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

<table>
<thead>
<tr>
<th>Programme</th>
<th>Year</th>
<th>Total No. of Courses</th>
<th>Course (Subject) Name</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG DIPLOMA IN CORPORATE, COMMERCIAL &amp; INDUSTRIAL LAW</td>
<td>I</td>
<td>5</td>
<td>Functional English for Business Communication</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial &amp; Management Accounting</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Introduction to Business Law</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Industrial Law</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corporate Law</td>
<td>100</td>
</tr>
</tbody>
</table>

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

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

UNIT V

Books for Reference:
6. RSN Pillai, Bagavathy, Business correspondence and Office Methods, S Chand Publishers, New Delhi, 2006
8. Shaily V. Asthana, English, Vision Publications

688
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

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:

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.


UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

Books for reference:

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


UNIT III


UNIT IV


UNIT V

The Employees Provident Fund Act 1952.

Boos for Reference:
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

UNIT II

UNIT III

UNIT IV

UNIT V

Books for Reference:

1. Mrs.Subhada Tamhankar, Prof. Umesh Kulkarni, Elements of Company Law, Vision Publications
2. N.D. Kapoor, Elements of Company Law, Sultan Chand & Sons, 2011
QUESTION PATTERN

QUESTION PATTERN FOR FUNCTIONAL ENGLISH

Time: 3 Hours
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
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
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)

* * * * * * *