

BHARATHIAR UNIVERSITY – COIMBATORE – 641 046

M.PHIL CORPORATE SECRETARYSHIP

PAPER III – SPECIAL PAPER

1. CORPORATE MANAGEMENT – LAW AND PRACTICE

UNIT – I

Corporate Governance – concept of Corporate Governance in private and public enterprises – Emerging profile of a responsible company concept of public interest in Company Law institution of Directors composition of boards decision making of board and evaluation of boards effectiveness- Board committees and their functioning – constraints of effective Board Functioning – Socio-Political and legal aspects of Board’s responsibilities – shareholders democracy. Rationale of public sector in India – Forms and management of public enterprises.

UNIT – II

Capital Market – Structure of Indian Capital Market – New Issues Market – Stock Exchanges- Function – SEBI – role of SEBI in investors protection – OTCEI – National Stock Exchange.

UNIT – III

Financial Services – meaning, nature and types .Factoring, forfeiting credit cards- credit rating services- lease Financing and venture capital financing.

UNIT – IV

Management of Global Operations: Listing abroad – Joint ventures- Foreign Collaborations- Regulating Frame work for Export Trade Management.

UNIT – V

Sources of Long term Finance-Primary Market for Long term Securities in India- Financial Management in Public Sector Enterprises-Corporate Financial Models-Inflation and Financial Management.

Reference Books:

1. I.M.Pandey, Financial Management
2. Corporate Management – Sen Gupta.
3. Relevant Publications of Institute of Company Secretaries of India.
4. Financial Management.Theory and Practice- Prasanna Chandra
5. Laxmi Narain, Principles and Practice of public enterprises management.

2. HUMAN RESOURCE MANAGEMENT

UNIT – I

Human Resource Management – Meaning – Significance- Functions –Strategy and tactics-Evolution and Development of HRM- Job design-Job Analysis –Job description – Job specification.

UNIT-II

Recruitment-Definitions-Objectives, Corporate Mission-Objectives-strategies-tactics and recruitment-Sources and Techniques of recruitment. Selection, Placement and Induction- Human Resource Development: Conceptual Analysis.

UNIT-III

Performance Appraisal-Methods-System- Counselling – Managerial appraisal. Employee training-Learning and Teaching – Training methods- Training procedure-Evaluation of training Programme. Management development – career planning and development.

UNIT-IV

Internal Mobility and External Mobility-Organizational change and development-Job Evaluation – Wage and salary administration- Fringe Benefits-Human Relations.

UNIT-V

Globalization and Human Resource Management- Introduction- Impact on employment , Human Resource Development, Wages and Benefits, Trade Unions, Collective Bargaining, Participative Management and Quality Circles. Total Quality and Human Resource Management

REFERENCE BOOKS:

1. Essentials of Human Resource Management and Industrial Relations – P.Subba rao.
2. Human Resource Management – L.M.Prasad.

3. ECONOMIC LAW AND PRACTICE

UNIT – I

The Industries Development and Regulation Act, 1951- Objects and definition, regulatory mechanism under the Act- registration and licensing of industrial undertakings, exemptions from licensing provisions; Central Governments power with regard to take-over of management of industrial undertakings – investigation and take-over of management- effects of central Governments orders- offences and penalties- miscellaneous provisions.

UNIT – II

Foreign Exchange Management Act, 1999- Definition- Regulation and management of Foreign Exchange –Dealing, Holding current and capital account transaction- Export of goods and services, realization and exception, Authorised person – RBI Powers, penalties, Appeal of enforcement.

UNIT – III

The Consumer Protection Act, 1986- objects – definitions- rights of consumers under the Act – nature and scope of remedies.

UNIT – IV

Trademark Act 1999- Meaning- Definition- Functions-uses-Essential features of trademark- Registration of Trademark-Different types of trademark. Service mark - well known mark, collective mark. TRIPS Agreement of the WTO. Powers and functions of Registrar-Effect of Registration-Infringement and Passing-off of action

UNIT – V

Patent-Introduction-TRIPS Agreement of WTO and patents-National law of patents- Historical Perspective of Law of Patents in India-Register of patents –Patent office and its establishment-Suits concerning Infringement of patents-Appeals to the Appellate Board- Penalties.

Reference Books:

1. Relevant Publications of Institute of Company Secretaries of India.
2. Handbook of Consumer Protection Law- Dr.K.R.Chandratre, published by vidhi publishing, New Delhi.
3. Law of Intellectual Property – Dr.S.R.Myneni, Published by Asia Law House, Hyderabad.
4. Intellectual Property Rights and the Law – Dr.G.B.Reddy, Published by Gogia Law Agency, Hyderabad
