

Rama University Uttar Pradesh, Kanpur



Ref: RU/FJS/

Dated: 25/05/2015

Faculty of Juridical Sciences

Minutes of Meeting

Board of Studies

A meeting of Boards of Studies of Faculty of Juridical Sciences held on **25 May, 2015** in Director Office. The following members were present:

1. Prof. S. K. Singh - Chairperson *S.K. Singh*
2. Mr. Manoj Singh. - Member *Manoj*
3. Mr. Abhishek Singh - Member *Abhi.*
4. Mr. Praveen Kr. Mall- Member *Praveen*

The following members agreed to review the minutes in Kanpur

1. Prof. Dr. C.P. Singh - External Member *C.P. Singh*
2. Prof. Dr. Priti Saxena - External Member *Priti*
3. Prof. Dr. Sephali Yadav - External Member *Syadav*

Agenda:

1. Approval of BALLB curriculum
2. Approval of BBALLB curriculum
3. Approval of LLB curriculum
4. Approval of one year LLM curriculum

1. Action Taken Report (ATR) on the basis of feedback given by stakeholder and expert.

The BOS committee confirmed and approved the feedback as well as action taken by syllabus prepare committee.

2. Introduce the programs and their curricula

S. No.	Item No.	Existing	Recommendation /Action Taken
1	Approval of BALLB program	-----	Ordinances and course structure of B.A.LL.B Approved (Annexure-1).

2	Approval of BALLB program	-----	Ordinances and course structure of B.B.A.LL.B. Approved (Annexure-2).
3	Approval of LLB program	-----	Ordinances and course structure of LL.B. three year Approved (Annexure-3).
4	Approval of one year LLM program	-----	Ordinances and course structure of LL.M. one year and two years Approved (Annexure-4).

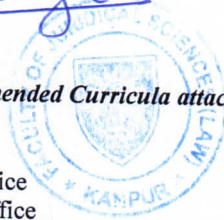
3. Any other issue with the permission of the Chair: No

The meeting concluded with a vote of thanks to the chair.

Date of the Next Meeting: to be decided and conveyed later

S. K. Singh

(Chairman)



Encl.: Recommended Curricula attached for consideration and approval.

CC:

1. Registrar Office
2. Academic Office

P. Singh *Abhi.* *Priti*
C. P. Singh *S. Yadav* *M. C.* *S. Singh*
Manoj *S. Yadav*

RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Arts & Bachelor of Laws (B.A.LL.B.)



Program Outcomes (POs)

PO1. Increase awareness about the socio-economic, historical, political and cultural environment and become socially responsible citizens

PO2. Enable students to understand how law affects and is affected by individuals, organizations, markets, societies and other disciplines;

PO3. Describe the structure and function of the Indian legal system

PO4. Demonstrate an advanced understanding of the conceptual foundations of law within the humanistic intellectual tradition

S. Chugh Abhi.

Priti C.P. Singh

Syadav

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences



Program: Bachelor of Arts & Bachelor of Laws (B.A.LL.B.)

Programme Educational Objectives (PEO)

PEO 1: Be able to develop analytical and research skills

PEO 2: Be equipped with the sense of commitment towards their societal assignments

PEO 3: Learn the law and legal principles in a variety of subject areas as well as understand legal procedures and practices.

PEO 4: Analyse legal problems, correctly applying the applicable law.

PEO 4: Function effectively with the computer technology used in practice and be prepared to adapt to ever-changing technological advances.

PEO 5: Display effective oral communication skills to be used with clients, attorneys, witnesses, and other stakeholders.

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S. Yadav

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Arts & Bachelor of Laws (B.A.LL.B.)



Program Specific Outcomes (PSO)

PSO: 1 To make students employable.

PSO: 2 To motivate the students for higher studies and research.

PSO: 3 To motivate students to cope up with the complex challenges in the arena of law.

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Arts & Bachelor of Laws (B.A.LL.B.)

Report on Feedback on Curriculum by Stakeholders (2015-2016)

- The external experts reviewed the syllabus and suggested that E-Offer was the latest law and it should be updated.
- The alumni recommended concentrating more on legal skills in professional development.
- The faculty suggested including concept of Legal communication approach in the syllabus.

S. K. Singh
BOS Chairman

S. K. Singh
Dean

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Arts & Bachelor of Laws (B.A.LL.B.)

Action Taken Report based on Feedback at BOS held on 25/05/2015

- The concept of E-Offer was reviewed and updated with the latest syllabus.
- The legal skill development of various courses like Extension lectures on personality development etc was included with the professional development.
- Concept of Entrepreneurship-Concept & Nature was included.

S.K. Singh

BOS Chairman

S.K. Singh

Dean



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RAMA UNIVERSITY UTTAR PRADESH, KANPUR



Faculty of Juridical Sciences

Program: Bachelor of Business Administration & Bachelor of Laws (BBALLB)

Programme Educational Objectives (PEO)

PEO 1: Should be able to stimulate compassion and creativity in the field of legal profession.

PEO 2: Strengthen intellectual growth and the capacity to develop ingenious and conscientious solutions to unique and varying tribulations of society and business environment.

PEO 3: Acquire leadership capabilities necessary for the competent practice of law and lifelong learning in practice

PEO 4: Pursue advanced education, research and development, and other innovative and pioneering efforts in the field of law.

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S. Yadav

Ravi

C.P. Singh

RAMA UNIVERSITY UTTAR PRADESH, KANPUR



Faculty of Juridical Sciences

Program: Bachelor of Business Administration & Bachelor of Laws (BBALLB)

Program Outcomes (POs)

- PO1.** Establish as legal professionals to take up responsibilities in legal/corporate arena.
- PO2.** Demonstrate a clear understanding of law and its underlining principles with conceptual clarity.
- PO3.** Apply the knowledge and principles into real-life/ practical situations and to find solutions that are legal and valid.
- PO4.** Defend and uphold democratic spirit and constitutional values and fight for them within and outside the Court.
- PO5.** Apply the knowledge of Management science to solve of complex business problems specifically with respect of financial services sector.
- PO6.** Formulate innovative approach to business problems resolution and identifying & tapping new opportunities in the market place.

