



**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)**

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

**PROGRAMME GUIDE
OF
DIPLOMA IN CORPORATE LAW
(DCL)
With effect from 2018-19**

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE

SCHOOL OF DISTANCE EDUCATION

Under The Faculty of Law

DIPLOMA IN CORPORATE LAW

(Choice Based Credit and Grade System)

(To be implemented from July 2018)

1. AIM AND OBJECTIVE:

The main objective of the programme on Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL) is to have complete understanding and knowledge about the promotion and functioning of the small economic and business enterprise within cooperative framework, acquire through knowledge about the cooperative legal framework within which the institutions have to function and to have an overview about various business laws governing the functioning of economic and business enterprises.

2. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	1 st October to 31 st October	1 st March to 31 st March
Examination Form Submission	January to February	July to August
University Examinations	April - May	October - November

3. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

4. ELIGIBILITY:

The candidate must be a graduate of any Faculty either of this University or of any other University whose degree is recognized, or equivalent to the corresponding degree of this University.

5. DURATION:

The duration of diploma programme conducted through open and distance learning mode is a one academic year although student may complete the programme gradually within a maximum period of Three years.

6. MEDIUM OF COURSE:

The medium of instruction and examination is English only.

7. COURSE STRUCTURE :

Sr. No.	Name of the Course	No. of Marks	No. of Credits	Study Input (in hrs.)
1.	BUSINESS & COMMERCIAL LAWS	100	8	240
2.	CORPORATE ACCOUNTING, CORPORATE TAXATION & FEMA 1999	100	8	240
3.	COMPANY LAW AND PRACTICE	100	8	240
4.	PRACTICAL TRAINING	100	8	240
Total		400 Marks	32 Credits	960 Hours

8. CREDIT SYSTEM:

Each Diploma Programme consists of four courses. Each course is allotted 8 credits. The total number of credits for every programme is 32. Each credit constitutes 30 hrs. Hence the study input hours for each course shall be 240 hrs. The study input has to be fulfilled as follows:

Study Input = 240 hrs (per course)			
Credit = 8 credits (per course)			
Counseling sessions (24 hrs)		Self-Learning Material (SLM) Size of e-content	Assignments
Synchronous Chat	Asynchronous Chat (Discussion forum)		
12 hrs	8 Topics	30 Units	4

* Synchronous Chat:

It shall be a face to face interaction of the student with the faculty which shall include the counseling sessions, difficulty solving etc.

*Asynchronous Chat:

It shall provide a virtual platform where the faculty through online discussion forums resolves the difficulties of the student related to particular topics

*Self-Learning Material (SLM):

As the programme is conducted in distance learning mode the student shall be provided with necessary self learning material which he/she needs to review regularly.

*Assignments:

The student needs to submit 4 assignments which shall carry 20 marks (5 marks per assignment)

9. SCHEME OF EXAMINATION:

The examination for the diploma programme will be held at the end of the academic year. The medium of instruction and the examination shall be in English. Each course

shall be evaluated out of 100 marks out of which 80 marks are for a written examination which will be conducted by the university & 20 marks for submission of assignments.

10. STANDARD OF PASSING:

In order to pass in the course and to earn the assigned credits the student must obtain 50% marks at the written examination and 50% marks in evaluation of assignments.

11. AWARD OF HONORS:

The criteria for the award of honors are as follows:

Range of Marks (in %)	Division
75% and above	Distinction
60% and above but less than 75%	First class
50 % and above but less than 60%	Second class

COURSE PAPER I : BUSINESS & COMMERCIAL LAWS

Chapter 1: Law of Contract

1. Introduction to the Law of Contract
2. Basic Concepts under the Indian Contract Act, 1872
3. Offers / Proposals and Acceptances
4. Offers and Invitation to receive Offers
5. Validity of offers and Acceptances
6. Consideration – Essentials and Validity
7. Contracts – Legal Enforceability
8. Special Contracts
9. Importance of contracts in corporate environment

Chapter 2: Law relating to the Sale of Goods

1. Introduction
2. SALE –Application of the Law of Contracts
3. Basic Concepts under the Sale of Goods Act, 1930
4. Essential ingredients of Sale Transition
5. Guarantee v/s Conditions and Warranties
6. Rights and Liabilities of parties under a contract of sale
7. Sale transactions in business activates

Chapter 3: Law relating to Negotiable Instruments

1. Negotiable Instruments – Recent Trends
2. Basic Concepts under the Negotiable Instruments Act, 1881
3. Negotiable Instruments – Types, Characteristics, Validity
4. Endorsing of Negotiable Instruments – Merits and Demerits
5. Dishonor of Negotiable Instruments – Legal Aspects
6. Negotiable Instruments and modern business

