

Course related to Professional Ethics

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

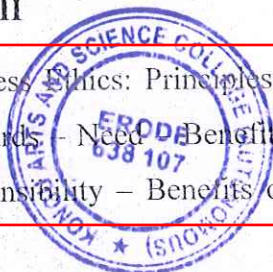
Business Law: The Limited Liability Partnership (LLP) Act, 2008: Introduction- Nature and Scope - Essential features - characteristics of LLP - Incorporation and differences with other forms of organizations.

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.



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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:

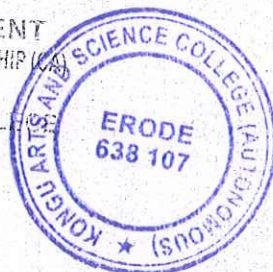
Munish Bhandari, A handbook of Law, Ethics and Communication, Bestword Publication Pvt., ltd., New Delhi, 2015


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 (Multiple Choice, Four options) Two questions from each unit	5 x 7 = 35 Marks (Either or choice) Two questions from each unit	3 x 10 = 30 Marks (Answer any three Questions) One Question from each unit


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