Man Abhi. Diti S. Yadav Poo
C.P. Singh

RAMA UNIVERSITY UTTAR PRADESH, KANPUR



Faculty of Juridical Sciences

Program: Bachelor of Business Administration & Bachelor of Laws (BBALLB)

Program Specific Outcomes (PSO)

PSO 1 Students will be able to demonstrate conceptual knowledge in core areas of business administration.

PSO 2 Students will be able to demonstrate integrated knowledge of legal principles and business administration.

PSO 3 Students will be able to exhibit skills in practices and procedures of corporate laws

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Business Administration & Bachelor of Laws

Action Taken Report based on Feedback at BOS held on 25/05/2015

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- Concept of Entrepreneurship-Concept & Nature was included.

S.K. Singh

BOS Chairman

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Business Administration & Bachelor of Laws

Report on Feedback on Curriculum by Stakeholders (2015-2016)

- The external experts reviewed the syllabus and suggested that E-Offer was the latest law and it should be updated.
- The alumni recommended concentrating more on legal skills in professional development.
- The faculty suggested including concept of Entrepreneurship-Concept & Nature in the syllabus.

S.K. Singh

BOS Chairman

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR



Faculty of Juridical Sciences

Program: Bachelor of Laws (LL.B.)

Program Outcomes (POs)

- PO1.** To acquire & apply legal knowledge to the complex Socio-legal problems.
- PO2.** Make students eligible to practice in Courts, Industries, Companies as legal practitioner.
- PO3.** To possess professional skills required for legal practice such as Argument, Pleading, drafting, convincing etc.
- PO4.** To understand and apply principles of professional ethics of legal profession.
- PO5.** To develop legal research skills & legal reasoning and apply it during programme & in Legal practice.
- PO6.** To develop an attitude of self-reflection while learning & Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of changing legal contexts.
- PO7.** To provide a platform of self-employability by developing professional skills in legal industry.
- PO8.** To develop leadership qualities amongst students.
- PO9.** To make awareness about Constitutional legislative & societal transformation in society & to develop clinical abilities.

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Laws (LL.B.)



Programme Educational Objectives (PEO)

PEO 1: To provide the best education, training and knowledge resources for the preparation of the legal minds and professionals of tomorrow

PEO 2: To develop talented individuals with fully developed theoretical and practical knowledge of the law as well as excellent leadership capabilities to provide quality service to all, in all spheres of endeavor and in all circumstances

PEO 3: To provide students breadth, expertise and a foundation for professional practice.

PEO 4: To develop fundamental in-depth knowledge and understanding of: the principles, concepts, values, substantive rules and development of the Indian legal system and core areas of business law.

PEO 5: To provide our graduates with self-confidence, knowledge, understanding and skills that will provide added benefit to them as individuals, to the legal profession and to society as a whole.

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Laws (LL.B.)



Program Specific Outcomes (PSO)

PSO 1: Acquire advance knowledge in the specific field of law chosen for the specialization.

PSO 2: Interpret And Analyze the legal and social problems and work towards finding solutions to the problems by application of laws and regulations.

PSO 3: Students are equipped with the knowledge of teaching methods through the subject on Teaching Pedagogy thereby enabling them to enter the teaching profession.

PSO 4: Through compulsory research component in the form of Dissertation, the students learn to conduct research study.

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Bachelor of Laws (LL.B.)

Report on Feedback on Curriculum by Stakeholders (2015-2016)



- The external experts reviewed the syllabus and suggested that E-Offer was the latest law and it should be updated.
- The alumni recommended concentrating more on legal skills in professional development.
- The faculty suggested including the Idea of Justice in the syllabus.

S.K. Singh

BOS Chairman

S.K. Singh

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Abhi. ^{Dr. H.} S. Yadav Pan
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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

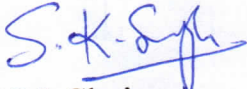



Faculty of Juridical Sciences

Program: Bachelor of Laws


Action Taken Report based on Feedback at BOS held on 25/05/2015

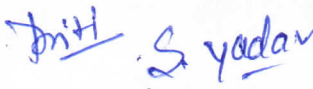
- The concept of E-Offer was reviewed and updated with the latest syllabus.
- The legal skill development of various courses like Extension lectures on personality development etc was included with the professional development.
- Concept of the Idea of Justice was included.

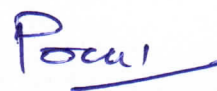

BOS Chairman


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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)



❖ **BUSINESS AND CORPORATE LAW (LL.M. 1 YEAR)**

Programme Educational Objectives (PEO)

PEO 2: Adopt lifelong learning philosophy for continuous improvement.

PEO 3: Cultivating Professional Identity.

PEO 4: Fostering Professional Ethics.

PEO 5: Gaining Insight into the corporate Law in different Legal System.

PEO 6: Promoting Cultural Competency.

PEO 7: Encouraging Lifelong Learning and Professional Reflection.

PEO 8: Promote student to Learning to Work Collaboratively.

Man Abhi. Dr. H Syadar Ravi
C.P. Singh

RAMA UNIVERSITY UTTAR PRADESH, KANPUR



Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)

❖ **BUSINESS AND CORPORATE LAW (LL.M. 1 YEAR)**

Program Outcomes (POs)

PO2. Solve legal problems by applying foundational knowledge of the rules regulating the legal profession.

PO3. Identify and apply relevant legal authority.

PO4. Communicate clearly in speech and writing.

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)

Program Specific Outcomes (PSO)

PSO 1: Acquire advance knowledge in the corporate field of law.

PSO 2: Interpret And Analyze the law relating to business and work towards finding solutions to the problems by application of business laws and regulations.