Chapter 4: Law relating to Partnership

1. Partnership-Legal Overview
2. Basic concepts under the Partnership Act, 1932
3. Existence of Partnership-Whether a contract
4. Registration of Partnership-Whether Mandatory
5. Essential elements of Partnership
6. Rights and Liabilities of Partners
7. Dissolution-Types and Procedures

Chapter5: Consumer Protection Law

1. Law relating to consumer Protection in India
2. Concept of Consumer – Requirements
3. Globalization and Consumer Disputes
4. Consumer Protection and Restriction of Monopoly Law in India
5. Monopolies and Restrictive Trade Practices – Competition Law
6. Consumer Disputes Redressal System in India

COURSE PAPER II: CORPORATE ACCOUNTING, CORPORATE TAXATION & FEMA 1999

Chapter 1: Corporate Accounting

1. Basic introduction to Accounting, Accounting concepts, accounting standards.
2. Trial Balance & Balance sheet
3. Share capital-Types, Issue & Forfeiture of shares
4. Schedule VI under companies Act & the Books of Accounts to be maintained
5. Auditor, Directors Report & Company Balance Sheet
6. Concept of Funds flow, Cash Flow, Some ratios

Chapter 2: Corporate Taxation

1. Introduction to Taxation – Direct Tax & Indirect tax
2. Constitutional validity
3. Head of Income - Introduction
4. Income from Business
5. Corporate Taxation – Various deductions, MAT, Returns, TDS & Appeals
6. Introduction to Tax Management

Chapter 3: FEMA 1999

1. Introduction to FERA 1973 & FEMA 1999
2. Definitions under FEMA
3. Current Account Transactions & Capital Account Transactions
4. FDI i.e. Foreign Direct Investments
5. Overseas Investments
6. Borrowings & Lending
7. Offences & Appeals

COURSE PAPER III: COMPANY LAW AND PRACTICE

Chapter 1: Introduction to Company

1. Meaning
2. Characteristics
3. Incorporation
4. Types of Companies
5. Different forms of organization and its distinction

Chapter 2: Corporate Charter

1. Memorandum & Articles of Association, Alteration thereof
2. Constructive Notice
3. Ultra Vires
4. Doctrines Indoor Management
5. Lifting of Corporate Veil

Chapter 3: Prospectus

1. Meaning & Definition
2. Object and Contents
3. Shelf Prospectus
4. Red herring Prospectus
5. Liability for Mis-statements in prospectus

Chapter 4 : Share Capital

1. Meaning of share Capital
2. Definition of share
3. Kinds of share
4. Public issue & Private placement
5. Allotment of shares
6. Share certificate
7. Calls on shares
8. Forfeiture & Lien on shares
9. Dividend on shares
10. Issue of shares at premium and discount
11. Issue of sweat equity shares
12. Issue of bonus shares
13. Transfer & Transmission of shares

Chapter 5: Membership

1. Meaning, Definition and Qualification
2. Rights and liabilities of Member
3. Modes of acquiring Membership
4. Cessation of Membership
5. Register and Index of members.

Chapter 6: Meetings

1. Kinds of Meeting
2. Annual General Meeting
3. Extra Ordinary General Meeting
4. Requisites of a valid meeting
5. Voting and Poll
6. Resolutions

Chapter 7: Debentures

1. Definition
2. Kinds of debentures
3. Issue of debentures
4. Debenture redemption reserve
5. Charges securing debentures
6. Kinds of charge
7. Registration of charge

Chapter 8: Directors

1. Position and status of Directors
2. Board of directors
3. Independent directors
4. Appointment & Removal
5. Remuneration
6. Disqualification & duties

Chapter 9: Tribunal & Appellate Tribunal

1. Definitions and Constitution of NCLT & NCLAT
2. Qualifications of President, Chairperson and Members
3. Removal and resignation
4. Orders & Appeal

Chapter 10: Majority powers / Minority Rights

1. Importance of majority rule
2. Rule in Foss vs. Harbottle
3. Exceptions to the majority rule
4. Prevention of oppression and mismanagement

Chapter 11: Corporate Social Responsibility

1. Importance of CSR
2. Mandatory spending
3. CSR committee,
4. Qualified CSR Activities,
5. Failure to contribute

Chapter 12 : Winding Up

1. Compulsory winding up
2. Voluntary Winding up

Chapter 1: Drafting Of Commercial Contracts

Chapter 2: Digital Signatures and Procedures

Chapter 3: Filling of E-Forms under the Companies Act.

Chapter 4: Filling of Forms under FEMA