

| Sem. | Course Code | Core VIII:<br>Business law, Ethics<br>and Communication | Total Marks: 100 |            | Hours Per Week | Credits |
|------|-------------|---|------------------|------------|----------------|---------|
| III  | 17UAGCT304  |   | CIA: 25          | ESE:<br>75 | 4              | 4       |

**Objective:**

To test the working knowledge of Business law, Company law and their practical applications and also to understand their ethical issues then to develop the communication skills in relation to business.

**Course Outcome:**

On Completion of this course student will be able to

CO1 Procure knowledge on Limited Liability Partnership Act.

CO2 Understand about the computerized environment in Company Law.

CO3 Promote the Ethical Behaviour in Business Environment

CO4 Understand effects of pollution and Resource Depletion in business Environment

CO5 Learn to build an innovation friendly organization.

**Unit I:**

Business Law: The Limited Liability Partnership (LLP) Act, 2008: Introduction- Nature and Scope - Essential features - characteristics of LLP - Incorporation and differences with other forms of organizations.

**Unit II**

Company Law: Shares – Kinds of Shares – Difference between Preference shares & Equity Shares – Voting rights of Share holders - Company law in computerised environment – MCA (Ministry of Corporate Affairs) – Overview – Key benefits of MCA – Services available on MCA – Organisation of ROC office under MCA

### Unit III

Business Ethics: Principles of Business Ethics – Nature of Ethics – Five sources of Ethical standards – Need – Benefits of Business Ethics. Corporate Governance and Corporate Social Responsibility – Benefits of good Corporate Governance – Need for CSR - Responsibility. Work place Ethics – Factors influencing Ethical Behaviour at work – Guidelines for managing ethics in the workplace.

### Unit IV

Environment and Ethics: Pollution and Resource Depletion – Eco-friendly business practices – Ethics in Marketing and Consumer Protection – Healthy competition and protecting consumer's interest – Ethics in Accounting and Finance – Creating an Ethical Environment – fundamental principles relating to Ethics.

### Unit V

Business Communication: Communication Basics – Elements involved in the process of Communication – Formal – Informal – Barriers to effective Communication – Guidelines for effective Communication - Various forms of Non-verbal Communication – Active listening – Guidelines – Effective Communication as aid in organisation wide change.

#### Text book:

Munish Bhandari, A handbook of Law, Ethics and Communication, Bestword Publication Pvt., ltd., New Delhi, 2015

#### Books for reference:

1. M.P.Vijaykumar, Business Law, Ethics and Communication, Snow white Publication, 2016.
2. ICAI material.

| QUESTION PAPER PATTERN                      |  |  |
|---|--|--|
| SECTION - A                                 | SECTION - B                            | SECTION - C                            |
| 10 x 1 = 10 Marks<br>(Multiple Choice, Four | 5 x 7 = 35 Marks<br>(Either or choice) | 3 x 10 = 30 Marks<br>(Answer any three |

|  |                              |   |
|--|------------------------------|---|
| options)<br>Two questions from each unit | Two questions from each unit | Questions)<br>One Question from each unit |
|--|------------------------------|---|

| Sem. | Course Code | Core X:Advanced Auditing and Professional Ethics | Total Marks: 100 |         | Hours Per Week | Credits |
|------|-------------|--|------------------|---------|----------------|---------|
| IV   | 17UAGCT402  |  | CIA: 25          | ESE: 75 | 5              | 4       |

**Objective:** To create interest in the minds of students towards auditing profession.

**Course Outcome:**

On Completion of this course student will be able to

- CO1 Acquire knowledge in auditing of various institutions.
- CO2 Understanding the usefulness of cost audit and discuss the concepts of management audit.
- CO3 Identify knowledge about the rights and duties of company auditor.
- CO4 Demonstrate the specialized audit about various companies.
- CO5 Understand professional knowledge and ethics in auditing

**Unit I**

Audit of different types of undertakings – Educational institutions- charitable institutions - Hotels and Hospitals - Comptroller of Audit General –Rights and duties of Comptroller and Auditor General of India.

**Unit II**

Cost Audit: Introduction – Definition – purpose of cost audit. Conditions, objectives and steps in cost audit. Cost audit programme, report and its requirement. Management Audit: Definition – objectives of management audit. Distinction among various audits. Management audit programme and report.

**Unit III**

Audit of limited companies: Company Auditor: Qualifications and disqualifications – Appointment and Reappointment of Auditors – Removal of Auditors – Rights, liabilities and Duties of Company Auditor – Remuneration of Auditors-Joint Auditors- Statutory Report.

**Unit IV**

Specialized Audits: Banking Companies – Insurance Companies – Partnership Firms – Cinemas – Clubs – Publishers – Cooperative Societies and NGO’s. Steps - Audit of income, expenditure, assets and liabilities.

**Unit V**

Ethics: Perspective – Introduction to ethics – nature, scope, importance and purpose of ethics – business ethics – theories of business ethics. Human values and professional ethics – ethical dilemmas in business – ethical decision making – code of ethics- Audit standards-International Accounting and Audit Standards.

**Text books:**

- 1.Dinkar Pagare, Principles and Practice of Auditing, Sultan Chand & Sons. Edition 2013. (Unit I ,II and III )
- 2.Dr.S.S.Khanka, Business Ethics and Corporate Governance (Principles and Practices), Vikas Publishing House.(Unit IV and V)

**Books for Reference:**

- 1 .BN.Tandon, S.Sudharsanam, S.Sundharababu, A hand book of Practical Auditing, S.Chand & Co Ltd.
2. CA Surbhi Bansal, Advanced Auditing and Professional Ethics, Bestword Publications Pvt Ltd
3. Biswanath Ghosh, Ethics in Management and Indian Ethos, Vikas Publishing House.

| <b>QUESTION PAPER PATTERN</b>   |   |   |
|---|---|---|
| <b>SECTION - A</b>  | <b>SECTION - B</b>  | <b>SECTION – C</b>  |
| <b>10 x 1 = 10 Marks</b><br>(Multiple Choice, Four options)<br>Two questions from each unit | <b>5 x 7 = 35 Marks</b><br>(Either or choice)<br>Two questions from each unit | <b>3 x 10 = 30 Marks</b><br>(Answer any three Questions)<br>One Question from each unit |