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Dr. P. Singh

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR



Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)

❖ **CONSTITUTION & ADMINISTRATIVE LAW (LL.M.1 YEAR)**

Programme Educational Objectives (PEO) of LL.M. (1 Years)

PEO 2: Adopt lifelong learning philosophy for continuous improvement.

PEO 3: Cultivating Professional Identity.

PEO 4: Fostering Professional Ethics.

PEO 5: Gaining Insight into the corporate Law in different Legal System.

PEO 6: Promoting Cultural Competency.

PEO 7: Encouraging Lifelong Learning and Professional Reflection.

PEO 8: Promote student to Learning to Work Collaboratively.

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)



Program Outcomes (POs) of LL.M. (1 Years)

- PO2.** Solve legal problems by applying foundational knowledge of the rules regulating the legal profession.
- PO3.** Identify and apply relevant legal authority.
- PO4.** Communicate clearly in speech and writing.


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C.P. Singh

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)



Program Specific Outcomes (PSO) of LL.M. (1 Years)

PSO 1: Acquire advance knowledge in the corporate field of law.

PSO 2: Interpret And Analyze the law relating to business and work towards finding solutions to the problems by application of business laws and regulations.

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)



❖ **CRIMINAL & SECURITY LAW (LL.M. 1 YEAR)**

Programme Educational Objectives (PEO) of LL.M. (1 Years)

PEO 2: Adopt lifelong learning philosophy for continuous improvement.

PEO 3: Cultivating Professional Identity.

PEO 4: Fostering Professional Ethics.

PEO 5: Gaining Insight into the corporate Law in different Legal System.

PEO 6: Promoting Cultural Competency.

PEO 7: Encouraging Lifelong Learning and Professional Reflection.

PEO 8: Promote student to Learning to Work Collaboratively.

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Dr. S. Yadav

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)



Program Outcomes (POs) of LL.M. (1 Years)

PO2. Solve legal problems by applying foundational knowledge of the rules regulating the legal profession.

PO3. Identify and apply relevant legal authority.

PO4. Communicate clearly in speech and writing.

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Master of Laws (LL.M.) (1 Years)



Program Specific Outcomes (PSO) of LL.M. (1 Years)

PSO 1: Acquire advance knowledge in the field of Criminal & Security law.

PSO 2: Interpret And Analyze the law relating to Criminal & Security law and work towards finding solutions to the problems by application of business laws and regulations.

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C.P. Singh

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RAMA UNIVERSITY UTTAR PRADESH, KANPUR

Faculty of Juridical Sciences

Program: Master of Laws (LL.M.)



Action Taken Report based on Feedback at BOS held on 19/05/2016

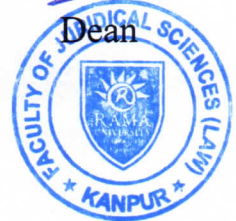
- The concept of biological diversity Act 2002 reviewed and updated with the latest syllabus.
- The research skill development of various courses like Legal survey and law reforms etc were included with the professional development.
- Corporate Personality was included.

S. A. Singh

BOS Chairman

S. K. Singh

Dean



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RAMA UNIVERSITY UTTAR PRADESH, KANPUR



Faculty of Juridical Sciences

Program: Master of Laws (LL.M.)

Report on Feedback on Curriculum by Stakeholders (2015-2016)

- The external experts reviewed the syllabus and suggested that biological diversity Act 2002 was the latest research area and it should be updated.
- The alumni recommended concentrating more on research skills in professional development.
- The faculty suggested that including Corporate Personality in the syllabus.

S.K. Singh

BOS Chairman

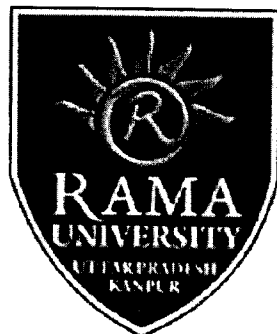
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FACULTY OF JURIDICAL SCIENCES

RAMA UNIVERSITY, KANPUR



THE REGULATION & SYLLABUS

FOR

B.B.A. LL.B.

w.e.f. Academic session 2015-16

B.B.A.LL.B.

ORDINANCE, RULES, REGULATIONS & SYLLABUS

OF

B.B.A.LL.B

For

First to Tenth Semester

(With Effect from 2015–20 Academic Sessions)

RAMA UNIVERSITY UTTAR PRADESH
KANPUR**Regulations for the B.BA. LL.B. 5 Years Integrated Course under Semester System****Introduction**

Faculty of juridical Sciences, Rama University Uttar Pradesh, Kanpur is a mission oriented Institution. It is dedicated to nurturing students into leadership inculcating in them the intellectual and ethical values that will mould them into socially responsible professionals, proficient in the dynamic domain of Law. At present the legal study has become multidimensional as it requires not only study of law papers but their relations with sociological, political and economic aspects of the society too. For this purpose degree courses like law and management or Law and Social Sciences have assumed much importance in the corporate world. In consonance with this requirement Rama University Uttar Pradesh has introduced the scheme of five years double degree B.B.A.LL.B. Courses in accordance with the rules and regulations framed for the purpose by Bar Council of India.

Title

This regulation shall be called as “The Rama University Uttar Pradesh, Faculty of juridical Sciences Regulations Governing Five years B.B.A.LL.B. Degree Course”

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Duration of the Course

1. The Course shall consist of regular study for a minimum period of 10 semesters in five academic years, after +2.
2. The course of study shall be by regularly attending the requisite number of lectures, tutorials and practical training.
3. The 3rd, 5th, 7th and 9th semesters shall ordinarily be from 1st July to 31st December; however, the First semester shall ordinarily begin from 1st August. The remaining semesters shall be from 1st January to till 30th June subject to change, if any notified by the Vice Chancellor and other competent authorities; from time to time. The periods are inclusive of the time for examinations.

