

PG Diploma in Industrial and Company Law

Non- Semester

(With Effect from the Academic Year 2013-14)

Eligibility for the course : A Pass in any Undergraduate degree

Duration of the course : 1 Year

Examination:

All the theory papers and problem papers are of 3 hours duration each for maximum of 100 Marks.

Passing minimum : 50

Programme	Year	Total No. of Courses	Course (Subject) Name	Marks
PG DIPLOMA IN CORPORATE, COMMERCIAL & INDUSTRIAL LAW	I	5	Functional English for Business Communication	100
			Financial & Management Accounting	100
			Introduction to Business Law	100
			Industrial Law	100
			Corporate Law	100

This programme is aimed at imparting a thorough knowledge on commercial, industrial and company laws. This programme is for those who are working in the corporate offices.

Any undergraduate can apply for this programme. He or She need not have Commerce Degrees. If any commerce graduate (UG & PG) enrolls, he or she can be exempted for writing Financial & Management Accounting Paper.

FUNCTIONAL ENGLISH FOR BUSINESS COMMUNICATION

This course is aimed at developing the writing skills in English correspondence. The course focuses on the general grammar and punctuation rules for communication in English.

Function English course covers the process of communication, Aids to correct writing, functions and essentials of business letters, letter layout, various business letters and report writing.

UNIT I

Introduction to communication – objectives of communication – media of communication – types and directions of communication – barriers to communication – principles of communication.

UNIT II

Aids to correct writing: Tenses, modals, conditionals, infinitives, gerunds & participles, active and passive voice, subject-verb agreement, common errors in English, Punctuation and use of Capital Letters – spelling and vocabulary – idioms and phrases.

UNIT III

Business letters – need, functions – layout – kinds of business letters – Enquiries & Replies, Order letters – credit and status enquiries – circular letters – sales letters – complaints, claims and adjustments – collection letters.

UNIT IV

Bank Correspondence – Insurance Correspondence – Import-Export Correspondence – Agency Correspondence – form letters.

UNIT V

Application letters – resume – Public Relations letters – Minutes writing – letter to editor – Report writing.

Books for Reference:

5. Rajendra Pal, J S Korlahalli, Essentials of Business Communication, Sultan Chand & Sons, 2008
6. RSN Pillai, Bagavathy, Business correspondence and Office Methods, S Chand Publishers, New Delhi, 2006
7. Homai Pradhan, Business Communication, Himalaya Publishing House, New Delhi, 2004
8. Shaily V. Asthana, English, Vision Publications

FINANCIAL & MANAGEMENT ACCOUNTING

This course gives an overall knowledge in financial accounting and management accounting. Even a non-commerce student can understand the principles of financial and management accounting.

This course covers fundamentals of financial accounting, preparation of ledger accounts and final accounts, basics of management accounting viz., budgeting, preparation of cost sheet, ratio analysis and fund flow & cash flow analysis.

UNIT I

Introduction to double entry book-keeping – golden rules of accounting – accounting cycle – Journal – Ledger – Trial Balance – Final Accounts (Simple Problems only)

UNIT II

Cost Accounting – Preparation of cost sheet – Computation of EOQ and Material Level Setting – Pricing of material issues (FIFO, LIFO, SAP & WAP methods only) – Labour remuneration – Piece Rate system (Straight Piece rate & Taylors Differential Piece Rate), Time Rate System – Bonus plans.

UNIT III

Financial Statement Analysis – Comparative and Common Sized Balance Sheets – Trend Analysis & Interpretation – Ratio Analysis (Simple Problems only)

UNIT IV

Budgeting and Budgetary Control – Types of budgets (Cash Budget & Flexible Budgets only), Marginal Costing – Contribution – P/V Ratio – Estimation of Profits – Break-Even Charts

UNIT V

Fund Flow Analysis, Cash Flow Analysis (Simple Problems with 2 adjustments only)

Books for Reference:

6. P.S. BoopathiManickam, Financial & Management Accounting, PSG Publication, 2008
7. Kuppapally, Accounting For Managers, Eastern Economy Edition, 2009
8. N. Premavathy & M. Inbalakshmi, Financial Management, Sri Vishnu Publications, 2008
9. Dr S N Maheshwari, Financial Accounting For BBA, Kitabmahal Publications
10. I M Pandey, Management Accounting, Kitabmahal, Publications

INTRODUCTION TO BUSINESS LAW

This course is aimed at imparting a thorough knowledge on Business laws.

