

M.Com - I
Semester No. II
0901203 Corporate Governance, Business Ethics and
Communication

Course Content:

Module No.	Topics / Chapters Name
I	<p>Corporate Governance</p> <ul style="list-style-type: none"> • Basic understanding of CG, CG practices in India, U.S.A., U.k , Japan and Germany • Tools for Corporate Governance: <ul style="list-style-type: none"> (a) Cost audit methodology and CG (b) Internal Audit for CG (c) Statutory Audit for CG (d) Introduction to E Governance and XBRL
II	<p>Essential of Corporate Law</p> <ul style="list-style-type: none"> • COMPANY FORMATION Introduction-Definition-Kinds of Companies- Public Co. & Private Co.- Illegal Association - Memorandum of Association (MOA)- Doctrine of Ultra Vires - Articles of Association (AOA)- Doctrine of Indoor Management - Prospectus- Promoters (Rights and Liabilities) - Preliminary Contracts. • COMPANY MANAGEMENT Directors: Appointment, Reappointment, Legal Position, Qualifications, Disqualifications, Removal and Resignation of Directors. • COMPANY MEETINGS AND PROCEDURES Kinds of Meetings – Statutory Meeting – Annual General Meeting – Extra Ordinary General Meeting - Notice- Agenda– Quorum – Proxy – Resolution – Minutes • COMPANY WINDING UP Provisions of Winding up – Compulsory (By the order of the Court) and Voluntary Winding up. <p>Overall view of Latest Provisions of Company Law.</p>

III	<p>Business Ethics Introduction to Business Ethics</p> <ul style="list-style-type: none">• Ethics in Work place• Ethics in Marketing and Consumer Protection• Ethics in Accounting and Finance• RTI Act (With reference to ethics)
IV	<p>Business Communication</p> <ul style="list-style-type: none">• Group Communication and team Building• Preparing and Making Presentations and Executive Summary• Elements of Communication• Basic understanding of legal deeds and documents