Instruction and Training

The course of study shall be by regularly attending the requisite number of lectures, tutorials and practical training. Instruction and training for the LL.B Five years course shall not be less than 30 class hours per week. 30 class hours shall include tutorials, moot court exercise provided, there shall be at least 24 lecture hours per week.

Each registered students shall have completed minimum of 8 weeks of internship during the final year of the course with Trial and Appellate Advocates, Judiciary, Legal Regulatory Authorities, other Legal Functionaries, Market Institutions, Law Firms, Companies and Local Self Government. All students shall at least go through for internship for four weeks out of said eight weeks with Trial and Appellate Advocates.

Each student shall keep internship diary in the form stipulated by the University and the same shall be evaluated by the Faculty member of the Staff each time. The total marks shall be assessed in the Final Semester of the Course stipulated under the Schedule appended to these Regulations.

Medium of Instruction

The medium of instruction and examination shall be in English only.

Number of seats

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Number of students to be admitted each year and the number of batches shall be decided and notified by the University from time to time; based upon the Rules, instructions and Notifications issued by The Bar Council of India and the Government of Uttar Pradesh.

Eligibility for admission

An applicant who has successfully completed Intermediate, Senior Secondary School course ('+2') or equivalent from a recognized University of India or outside or from a Senior Secondary Board or equivalent, constituted or recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the program of Five years double degree law courses.

Provided that applicants who have obtained + 2 Higher Secondary Pass Certificate after pursuing studies in distance or correspondence method shall also be considered as eligible for admission in the Integrated Five Years course.

Explanation

The applicants who have obtained 10 + 2 through open system directly without having any basic qualification for pursuing such studies are not eligible for admission in the law courses.

Prohibition to register for two regular courses of study

No student shall be allowed to simultaneously register for a law degree program with any other graduate or postgraduate or diploma or certificate course run by the same or any other University or an Institute for academic or professional learning excepting in the integrated degree program of the same institution.

Provided that any short period part time certificate course on language, computer science or computer application of an Institute or any similar course run by a Centre for Distance Learning of a University, however may be allowed with the prior permission of the Dean of the Law School.

Minimum marks in qualifying examination for admission

Bar Council of India will from time to time, stipulate the minimum percentage of marks not below 45% (without rounding) of the total marks in case of general category and OBC applicants and 40% of the total marks (without rounding) in case of SC and ST applicants, to be obtained

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for the qualifying examination, such as +2 Examination in case of Integrated Five Years' course for the purpose of applying for and getting admitted.

Provided that such minimum qualifying marks shall not automatically entitle a person to get admission into an institution, unless the applicant fulfills other institutional criteria notified by the institution/ University concerned or by the government concerned from time to time to apply for admission.

Procedure for Admission

At the relevant time admission to the course shall be governed by The Acts, rules, regulations, and notifications in force and issued by the Government, University and other statutory Authorities. Admission to the Course shall be made strictly on the basis of the merit of the Entrance Test.

Provided that while making admission to the course reservation policy of the Government of Uttar Pradesh governing admission to higher educational Institutions issued from time to time shall be applied

Fee

A student shall pay the fee prescribed by the University and the Government from time to time.

Age for Admission

Subject to the conditions stipulated by the University and the norms fixed by The Government of Uttar Pradesh on this behalf; the maximum age for seeking admission into a stream of integrated double degree Bachelor of law degree program, shall be decided by executive council of Rama University on the recommendation of Academic Council.

Semester system

The course leading to integrated double degree, shall be conducted in semester system in not less than 18 weeks in double degree integrated course with not less than 30 class-hours per week including tutorials, moot room exercise seminars and other practical. Provided there shall be at least 24 lecture hours per week.

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End Semester university examinations and attendance requirements

No student shall be allowed to take the university examinations at the end of each semester in a subject if the student concerned has not attended minimum of 75% of the classes held in the subject concerned as also in the moot court exercises, tutorials and practical training conducted in the subject taken together. Separate 75% attendance is also required in each of the compulsory clinical courses. The Vice Chancellor on the recommendation of the Dean of the faculty will have power to condone 15% attendance on appropriate ground.

Teaching & Evaluation

Teaching

The objective of classroom education is to awaken the curiosity of the student, generate habits of rational thinking in him, gear his mind to face the unfamiliar and train him to stand on his own. Classroom instruction helps the student in the organization and correlation of facts, comprehension of ideas and the creative use of knowledge.

The teacher also has the additional responsibility to make the student search for knowledge on his own and induce him to use additional facilities like the library, laboratory and the environment, to optimize his learning process. Self-study by the student would therefore form an important factor in the planning of teaching and evaluation. The student is required to cooperate and respond to this challenge.

Every course whether single-section or multi-section is conducted by a member of the faculty called instructor-in-charge, with the assistance, wherever necessary, of the required number of instructors who will be partners with him in meeting the full academic perceptions and organizational needs of teaching the course and evaluating the students. Wherever the instructor-in-charge is mentioned hereafter, it connotes the team of instructors, acting as one entity under his captainship.

The instructor-in-charge should make a comprehensive plan in respect of conducting the course even before the semester begins. In a multi-section course, all instructors must remain in continuous interaction in order to ensure a smooth operation of the course. While recognizing variations due to personal attitudes and styles, it is important that these are smoothened out so that the operation and grading in different sections in a course, indeed between courses across the faculty, are free from any seeming arbitrariness.

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At the beginning of class work, the instructor, in-charge/instructor must announce to his class/section through a Course Handout/Lesson Plan, the necessary information in respect of (i) the operations of the course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc); (ii) various components of evaluation, such as tutorials, laboratory exercises, home assignment, several quizzes/tests/examinations (announced or unannounced, open book or closed book), regularity of attendance, etc. (iii) the frequency, duration, tentative schedule, relative weightage etc., of these various components; (iv) the broad policy which governs decisions about make-up; (v) mid-semester grading; (vi) grading procedure (overall basis, review of border line cases, effect of class average etc.) (vii) Chamber consultation hours and (viii) other matters found desirable and relevant.