This course covers Contract Act, contract of indemnity and contract of guarantee, bailment and pledge, Contract of agency and Sale of Goods Act.

UNIT I

Contract Act (Sections 1 to 75) Essentials of a Valid Contract – Proposal – Acceptance Communication- Revocation – Consideration – Capacity of Parties – consent-coercion – Undue Influence – Fraud – Misrepresentations –Mistake – Void Agreements – Illegal Unlawful Agreements – Contingent Contract – Breach of Contract – Remedies for Breach of Contract – Agreements opposed to Public policy.

UNIT II

Contract of indemnity and Guarantee (Sec. 124 to 129 & 140 & 143) Contract of indemnity and Contract of Guarantee – Distinction between Contract of Guarantee – Extent of Liability of Surety, Co- Surety, Rights of Surety, Discharge of Surety- Continuing Guarantee – Rights of Guarantor against debtor – Contract of Guarantee – Quasi Urberimaefidei .

UNIT III

Bailment and Pledge (Sec.148 to 181) Essentials – Duties of Bailor and Bailee – Termination of Bailment – Common Carriers as Bailee – Pledge – Rights and Duties of Pledge – Pledge by Non owners – Pledge Distinguished from Mortgage, Lien, Hypothecation and sale.

UNIT IV

Contract of Agency-classification of agents – creation of Agency-liabilities of the Principal towards Third Parties – Revocation – termination of Agent’s Authority as to third persons –duties of principal-rights of principal-duties of agents – rights of agents –delegation of authority of agents –personal liability of an agents –termination of Agency

UNIT V

Sale of Goods of Act (Sec 1 to 62) Definitions- goods- Formation of contract of sold – Distinction between sale and agreement to sell- Sale and Hire purchase – Essentials of Sale – Quasi Contract of Sale of Goods – Rights and Duties of Seller and Buyer – Rights of An Unpaid Seller – Suits for Breach of Contract.

Books for reference:

1. P C Tulsian, Business Law, 2nd edition, Tata McGraw-Hill Education, 2000
2. VivekKatdare, Text Book of Business Law, Vision Publications
3. MS. Pandit, ShobhaPandit, Business Law, Himalaya Publishing House
4. Dr S N Maheshwari& Dr S K Maheshwari, Business Law, Himalaya Publishing House,

INDUSTRIAL LAW

Industrial Law course is developed with the objective of educating students on various industry related disputes and to equip them to take right decisions legally.

This course covers Factories Act, Industrial Disputes, Workmen Compensation Act, Payment of Bonus Act and Employees Provident Fund Act.

UNIT I

The Factories Act (Sec 1 to 84) Preliminary – The Inspecting staff – Health, Safety and Welfare of Workers – Working Hours of Adults – Employment of Women and Young persons- Leave with Wages.

UNIT II

Industrial Disputes Act 1947 – Definition – What is an Industrial Dispute Sec 2(K) Sec 2a – Lay Off – Lockout – Strike – Retrenchment – Closure and Transfer of Undertaking – Difference between Lockout and Lay Off , Retrenchment and Closure , Lock –Out and Closure – Lockout and Retrenchment – Unfair Labour Practice – Authorities –Procedure and Powers of Authorities – Reference to Arbitration Conciliation Machinery – Adjudication Machinery – Labour Courts – Industrial Tribunal – National Tribunal – Reference of Disputes to Boards , Courts or Tribunals and Voluntary Reference.

UNIT III

The Workmen’s Compensation Act – Nature and Scope – Definitions – Workmen’s Compensations – Employ’s Liability – Meaning of Accident Compensation Permanent – Partial and Temporary – Disablement – Compensation of Half Month Payment (Table Not Necessary).

UNIT IV

The Payment of Bonus Act 1965 – Object – Application – Definitions – Methods of Computing Gross Profits – Payment of Bonus – Importance.

UNIT V

The Employees Provident Fund Act 1952.

Boos for Reference:

1. Tulsian, Business & Industrial Law, Tata McGraw-Hill Education, 2006
2. B. S. Moshal, Business & Industrial Law, Ane Books Pvt. Ltd. 2008
3. AnshuS.Vyas, A Text Book of Business & Industrial Law, Vision Publications
4. SK. Aggarwal& K. Singhal, Business & Industrial Laws, Galgotia Publications, 2008

CORPORATE LAW

The students are oriented on the practices regarding the day to day functioning of any company with the help of Corporate Law in Indian Territories.

