SYLLABI OF COURSES FOR DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICES LEVEL 1-V, FOR BTE GOA 44

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Teaching Schedule Per Week			Progressive Assessment		Examination Schedule (Marks)						
Lectures	Practical	, Gredits	Assessment NO 11 SI 10 PA		.1 Theory			Practical Ex.		Total	
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Pre-requisite		Source	and the second sec		Th	eory	Test	Tota	TW	PR	Gr Total
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RATIONALE: Students are expected to be aware and enlightened about various Indian Laws related to the business operations

Hrs	Mk
1. THE LAW OF CONTRACT 16 Agreement and Contract, Void and Voidable contracts, Capacity of parties, Free consent, Legality of objects and consideration, Parties to a contract, Devolution of Joint liabilities & Joint rights, Discharge of contract, Meaning of contract of Indemnity, guarantee, Bailment, Pledge, Agency, Surety's Liability and discharge, Sub-agents, Extent of agents authority, Rectification.	20
2. SALE OF GOODS ACT Meaning of sale, goods, Documents of Title, Agreement to sell, Auction sale, Meaning of condition and warranty, Implied conditions, Unpaid sellers rights	10
8. CONSUMER PROTECTION LAW	10
Meaning of complaint, Consumer of service, District forum: its composition, is a service with a service of the	
4. INDIAN PARTNERSHIP ACT Meaning and types of partnership, Rights, duties and liabilities, Introduction, Retirement and Expulsion, Models of dissolution.	20
5. NEGOTIABLE INSTRUMENTS ACT Meaning of cheque, B/E, P/N, Holder and Holder-in-due course, Negotiable nstrument, Crossing and types of crossing, Negotiation, Endorsement and kinds of Endorsement, Discharge from liability, Cancellation, Release payment, Effect of naterial Alternations.	20
LAWS RELATED TO SHOPS & ESTABLISHMENTS 16 Meaning of establishment, Commercial establishment, Registration and renewal Opening and closing hours, Daily and weekly hours, Interval for rest, Spread over eriod of work, holidays, Closing of shops, etc, Employment of children, young ersons and women, Leave and holidays with wages, Authorities to hear and decide laims relating to wages.	20
Total 80	100

NOTE: Short answer type questions only, No specific question on the legal sections and case laws, Adequate Internal choices are to be provided.

REFERENCE BOOKS

- Avtar Singh : "Mercantile Laws" (Standard Law)
 Kapoor N.d. : "Business Laws" (Sultan Chand)

HUMAN RESOURCE & CURRICULUM DEVELOPMENT CELL, DIRECTORATE OF TECHNICAL EDUCATION, GOA., 07-2000
