

**REVISED SYLLLABUS FYBAF SEM. II**  
**BUSINESS LAW PAPER -1: Business Regulatory Framework**

**Topics for Study**

1. Law of contract 1872
2. Special Contracts
3. Sales of Goods Act 1930
4. Negotiable Instrument Act 1881
5. The Consumer Protection Act 1986
6. Foreign Exchange Management Act 2000

**1. LAW OF CONTRACT - 1872**

- a) Nature of Contract
- b) Classification of Contracts
- c) Offer & Acceptance
- d) Capacities of Parties to Contract
- e) Free Consent
- f) Consideration
- g) Legality of Object
- g) Agreement declared Void
- i) Performance of Contract
- j) Discharge of Contract
- k) Remedies for breach of contract

**2. SPECIAL CONTRACTS**

- a) Indemnity
- b) Guarantee
- c) bailment & pledge
- d) Agency

**3. SALES OF GOOD ACT 1930**

- a) Formation of contract of sale
- b) Goods & their Classification
- c) Price, Conditions & Warranties
- d) Transfer of Properties in Goods
- e) Performance of the Contract of Sales
- f) Unpaid Seller & his rights
- g) Sale by auction
- h) Hire purchase agreement

**4. Negotiable Instrument Act, 1881**

- a) Definition of negotiable instruments
- b) Features of negotiable instruments
- c) Promissory note
- d) Bill of Exchange & Cheque
- e) Holder & holder in the due course
- f) Crossing of a Cheque
- g) Types of Crossing, Negotiation
- h) Dishonor & discharge of negotiable instruments

**5. The Consumer Protection Act, 1986**

- a) Salient features
- b) Definition of Consumer
- c) Grievance redressal machinery

**6. Foreign Exchange Management Act, 2000**

- a) Definition & main provisions





# Financial Management paper – 1

Introduction to Financial management:

A) <b><u>Topics for study</u></b>	<u>No. of lectures</u>
1. Introduction to financial Management	08
2. Capital budgeting	08
3. Concept in valuation	10
4. Financial Analysis	10
5. Cost of capital	08
6. Valuation of securities	06

## 1. **Introduction to financial management :**

- (a) Evolution
- (b) Meaning
- (c) Importance
- (d) Scope and objective of financial management
- (e) Conflicts in principles of profits V/S Value Maximization

## 2. **Capital Budgeting**

- (a) Nature of investment decisions
- (b) Investment evaluation criteria
- (c) Payback Period
- (d) Accounting rate of return
- (e) Profitability index
- (f) NPV and IRR comparison

## 3. **Concepts in valuation**

- (a) The time value of money
- (b) Present Values
- (c) Internal rate of return or yield
- (d) Bond returns
- (e) The returns from stock investment

## 4. **Financial Analysis**

- (a) Basic concepts of balance sheet, Profit and Loss
- (b) Ratios
- (c) Fund flow, Cash Flow & Working Capital (excluding problems – Basics concepts only)

## 5. **Cost of Capital**

- (a) Significance of cost of capital
- (b) Cost of debt, Preference shares, Equity capital and Retained earnings.
- (c) Combined (Weighted) cost of capital

## 6. **Valuation of securities**

- (a) Valuation of shares
- (b) Valuation of bonds



**Topics for Study**

1. Introduction
2. Presentation of Data
3. Analysis of Quantitative Data
4. Measures of Dispersion
5. Index Numbers
6. Elementary Calculus

**1. INTRODUCTION**

- a) Meaning, Scope & limitation of Statistics
- b) Concepts of statistical population & sample from a population
- c) Qualitative & Quantitative Data
- d) Discrete & Continuous Data
- e) Primary & Secondary Data

**2. PRESENTATION OF DATA**

- a) Construction of table
- b) Univariate frequency distribution of discrete & continuous variables
- c) Cumulative frequency distribution by Histogram, Frequency Polygon, frequency Curves & Ogives
- d) Diagrammatic representation using bar diagrams
- e) Pie chart & Rectangle

**3. ANALYSIS OF QUANTITATIVE DATA**

- a) Measures of Central tendency or location
- b) Arithmetic mean (simple & weighted), Geometric mean
- c) Median, Quartiles, Deciles, Percentiles, Mode, Merits, Demerits & uses of Mean, Median & Mode
- d) Requirements of a good average

**4. Measures of Disperation**

- a) Range, Semi-inter quartile range, Mean absolute deviation, Standard deviation
- b) Coefficient of Variation

**5. Index Numbers**

- a) Index number as a comparative tool
- b) Simple & Composite Index Number
- c) Laspeyre's, Paasche's, Marshal Edgeworth's, Bowley's & Fisher's Index Numbers.
- d) Cost of Living Index Number
- e) Real Income concept of wholesale price Index Number

**6. Elementary Calculas**

- a) Introduction to function & limit (concept only)
- b) Differentiation
- c) Derivatives of  $x^n$ ,  $e^x$ ,  $a^x$ ,  $\log x$ ..
- d) Law of derivatives for sum, product & quotient of two function of  $x$ .
- e) Application of derivatives
- f) Maxima & Minima (Statement of sufficient conditions in terms of first & second order derivatives)
- g) Simple applications in Economics, Commerce & Management



