

# Contents

---

	PAGE
<b>Chapter-wise Marks Distribution</b>	1-7
<b>Previous Exams Trend Analysis (June 2019 onwards) (New Syllabus)</b>	1-9
<b>Chapter-wise Comparison with Study Material</b>	1-17
<b>Chapter 1</b>	
◆ Judicial and administrative framework	1.1
<b>Chapter 2</b>	
◆ General principles of drafting and relevant substantive rules	2.1
<b>Chapter 3</b>	
◆ Secretarial practice in drafting notice, agenda and minutes of company's meetings resolution	3.1
<b>Chapter 4</b>	
◆ Drafting and conveyancing relating to various deeds and documents-I	4.1
<b>Chapter 5</b>	
◆ Drafting and conveyancing relating to various deeds and documents-II	5.1
<b>Chapter 6</b>	
◆ Drafting and conveyancing relating to various deeds and documents-III	6.1
<b>Chapter 7</b>	
◆ Drafting and conveyancing relating to various deeds and agreements-IV	7.1

**Chapter 8**

- ◆ Drafting of agreements under the Companies Act 8.1

**Chapter 9**

- ◆ Pleadings 9.1

**Chapter 10**

- ◆ Art of writing opinions 10.1

**Chapter 11**

- ◆ Appearances and art of advocacy 11.1

**Chapter 12**

- ◆ Practical Exercise 12.1

**Solved Paper : Dec. 2020 (New Syllabus)** P.1

**Solved Paper : June 2021 (New Syllabus)** P.24