Evaluation Components

Teaching and evaluation form a unity of functions and operate in a climate of mutual understanding and trust. The different components of evaluation should be evenly spread out in the semester and would aim to draw out response from the student in regard to various attributes like spontaneous recall; ability to apply known concepts, capacity to work on his own, competence in conceptualized arguments, ability to face unknown situations etc. At least one of the components (examination) must be comprehensive enough to include the whole course and will be held at the end of the semester.

Mid-semester interim grading (usually for a weightage of about 40%) for each course will be announced to the students to facilitate them to know their current position relative to other students in that particular course. This grade alert may help the student improve his performance in the remaining components of evaluation. This will be done after one week of announcement of the results in Test II.

All written examinations are conducted at specified venues as per the pre-specified schedules. Examination schedules are announced to the students through course handouts and/or student circulars. The written examinations may consist of various types of questions such as multiple-choice questions, problems, short-answer questions, descriptive answer questions etc. The pattern and type of questions may vary depending on the nature of the course.

Evaluation Feedback

Just as evaluation is done in continuous manner, feedback should also be available in a continuous manner. Thus, the answer scripts must be promptly evaluated, shown to the students for them to obtain any clarification on their performance and returned to the students whenever practical. The performance of the students in the examination should be discussed in the class

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giving as much details as possible like the highest, lowest and average performances. Solutions with marking schemes are displayed soon after a test.

Attendance Policy

It shall be the responsibility of the individual student to attend all classes and to take prescribed quizzes, tests, examinations, etc., and to submit, properly and promptly all homework. A student must normally maintain a minimum of 75% attendance in each of the campus-based courses without which he shall be disqualified from appearing in the respective examinations. However, the Instructor in Charge/Instructor may consider the genuineness of the case and may recommend to the respective Dean to condone up to a maximum of 15% below the 75%. The Dean may recommend to the Vice Chancellor. The decision of Vice Chancellor shall be final. If a student misses first test due to low attendance and is not able to come up to 75% attendance till the middle of the semester he may withdraw from the course. However, if a student, who misses the first test due to low attendance, meets the requirement of minimum attendance by the middle of the semester, he may be given a make-up for the missed first test. If a student does not maintain requisite attendance by the end of the semester, his registration in that particular course may be cancelled and he would be required to repeat the course.

Make-up Policy

Any student who misses any component of evaluation for genuine reasons must directly approach the instructor- in- charge/ instructor with a request for make-up examination stating the reasons, prior to the commencement of the examination. If the instructor-in-charge is satisfied with the request, he may arrange as soon as possible a make-up examination for the component of evaluation which the student had missed. If, on rare occasion, a student anticipates a genuine difficulty in meeting the date of the component of evaluation, he should take his instructor-in-charge/instructor into confidence prior to the event. The decision of the instructor-in-charge in all matters of make-up shall be final.

Grading Policy

At the conclusion of the semester a student is awarded a grade in each of the courses he has taken during that period. The grade awarded to a student, in a course will depend on his total performance in all the components of evaluation as designated by the instructor-in-charge and relative to the performance of all the students evaluated for that course.

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Letter Grades

The list of letter grades, the grade points associated with them and their qualitative meanings are given below:

Letter Grade	Qualitative Meaning	Grade Points attached
A	Excellent	10
B	V. Good	8
C	Average	6
D	Poor	4
E	Exposed	2

In order to arrive at these letter grades, the total marks in a particular course for all the students pursuing the course are tabulated in the descending order (equivalently a histogram). The performance of the course is analyzed in terms of the highest, lowest and the average marks and the dividing lines between the clusters of students.

Gaps and dips between the clusters and the nature of the clusters guide in drawing the dividing lines between the grades. In a normal class of large size, the C grade usually covers the average performance. This is, however not a hard and fast rule and exceptions may arise in case of small classes, skewed histogram etc. Border line cases may be considered individually on the basis of regularity and the attendance, class room discussions, progressive good performance throughout the semester, etc.

The grading is done using the Standard Deviation Procedure

The range of C grade will be Average – Standard Deviation to Average + Standard Deviation

Reports

At the end of the course, in certain situations, the instructor-in-charge may report certain events/facts in suitable words, in place of grades discussed earlier. These reports are not to be construed as grades. The various reports listed below are elaborated in the subsequent clauses.

- Incomplete (I)
- Grade Awaited (GA)
- Withdrawn (W)
- Registration Cancelled (RC), Required to Register (RR), Discontinued from the Program (DP)

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- Not Cleared (NC)

Incomplete (I)

If the instructor-in-charge finds a student having not fulfilled some of the requirements of a course before the final deadline for transmitting the grade, and he is satisfied that he is able to transmit some grade or a report with or without this particular fulfillment, but at his discretion wishes to give the student an opportunity, he may, within the deadline, send a report 'I' (Incomplete) and also inform the student of the same. It shall be the responsibility of the student to contact the instructor-in-charge in time for replacement of the 'I' report within two weeks after the end of the semester (and within one week after the end of summer term, for a summer term course) which the instructor-in-charge will communicate whatever grade/report is possible for the situation. Whenever such relaxation is made, the Dean/Director will specify at his discretion, with the consent of the instructor-in-charge, the date by which 'I' report has to be converted.

The requirement envisaged in the above clause must be completed within the time allowed. If the extra time given goes beyond the registration in the next semester/term, registration in the next semester/term, is not possible. The student in such a situation should seek permission to stay away as per the above clause

Grade Awaited (GA)

There are many situations where operational and practical difficulties may cause a delay in the communication of a grade. Certain situations which are visualized in this connection are: (i) where a case of unfair means is pending; (ii) where a case of indiscipline is pending, and (iii) where the courses are being conducted at an off campus centre for IP students, where precise co-ordination between the Institute and these centres may not work in a timely manner. In these circumstances the Dean may authorize the instructor-in-charge to report GA (Grades Awaited).

