Skillshort

Self-Study Preparation Pack

CSEET

Paper 4: Business Laws and Management (OMR based)

Last-Week Plan, One-Liner Sheet & OMR Strategy

February 2027 session (first week of February 2027 – check your admit card for the exact date) · Paper 4 is held on the fourth day, 2:30–4:45 pm

7 days | 2 mocks | No negative marking

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This subject pack has 6 parts

1 Chapter-wise notes

2 Important topics & weightage

3 Past papers: trends & links

4 Mock tests + solutions

5 Chapter practice questions

6 Last-week plan & strategy

Prepared by Skillshort for self-study. Original explanations and questions; not an official ICAI/ICMAI/ICSI publication. Items marked VERIFY should be checked against the latest official material.

7-day revision plan (for Paper 4)

Day	Session 1 (2 h)	Session 2 (2 h)	Session 3 (1 h)
7	Ch 1–2 (law intro, company law)	Practice sets 1–2	Section table
6	Ch 3 (contracts)	Ch 4 (partnership, LLP)	Practice sets 3–4
5	Ch 5–6 (sale of goods, NI)	**Mock Test 1** + analysis	Mistake log
4	Ch 7–8 (management)	Ch 9–10	Practice sets 7–10
3	**Mock Test 2** + analysis	Weak chapters	One-liner sheet
2	ICSI June 2026 paper (file 03 link)	Re-read tables in file 01	One-liner sheet
1	One-liner sheet only	Light revision	Sleep early

NOTE **The CSEET papers are on four consecutive days** VERIFY**. Finish the deep revision of Paper 4 before the exam week starts and use the evenings of days 1–3 only for this one-liner sheet.**

Section table – Business Laws

Law	Sections to remember
Companies Act, 2013	2(20) company · 2(42) foreign · 2(45) government · 2(51) KMP · 2(62) OPC · 2(68) private · 2(85) small · 2(87) subsidiary · 8 charitable · 9 effect of registration · 22 execution of documents · 88 register of members · 96 AGM · 101 notice · 149 directors · 165 directorships · 173 board meetings · 174 quorum · 180 board powers · 203 KMP · 204 secretarial audit · 205 CS functions · 455 dormant
Contract Act, 1872	2 definitions · 10 essentials · 11 capacity · 13–22 consent · 23 lawful object · 25 consideration exceptions · 56 impossibility · 73 damages · 124 indemnity · 126 guarantee · 129 continuing guarantee · 140 subrogation · 148 bailment · 170–171 lien · 172 pledge · 182 agent · 191 sub-agent · 196 ratification
Partnership Act, 1932	2(b) act of firm · 4 definition · 5 not by status · 10 indemnity for fraud · 13 mutual rights · 18–19 implied authority · 25 liability · 28 holding out · 30 minor · 31 new partner · 39–44 dissolution · 58 registration · 69 non-registration
LLP Act, 2008	3 body corporate · 6 minimum partners · 7 designated partners · 23 LLP agreement · 32 contribution
Sale of Goods Act, 1930	4 sale · 12 condition/warranty · 14–17 implied terms · 16 caveat emptor · 27 nemo dat · 45 unpaid seller · 47 lien · 50 stoppage in transit
NI Act, 1881	4 promissory note · 5 bill · 6 cheque · 9 holder in due course · 11 inland · 13 negotiable instrument · 22 days of grace · 87 material alteration · 118 presumptions · 123–131 crossing · 138 dishonour

One-liner sheet – Management

Topic	Remember
Genesis	Kautilya's Arthashastra; Bhagavad Gita (duty)
Definitions	Taylor – best and cheapest way; Fayol – forecast, plan, organise, command, coordinate, control; Follett – through people; Koontz – designing an environment
Styles	Persuasive – sells decisions; paternalistic – father figure; consultative – consults then decides; transformational – change; servant – serves first, listening; laissez-faire – free rein
Planning	Primary and pervasive; mission → objectives → strategies → policies → procedures → rules → programmes → budgets; MOST
Organising	Identify work → departmentalise → assign duties → reporting relationships
Staffing	Manpower planning → recruitment (search) → selection (choose) → training → appraisal → compensation
Directing	Supervision, motivation, leadership, communication; unity of command
Coordination	Essence of management; vertical and horizontal
Budgets	Fixed, flexible, master, cash, capital, zero-based (Pyhrr)

Topic	Remember
Company Secretary	KMP; governance professional; SS-1, SS-2; MR-3; representation before NCLT

OMR strategy

Time	Action
Reading time (15 min)	Read Part B first – it is quicker; mark easy answers in the question booklet
0–50 min	Part B (40 questions)
50–110 min	Part A (60 questions)
Last 10 min	Transfer and check every bubble; no question left blank (no negative marking)

STRATEGY Rules that save marks

- Read "NOT", "EXCEPT" and "false" carefully.
- For "All of the above" options, test at least two other options before choosing it.
- Bubble as you go in blocks of 10 to avoid a last-minute rush.