical Applications and Advanced Topics 5.1 Corporate Restructuring Documents - Mergers and acquisitions - Drafting schemes of arrangement 5.2 Case Studies and Review - Review and critique of sample corporate documents - Group exercises on drafting and revising documents 5.3 Final Drafting Project - Comprehensive drafting assignment - Peer review and feedback	(4 Hours)
Module 6: Ethics and Best Practices in Corporate Drafting 6.1 Ethical Considerations - Confidentiality and conflicts of interest - Ethical dilemmas in corporate drafting 6.2 Best Practices and Final Tips - Ensuring clarity and precision - Final proofreading and compliance checks	(2 Hours)

Aftab
Course Coordinator

[Signature]
IQAC Coordinator



T. Sheikh
Principal
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ANJUMAN ARTS, SCIENCE, COMMERCE COLLEGE & P.G. CENTRE

(AFFILIATED TO THE KARNATAK UNIVERSITY, DHARWAD)

Accredited "B" Grade by NAAC



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DECLARATION ON SYLLABUS COVERED

This is to certify that, the syllabus of the Add-on course in Corporate Drafting has been fully covered by conducting classes for 30 hours, with 2 hours of instruction per day. Based on the syllabus covered, exams were conducted for the students, and marks have been allotted.


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ATTENDANCE SHEET FOR THE COURSE ON CORPORATE DRAFTING

TIME: 3PM TO 5PM

S/ N	NAMES	08/08	09/08	11/08	12/08	13/08	14/08	16/08	18/08	19/08	20/08	25/08	26/08	27/08	28/08	29/08
1	Mohammed Abdul Mannan	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007	MA/0007
2	Mohammed ArzanMomin	MA	MA	MA	MA	MA	AB	MA	MA	MA	MA	MA	MA	MA	MA	MA
3	Mohammed AsaadMoulana	MO	MO	MO	MO	MO	MO	MO	AB	MO	MO	MO	MO	MO	MO	MO
4	Mohammed Nabeel	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
5	FahmaanSoudagar	FA	FA	FA	FA	FA	FA	FA	FA	FA	AB	FA	FA	FA	FA	FA
6	Faisal	FAI	FAI	FAI	FAI	AB	AB	FAI	FAI	AB	FAI	FAI	FAI	FAI	FAI	FAI
7	GiddaSimran	AB	AB	G	G	G	G	AB	G	G	G	G	G	G	G	G
8	Hisham K Mohammed	H	H	AB	H	H	H	H	H	H	H	H	H	H	H	H

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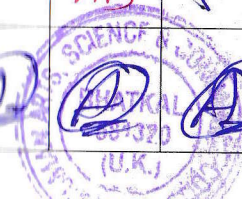
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11	Mohammed Tabish	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ
12	Mohammed	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB
13	Mohammed	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ
14	Mohammed Aadi	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ
15	Mohammed Adil Akbar	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ
16	Mohammed Aflah	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ
17	Mohammed Afzal Shoupa	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	AB	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	Ⓟ
18	Mohammed Mehraj	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	AB	AB	AB
19	Mohammed Mudassir	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ
20	Mohammed Mueen	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ	AB	Ⓟ	Ⓟ	Ⓟ



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26	Mohammed Sayyaf	Say	Say	Say	Say	Say	Say	Say	AB	Say	Say	Say	Say	Say	Say	Say
27	Mohammed Sultan	Sultan	Sultan	Sultan	AB	Sultan	Sultan	Sultan	Sultan	Sultan	Sultan	Sultan	Sultan	Sultan	Sultan	Sultan
28	Mohammed Uzaifa	uzafa	uzafa	uzafa	uzafa	uzafa	uzafa	uzafa	uzafa	uzafa	uzafa	AB	uzafa	uzafa	uzafa	uzafa
29	Mohammed Waeel	wael	wael	wael	AB	wael	wael	wael	wael	wael	AB	wael	wael	wael	wael	wael
30	Abdul Ruman	Rum	Rum	Rum	Rum	Rum	AB	Rum	Rum	Rum	Rum	Rum	AB	Rum	Rum	Rum
31	Abdullah Hibban	A	A	A	A	A	A	AB	A	A	A	A	A	A	A	A



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48	Mohammed FurqanHaje eb										AB					
49	Mohammed Hasan Sarfaraz					AB										
50	Abdul Basit										AB					
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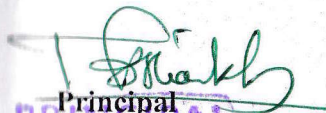
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	Abdul Majid Shaikh	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	AB	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	AB	<u>Abdul</u>	<u>Abdul</u>
54	Abdul Muheed	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	AB	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	AB	<u>Abdul</u>	<u>Abdul</u>	<u>Abdul</u>	AB	<u>Abdul</u>	<u>Abdul</u>


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