A student may also get a "GA" report if he has, due to a genuine reason not been able to appear for an examination on the scheduled date and his request for make-up has been granted. In such a case, the student should ensure by the end of the term that either:

- He takes the make-up examination and convert the "GA" report onto a letter grade or

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- He makes an application to the Dean/Director, through Instructor in Charge to convert "GA" report into a "NC" report.

Whenever the report GA appears in the grade sheet, a student will not be allowed to register for the subsequent semester, until the student takes steps to convert "GA" report into a letter grade or "NC" report.

Withdrawn (W)

A student may seek withdrawal from the course(s) in a semester for any of the following reasons:

- The student is unable to register for the course(s) for a genuine reason.
- The student is unable to cope up with the normal load and withdraws from the course(s) to reduce his academic load for a particular semester.

The request for withdrawal should be made to the Dean of the faculty, within two weeks of the commencement of the semester in case of (i) above and within the stipulated duration as specified in the academic calendar in the case of (ii) In such cases the grade sheet/transcript of the student will indicate 'W' (Withdrawn against the course(s) from which the student has withdrawn, his registration. The student will have to register for the course(s) when it is offered next and obtain a valid letter grade. If the course with 'W' report is a prerequisite course for another course, the registration to the course is possible only on obtaining a valid letter grade in the prerequisite course with 'W' report. If the withdrawal is made after the due date, the event will be reported as "RC" or "DP" as the case may be.

Registration Cancelled (RC) or Required to Register (RR) or Discontinued from the Programme (DP)

If a student's registration for a course has to be cancelled, this fact will be reported in the grade sheet as RC (Registration Cancelled). Registration would be cancelled and an RC is issued in the following cases:

- Cancellation is recommended as a part of disciplinary action for resorting to unfair means during examination or other unprofessional behaviour.
- Cancellation is recommended due to less than the minimum required percentage of attendance.

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- Cancellation is recommended if a provisionally admitted student fails to submit the proof of necessary documents required for registration and/or does not satisfy the minimum eligibility requirements for the admission within the prescribed time limit.
- Cancellation is recommended when a student persistently and/or deliberately does not pay his dues.

RC itself has many meanings and may be reported as the following:

- When it is clearly known that the student will be required to register again in the same course, the event will be reported as RRA (Required to Register Again).
- If RC amounts to discontinuation from the program it will be reported as DP (Discontinued from the Program)
- If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning of the constraint has to be construed from the context in which the RC is reported.

Not Cleared (NC)

If a student continued to remain registered in a course but gave the instructor inadequate opportunity to evaluate him by absenting himself from quizzes/tests/examinations/other components of evaluation, or by appearing in the same for the sake of appearance without applying himself to the task in hand or by submitting a blank script (answer book), these events would be reported as NC (Not Cleared).

Whenever a student gets a NC report in a course irrespective of whether he has a grade in the course or not earlier to this event, the following will govern further action. It is to be noted that a NC cannot be ignored, except under the situations described in (b) and (c) below:

- Whenever a student gets a NC report in a course which is in the compulsory package of his program, he is required to register again in the some course and get a valid grade therein.
- If a student has a NC report in a course taken as elective, he can either repeat the course to get a valid grade or ignore it to choose another course. However, a student must get valid grades in at least the prescribed number of electives in his program.

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- Whenever a student's record has an NC in a course which remains unaccounted after a process of transfer has been completed it will not be possible for him to wipe out the NC report in such a course because this course is not a part of his program anymore; and he can graduate with this NC.
- If a student is reported NC in a project course, it will be administratively converted to RC by the Dean and future registration in project courses will be done only if the Dean is satisfied with the genuineness of the candidate's interest in the course.
- If a student is reported NC in Thesis or Seminar, he will be required to register in the same for one more semester. Operationally, this is to be achieved by requiring him to register once again in as many units of Thesis or Seminar in which he had registered when he was awarded NC. If these two courses get separated due to NC in one of them, there is no need to register in the other.

Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student in all courses in which he is awarded letter grades, since his entry into the Institute up to and including the latest semester/term. It is also used for the declaration of division when the program is completed.

CGPA is the other hand, the reports obtained in a course or non-letter grades obtained in

Theses/Seminar will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

If a student gets the following grades in the courses which he/she has studied in a particular semester,

Course	Credits	Grades
BAL 101	3	A
BAL 102	4	C
BAL 103	4	B
BAL 104	5	D
BAL 105	5	A
BAL 106	3	A

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then his/her CGPA will be calculated as follows

When a student repeats a course in which he has already received a grade, as soon as a new grade is obtained, it will replace the earlier one in the calculation of CGPA. It is to be noted that only the latest grade in a course is taken into account for the calculation of CGPA and not the better of the grades, when a course is repeated.

Grade Sheet

A student's grades, reports, CGPA, etc., at the end of every semester/term will be recorded on a grade sheet, a copy of which will be issued to him. The grade sheet will be withheld when a student has not paid his dues or when there is a case of breach of discipline or unfair means pending against him.

While registration with approval of appropriate authority consistent with these regulations is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/amended/ revised registration. The various grades and reports discussed above would be appropriately used to tally the grade sheet with original/amended/revised registration. It would be evident that this tally between what was registered for and what was obtained in terms of grades and reports will apply to all courses except the course, which was originally registered for, but subsequently replaced by another course through substitution.

The tally is made on a course basis at the end of semester/term to determine which of the courses have been cleared. A course is deemed to have been cleared if the student obtains a grade in the course. However, mere clearing of the prescribed courses does not tantamount to fulfilling the requirements of graduation.

