

# **G. H. RAISONI INSTITUTE OF BUSINESS MANAGEMENT**

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## **CERTIFICATE COURSE IN BUSINESS AND CORPORATE LAWS FOR ENTREPRENEURS**

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### **OVERVIEW**

Managing others business and having our own business is the two different aspects of management. Entrepreneurs are the driver of the Indian economy who should have basic knowledge of various core functions of an organization such as HR, Finance, and Marketing. For the smooth operations of business the awareness about the legal aspects of business is of immense importance and hence this certification course will help the Entrepreneurs and budding Managers to get knowledge about the practical aspects such documentation, Registration procedures etc. about the business.

### **Objectives of the program:-**

1. To provide the basic knowledge about the different types of Mercantile laws related to Business.
2. To understand the Registration Process and Documentation required under different authorities while commencing and running the business.
3. To provide the knowledge about the Companies Act 2013 and Control, Management and Standard Operating Practices followed in Corporate.
4. To provide the practical insights in the form of Assignments to get aware of the procedures, documentations for legal documentations.

**Duration of the Program:** 6 Months (Registration is valid till one academic year)

### **Eligibility Criteria for students:**

Candidate must be 10+2 (HSC/Diploma/Equivalent) from any stream.

### **Course Structure:**

### **Teaching Hours required & Medium of Instructions:**

48 Hours (4 Credit points) and the medium of instruction is English.

**Staff/Resource Trainer Required:** In-house Faculty Members and External Experts

### **Scheme of Examinations:**

1. Theoretical aspects [Part A] of this certificate course carries 60 Marks for which an External Examination will be conducted. The pattern of question paper will be online Objective Test containing multiple choice questions (MCQ) in English.
2. Practical Assignments [Part B] shall carry 40 Marks for Internal Assessment based on the Journal submitted by the students.
3. A student has to score minimum 50% of marks in each External and Internal Examinations. Student shall qualify the Certification course if he/she will score 50% marks in Aggregate.

### **Program Outcome:-**

Students pursuing Certificate Course in Business and Corporate Laws for Entrepreneurs will get following opportunities.

1. Entrepreneurs would understand the compliances and procedures under Business and Corporate Laws for their business.
2. Opportunity to work in Corporate Sector in their Legal Department or Finance Department as Finance or Legal executives.
3. Opportunity to work with a Law Practitioners as their Law Executives.



## **COURSE STRUCTURE:**

### **CERTIFICATE COURSE IN BUSINESS AND CORPORATE LAWS FOR ENTREPRENEURS**

#### **PART A: THEORETICAL ASPECTS**

**(60 Marks)**

#### **1. Law of Contract – “Indian Contract Act, 1872**

**(6)**

- 1.1. Introduction, Meaning, Definitions & Essentials of Contract
- 1.2. Classification of Contract: - Void, Voidable & Valid Contract
- 1.3. Performance and Discharge of Contract
- 1.4. Breach of Contract & Remedies
- 1.5. Special Contracts:
  - i) Indemnity & Guarantee ii) Contract of Agency iii) Bailment & Pledge

#### **2. Law of Sale of Goods and Consumer Protection –**

##### **A. “Sale of Goods Act, 1930” and Consumer Protection Act, 1986**

**(8)**

- 2.1. Contract of Sale of Goods: -
  - 2.2 Its essentials & types of Goods
  - 2.3 Distinction between Sale & Agreement to Sale
  - 2.4 Condition & Warranties: -
  - 2.5 Doctrine of Caveat Emptor
  - 2.6 Unpaid seller & his rights
- ##### **B. Consumer Protection Act, 1986**
- 2.7 Meaning of Consumer
  - 2.8 Rights of Consumer
  - 2.9 Consumer Dispute Redressal Forum (CDRFs): Hierarchy and Powers

#### **3. Introduction to Indian Companies Act, 2013**

**(8)**

- 3.1. Meaning & Characteristics of Company
- 3.2 Difference between Sole traders, Firm & Company
- 3.3 Formation of Company: Procedure & Documents Required For Incorporation
- 3.4 Memorandum of Association & Article of Association: Meaning & Clauses
- 3.5 Commencement of Business by Private and Public Company
- 3.6 Types of Companies  
Private Company, Public Company, One Person Company, Indian company, Foreign Company, Chartered Company, Company Limited by Shares and Company Limited by Guarantee.

#### **4. Control & Management of Companies Affairs and Winding Up of Company**

**(8)**

- 4.1 Directors & Managing Director: Meaning, Duties & Liabilities and Responsibility of Directors
- 4.2 Kinds of Meetings & Business to be discussed:  
Annual General Meeting (AGM), Extra Ordinary General Meeting (EOGM)
- 4.3 Notice & Agenda and Minutes of Meeting
- 4.4 Business to be transacted in Meeting: Ordinary Business & Special Business
- 4.5 Resolutions: Board Resolution, Ordinary Resolution and Special Resolution
- 4.6 E-Voting and Postal Ballot Voting on Resolution
- 4.7 Winding Up: Meaning & Modes of Winding Up- Compulsory Winding Up and Voluntarily Winding Up

## **5. Intellectual Property Law – Patent, Copyright & Trade mark**

**(6)**

### **A. The Patents Act, 2002**

- 5.1 Meaning & Application for Patent Registration
- 5.2 Grant of Patent & Rights of Patentee
- 5.3 What inventions are not patentable?
- 5.4 Revocation of Patents

### **B. Copyright Act, 1957**

- 5.5 Meaning & duration of Copyright
- 5.6 Registration of Copyright
- 5.7 Infringement of Copyright

### **C. The Trade Marks Act, 1999**

- 5.8 Introduction & Classification of Goods & Services
- 5.9 Procedure for registration of Trade Marks
- 5.10 Grounds for refusal of registration

## **PART A: PRACTICAL ASSIGNMENTS**

**(40 Marks)**

### **6. Practical based on Documents, Registration Procedures & Agreements in General Practice (12)**

**(The student has to prepare a Journal for the following assignments which will carry 40 Marks)**

#### **Assignments:**

- 6.1 Registration Procedure & Documentation under Shop Act
- 6.2 Registration Procedure & Documentation for GST Registration
- 6.3 Documentation for Start ups
- 6.4 Documentation required for SSI Project Finance through DIC
- 6.5 Agreement of Partnership or Limited Liability Partnership
- 6.6 Agreement of Lease, Leave & License
- 6.7 Agreement of Agency
- 6.8 Agreement of Arbitration
- 6.9 Patent, Copyright and Trade mark Registration form and Documentation
- 6.10 Procedure and documentation for Incorporation of a Company
- 6.11 Preparation of Agenda, Minutes of Meeting of Annual General Meeting & Board Meeting
- 6.12 Sample Audit Report of Sole Trading/Company/LLP/Partnership/Bank

#### **Reference Books:**

- 1. Mercantile & Commercial Laws by Rohini Aggrawal – Taxman Publication
- 2. Legal Aspects of Business by Akhileshwar Pathak – Tata McGraw Hill
- 3. Legal Aspects of Business by R. R. Ramtirthkar – Himalaya Publishing House
- 4. Mercantile Law by S. S. Gulshan – Excel Books
- 5. Elements of Mercantile Laws by N.D. Kapoor – Sultan Chand & Sons
- 6. Business law – Bulchandani – Himalaya
- 7. Companies Act: Taxman Publication
- 8. Companies Law Simplified: Monish Bhandhari