## TAXATION PAPER -1: INDIRECT TAXES -I

### A. CENTRAL SALES TAX ACT 1956

1. Definitions
2. Principles of determination inter-state Sales and Purchases
3. Liabilities and Rate

### B. THE MAHARASTRA VALUE ADDEDB TAX ACT, 2002.

1. Definitions
2. Incidence & Levy of Tax
3. Payment of Tax & Recovery of set off & refund

#### (A) CENTRAL SALES TAX ACT 1956

1. Definitions :

Section :

2(aa) Business

2(b) Dealer

2(c) Declared Goods

2(g) Sale

2(h) Sales Price

2. Principals of determination inter-state Sales and Purchases :

Section :

3 Sale & Purchase in course of inter-state trade or commerce

4 Sale or Purchase out side state

5 Sale or Purchase in the course of import or export

3. Liabilities & Rate :

Section:

6 Liabilities to tax

8 Rate of tax

#### (B) THE MAHARASHTRA VALUE ADDED TAX ACT, 2002

1. Definitions :

Section :

2(4) Business

2(8) Dealer

2(12) Goods

2(13) Importer

2(15) Manufacture

2(20) Purchase Price

2(22) Resale

2(24) Sales

2(25) Sales Price

2(27) Service

2(33) Turnover of sales

2. Incidence & Levy of Tax

Section :

3 Incidence of Tax

4 Tax Payable

5 Tax no leviable on certain goods

6 Levy of Sales Tax on goods Specified in the schedule

7 Rate of Tax on Packing Material

8 Certain Sales & Purchases not liable to tax

3. Payment of Tax & Recovery, set off & refund

Section :

42 Composition of Tax

Set-off, Refunds etc.

Section :

48 & 49 Set-off, refund etc. along with rules 52, 53, 54

## **1.2.2 AUDITING PAPER- 1: Introduction planning and Techniques of Auditing**

A) Topics for the study	No of lectures
1. Auditing- Introduction	06
2. Types of Audit	06
3. Audit Planning	08
4. Vouching	10
5. Verification	10
6. Reading of Ledgers	10

### **1. Auditing:- Introduction:**

- |  |                |                |
|--|----------------|----------------|
| (a) Evolution                              | (b) Definition | (c) Scope      |
| (d) Objectives                             | (e) Functions  | (f) Principles |
| (g) Advantages and Limitations of Auditing |                |                |

### **2. Types of Audit:**

- |                         |  |                       |
|-------------------------|--|-----------------------|
| (a) Statutory Audit     | (b) Non-Statutory audit and Internal Audit | (c) Concurrent Audit  |
| (d) Interim Audit       | (e) Cost Audit                             | (f) Tax Audit         |
| (g) Balance sheet Audit | (h) In-depth Audit                         | (i) Cash Audit        |
| (j) Special Audit       | (k) Management Audit                       | (l) Operational Audit |
| (m) Efficiency Audit    | (n) Propriety Audit                        |                       |

### **3. Audit Planning:**

- |                            |  |
|----------------------------|--|
| (a) Appointment of Auditor | (b) Letter of Communication                |
| (c) Audit Programme        | (d) Working Papers                         |
| (e) Audit Memorandum       | (f) Audit Notebook                         |
| (g) Audit Markings         | (h) Control over the Quality of Audit Work |

### **4. Vouching:**

- (a) Meaning
- (b) Requirements of a Voucher
- (c) Vouching of income and expenses

### **5. Verification:**

- (a) Cash verification
- (b) Stock verification
- (c) Fixed Asset verification
- (d) Share Capital verification
- (e) Liabilities verification
- (f) Bank verification

### **6. Reading of Ledgers:**

- (a) Personal Accounts
- (b) Nominal Accounts
- (c) Real Accounts

## **BUSINESS COMMUNICATION –II : Application in Business**

### **Topics for Study**

1. Interviews
2. Barriers to effective business communication
3. Non-verbal Aspects of business communication
4. Theory & Practice of advanced commercial correspondence
5. Report Writing
6. Presentation

### **1. INTERVIEWS**

- a) Definition & Importance
- b) Types of Interviews
- c) Conducting an Interview
- d) Preparation made by the Interviewer
- e) Preparation made by the Interviewee
- f) Letters of application & resume

### **2. BARRIERS TO EFFECTIVE BUSINESS COMMUNICATION**

- a) Nature & definitions of Barriers
- b) Physical Barriers - Types & Illustrations
- c) Semantic Barriers - Types & Illustrations
- d) Psychological Barriers - Types & Illustrations
- e) Guidelines for removal of Barriers

### **3. NON-VERBAL ASPECTS OF BUSINESS COMMUNICATION**

- a) Nature & definitions
- b) Kinesics – Facial Expression, Gesture :Posture, eye contact, silence
- c) Para – Language & Importance of voice
- d) Word accent & sentence accent
- e) Advantages & Limitations of Para language
- f) Exercises in voice modulation

### **4. THEORY & PRACTICE OF ADVANCED COMMERCIAL CORRESPONDENCE**

- a) Basics of letter writing
- b) Parts & layouts of Business Letter
- c) Functions of Business Letter
  - i) Letter of inquiry
  - ii) Letter of order
  - iii) Letter of complaint
  - iv) Letter of sales
  - v) Letter of collection

### **5. REPORT WRITING**

- a) Nature & definitions
- b) Types of Report
- c) Structure of Report
- d) Exercises in formal report writing

### **6. PRESENTATION**

- a) Nature, Importance & Definition
- b) Structure of Presentation
- c) Guidelines for effective presentation

d) Exercise in presentation

e) Fax-E-mail & Video - conferencing