

PREFACE

It gives us immense pleasure to present this book on “Business Management, Ethics and Communication” for students pursuing Company Secretary Foundation Course under the new system of examination which has commenced from December, 2012.

This book covers Part A (Business Management), Part B (Business Ethics) and Part C (Business Communication) of the paper “Business Management, Ethics and Communication” of the Professional Competency Course.

From the study point of view, the contents of the chapters are presented in the form of bullet points with suitable sub-headings to make learning and revision easy. The subject matter is made simple and graspable which itself makes the study material “self-explanatory”. This book contains a large number of multiple choice questions to enable the students to have thorough practice in the subject.

We are thankful to the Director, CAPS for giving us this opportunity and creating a new avenue of experience for us.

We are also thankful to our colleagues Mrs. Shreeji Kurup Ms. Deepika Telang and our family members for their constant guidance and support.

We offer our heartfelt thanks to CAPS, Nagpur for making special endeavour in bringing out this edition.

Last but not least, we are thankful to the publishing house, Taxmann for their support and expertise in successfully publishing of this book.

We sincerely hope that this book will be highly useful to the students Company Secretary Foundation Course. Comments and suggestions relating to the present work will be highly welcome in the process of improving it.

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