This course envelops the fundamentals of a company, distinction between public and private companies, company formation & incorporation, company registration, prospectus, issue of shares, shareholders and their rights, commencement of meetings, etc.

UNIT I

Introduction- Meaning – Scope – Features of Company –Kinds of Companies – Classification on the Basis of Incorporation, Control, Liability, Ownership, Number of Members – Private Company – Public Company – Distinction Between Private and Public Company – Special Privileges of Private Company- Conversion of Private Company into Public Company.

UNIT II

Formation of Company- Incorporation – Documents to be filed with registrar – Certificate of Incorporation – Effects of Registration – Promoter – Preliminary Contracts- Memorandum of Association: Meaning – Contents – Alteration of Memorandum – Doctrine of Ultra Vires – Articles of Association: Meaning – -Contents – Articles and Memorandum their relation – Constructive Notice – Doctrine of Indoor Management– Prospectus- Definition – Contents – misstatement in Prospectus and their Consequences – Statement in Lieu of Prospectus –Minimum Subscription.

UNIT III

Shares- Definition – Nature – Types – Stock and Shares – Application and Allotment – Calls on Shares – Share Certificate and Share Warrant – Transfer – Transmission – Lien – Surrender of shares. Share Capital- Meaning – Kinds – Alteration – Reduction – Reorganisation of Share Capital, Membership – Member and Shareholder – Who can become a member – Rights – Liability of Members – Cessations of Membership Registration and Index of Member – Annual Return.

UNIT IV

Company Management – Meaning of Company Management – Directors – Definition – Number of Directors – Appointment - Share Qualification – Rights –Duties – Liable – Disqualification's – Removal of Directors – Managing Directors – and Manager, Winding Up – Meaning – Modes of Winding Up – Winding Up by the Court – voluntary Winding up – Members Voluntary – Creditors Voluntary Winding up – Winding Subject to the supervision of the Court, Liquidator – Appointment – Duties – Powers – Liabilities of Liquidator.

UNIT V

Meetings and proceedings – Company Meetings – Meaning of Shareholders – Statutory Meeting – Statutory report – Annual General Meeting – Extraordinary Meetings – Class Meetings – Meetings of Directors – Requisites of a Valid Meeting – Proper Authority – Notice of Meeting Quorum – chairman – Minutes of Meeting.

Books for Reference:

1. Mrs.SubhadaTamhankar,Prof.Umesh Kulkarni, Elements of Company Law, Vision Publications
2. N.D.Kapoor, Elements of Company Law, Sultan Chand & Sons, 2011
3. N.K.Jain, Corporate Laws - Administration and Management, Neha Publishers & Distributors, 2006
4. A.K.Majumdar&Dr.G.K.Kapoor, Company Law, Taxmann, 2012

QUESTION PATTERN

QUESTION PATTERN FOR FUNCTIONAL ENGLISH

Time: 3 Hours

Max: 75

Marks

SECTION – A

Answer ALL Questions **10 x 2 = 20 Marks**

(Simple exercises like, changing tenses, voice, correction the wrong statements, vocabulary and punctuations)

SECTION – B

Answer any 4 Questions (Out of 6) 4 x 5 = 25 Marks

SECTION – C

Answer any 3 Questions (Out of 5) 3 x 10 = 30 Marks

QUESTION PATTERN FOR THEORY PAPERS

Time: 3 Hours

Max: 75 Marks

SECTION – A

Answer any EIGHT Questions (Out of 12) 8 x 3 = 24 Marks

SECTION – B

Answer any THREE Questions (Out of 5) 3 X 9 = 27 Marks

SECTION – C

Answer any TWO Questions (Out of 3) 2 x 12 = 24 Marks

QUESTION PATTERN FOR PROBLEM PAPERS

Time: 3 Hours

Max: 75 Marks

SECTION – A

Answer any EIGHT Questions (Out of 12) **8 x 3 = 24 Marks**

(8 Theories + 4 Small Problems)

SECTION – B

Answer any THREE Questions (Out of 5) **3 X 9 = 27 Marks**

(1 Theory + 4 Problems)

SECTION – C

Answer any TWO Questions (Out of 3) **2 x 12 = 24 Marks**

(3 Problems)

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