While all the grades secured and other pertinent information for semesters are given in a grade sheet, the chronologically organized information from the grade sheets of a student with the necessary explanation constitutes his transcript which is issued at the time he leaves the Institute or at an intermediate point on request.

Scheme of Examination

1 Theoretical paper:

Each paper shall consist of 100 marks. However scheme of the examination for 100 marks divided as under:

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A. The internal assessment of 40 marks in each paper shall be evaluated as under:

i)	Class Test I	10 Marks
ii)	Class Test II	10 Marks
iii)	Assignments, Class participation and discussion	15 Marks
iv)	Attendance	05 Marks

The schedule of class tests and presentation of the assignments etc. will be finalized by the Head of the Deptt. in consultation with the teacher concerned and shall be notified to the students accordingly. However, internal assessment shall be made by the teacher teaching the subject. A student who fails to appear in the Class Test or present the assignment on the scheduled date due to some emergency, one more chance may be given to such student for appearing in the test or present the assignment as the case may be by the concerned Head of the Department.

B. Marks allotted for final written examination at the end of the semester are 60

Clinical Paper:

Each clinical paper shall consist of 100 marks.

- Students shall be awarded marks out of 50 on the basis of practical work/viva.
- Written examination shall be held for the remaining 50 marks. There will not be written exam for clinical paper-3 (Moot Court).

Prohibition against lateral entry and exit

There shall be no lateral entry on the plea of graduation in any subject or exit by way of awarding a degree splitting the integrated double degree course, at any intermediary stage of integrated double degree course.

Promotion Rules

The educational philosophy of the Rama University interlinks and at the same time distinguishes between the performance of a student in a single course and his overall cumulative performance.

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Accordingly the expected minimum academic requirements for the undergraduate/graduate programs of the University are described in the following clause.

At the end of every semester/term the following minimum academic standards have to be maintained by the students.

- A student should not have secured more than one 'E' grade in that semester. A student can carry one E per semester. If the student carries more than one E then he has Re-Register (RR) in the courses in which he/she has been awarded E grade, during the semester in which the course will be offered. (if the Course in Compulsory Course or the course falls under the category of the Core Courses in the prescribed discipline). However if the course in which he has been awarded E grade falls under Electives category, then he can register for another elective. But the course in which the student is awarded E grade will be declared in the grade sheet as well as the transcript. If a student fails to improve his grade in three consecutive attempts, then he will be asked to discontinue that Programme.
- If the student is awarded E grade in four or more courses then he has to repeat that semester, during which those courses will be offered. In other words such student will lose one full year.
- A student should have CGPA of at least 4.0 for under graduate courses, 5.0 CGPA for Graduate Courses.
- Once the student Re-Registers himself to a particular course it will be under Guided Self Study (GSS) Scheme. For this the student has to make sure that the course is offered in that semester and he has to meet the concerned IC regularly two to three times in a week and give a proper chance to IC for continuous evaluation. He/she should write the final test after paying the prescribed fees.

Academic Counseling Committee (ACC)

The requirements (i),(ii),(iii) of clause above are the minimum requirements that every student should meet at the end of every semester. Failure to meet even one of these requirements will automatically bring him under the purview of the Academic Counseling Committee (ACC), or a designated authority. The ACC takes immediate charge of the student and requires him to follow a specific path so that he could be rehabilitated at the earliest. Failing the efforts made by ACC to rehabilitate the student, he would be required to leave the School.

During the pendency of this purview, the student will lose all his options in regard to the various features permitted during the process of registration namely; option of naming the courses, choice of courses under electives, repetition of courses, taking a higher level course, departure from the normal, etc. and will also lose all his options for amendment to his original registration namely; substitution and withdrawal. However, ACC would have rights to revise the original

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registration at any time during the semester. Indeed, his entire semester load will be determined by ACC and will have to be followed to the satisfaction of ACC.

If the student's performance in the course package prescribed by the ACC in each semester suffers from NC report or lacks the effort on the part of student, it would be construed that he is not working to the satisfaction of ACC and it may lead to more stringent restrictions on the student. It should be his single minded objective to fulfill the minimum academic requirements, thus enabling himself to get outside the purview of the ACC.

Once a student has been placed under the purview of ACC, he should continue to be under its direct guidance until ACC, after being satisfied with his overall progress and performance, declares him to be outside its purview. All decisions of ACC shall be final.

Graduation Requirements

A student is deemed to have fulfilled the requirement of graduation for the program when he satisfies the following conditions:

- Has cleared all the courses prescribed for him in his program.
- Has obtained a minimum CGPA of 4.00 for under graduation program
- Has remained outside the purview of ACC or been declared to be outside its purview.
- Has overcome all the consequential stipulations of an NC report; except where there is an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his current program; and
- Has satisfied all requirements of these regulations.
- Will not take more than twice the time required for the normal completion of the program.

A student is deemed to have become eligible for the Bachelors Degree if, in addition to satisfying the above requirements of clause, he has:

- Satisfied all the rules of evaluation
- No case of indiscipline or unfair means pending against him.

However, in case of a student having outstanding dues against him to be paid to the University, Hostel or any other recognized organ of the University, his degree will be withheld until the said dues are cleared.

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Certification

Students who fulfill the graduation criteria will be given a provisional certificate before the convocation. The Bachelor's degree will be awarded during the convocation for under graduate students.

The following classification based on CGPA will be made and mentioned in the graduation certificate of the student.

Distinction - CGPA 8.00 or more

I Division - CGPA 6.00 or more but less than 8.00

II Division - CGPA 4.0 or more but less than 6.00

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Year I
Semester-I

Code	Subject	L	Credit	Internal marks	External marks	Total marks
BBL 101	Microeconomics	4	4	40	60	100
BBL 102	Business Communication	4	4	40	60	100
BBL 103	English-1	4	4	40	60	100
BBL 104	Financial Accounting	4	4	40	60	100
BBL 105	Law Of Contract	4	4	40	60	100
BBL 106	Law Of Torts M.V. Act & Consumer Protection Act	4	4	40	60	100
	Total					

Semester-II

Code	Subject	L	Credit	Internal marks	External marks	Total marks
BBL 201	Business Organization	4	4	40	60	100
BBL 202	Macro Economics	4	4	40	60	100
BBL 203	English-2	4	4	40	60	100
BBL 204	Consumer Behavior	4	4	40	60	100
BBL 205	Special Contracts	4	4	40	60	100
BBL 206	Jurisprudence	4	4	40	60	100
	Total					

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Year II
Semester-III

Code	Subject	L	T	P	Credit	Internal Marks	External Marks	Total
BBL 301	Organizational Behavior	4	1	0	5	40	60	100
BBL 302	Marketing Management	4	1	0	5	40	60	100
BBL 303	English-3	5	1	0	6	40	60	100
BBL 304	Indian Constitution-1	5	1	0	6	40	60	100
BBL 305	Family Law-1	5	1	0	6	40	60	100
BBL 306	Administrative Law	5	1	0	6	40	60	100
	Total							

Semester IV

Code	Subject	L	T	P	Credit	Internal Marks	External Marks	Total
BBL401	Human Resource Management	4	1	0	5	40	60	100
BBL402	Business Environment 4	4	1	0	5	40	60	100
BBL403	English-4	5	1	0	6	40	60	100
BBL404	Indian Constitution-2	5	1	0	6	40	60	100
BBL405	Company Law	5	1	0	6	40	60	100
BBL406	Family Law-2	5	1	0	6	40	60	100
	Total							

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Year III
Semester V

Code	Subject	L	T	P	credit	Internal marks	External marks	Total marks
BBL 501	Corporate Social Responsibility & Ethics	4	1	0	5	40	60	100
BBL 502	Management Information System	4	1	0	5	40	60	100
BBL 503	Public International Law	5	1	0	5	40	60	100
BBL 504	Law Of Crime-1	5	1	0	5	40	60	100
BBL 505	International Human Right	5	1	0	5	40	60	100
BBL 506	Trust & equity	5	1	0	5	40	60	100
	Total							

Semester VI

Code	Subject	L	T	P	Credit	Internal marks	External marks	Total marks
BBL 601	Entrepreneurship	4	1	0	5	40	60	100
BBL 602	Management Of Financial Institutions	4	1	0	5	40	60	100
BBL 603	Law Of Property	5	1	0	5	40	60	100
BBL 604	Law Of Evidence	3	1	2	5	40	60	100
BBL 605	Law of Crimes -2	5	1	0	5	40	60	100
BBL 606	Civil Procedure Code	5	1	0	5	40	60	100
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Year IV
Semester VII

Code	Subject	L	T	P	Credit	Internal marks	External marks	Total marks
BBL 701	Business Value & Ethics	5	1	0	6	40	60	100
BBL 702	Environmental Law	5	1	0	6	40	60	100
BBL 703	Drafting and Pleading, conveyance	5	1	0	6	40	60	100
BBL 704	Professional Ethics & Professional Accounting System	5	1	0	6	40	60	100
BBL 705	Principles Of Taxation	5	1	0	6	40	60	100
	Total							

Semester VIII

Code	Subject	L	T	P	Credits	Internal marks	External marks	Total marks
BBL 801	Rural Marketing & Service Marketing	5	1	0	6	40	60	100
BBL 802	Banking Law	5	1	0	6	40	60	100
BBL 803	Alternative Dispute Resolution	5	1	0	6	40	60	100
BBL 804	Intellectual Property Rights	5	1	0	6	40	60	100
BBL 805	Cyber law	5	1	0	6	40	60	100
	Total							

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Year V
Semester IX

Code	Subject	L	T	P	Credit	Internal marks	External marks	Total Marks
BBL 901	Competition Law	2	1	3	6	40	60	100
BBL 902	Labour & industrial law-1	5	1	0	6	40	60	100
BBL 903	Moot Court & Internship	0	1	5	6	100	00	100
BBL904	Insurance Law	5	1	0	6	40	60	100
BBL 905	Interpretation Of The Statute	5	1	0	6	40	60	100
	Total							

Semester- X

Code	Subject	L	T	P	Credit	Internal marks	External marks	Total marks
BBL1001	Criminology & Penology	5	1	0	5	40	60	100
BBL1002	Labour & industrial law-1	5	1	0	5	40	60	100
BBL 1003	International Trade Law	5	1	0	5	40	60	100
BBL 1004	Election laws	5	1	0	5	40	60	100
BBL1005	Health care law	5	1	0	5	40	60	100

- One tutorial class for each subject is compulsory
- Moot Courts are compulsory
- Practical Training will be imparted by taking the students to various courts; (The Hon'ble High Court and the District Courts)

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Semester -I

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Paper- 1; BBL 101**Microeconomics**

Objective: The objective of this subject is to give understanding of the basic concepts and issues in business economics and their application in business decisions.

Unit I

Introduction to Business Economics and Fundamental concepts: Nature, Scope, Definitions of Business Economics, Difference between Business Economics and Economics, Contribution and Application of Business Economics to Business. Micro vs. Macro Economics; Opportunity Costs, Time Value of Money, Marginalism, Incrementalism, Market Forces and Equilibrium, Risk, Return and Profits

Unit II

Consumer Behavior and Demand Analysis: Cardinal Utility Approach: Diminishing Marginal Utility, Law of Equi-Marginal Utility. Ordinal Utility Approach: Indifference Curves, Marginal Rate of Substitution, Budget Line and Consumer Equilibrium. Theory of Demand, Law of Demand, Movement along vs. Shift in Demand Curve, Concept of Measurement of Elasticity of Demand, Factors Affecting Elasticity of Demand, Income Elasticity of Demand, Cross Elasticity of Demand, Advertising Elasticity of Demand; Demand Forecasting: Need, Objectives and Methods (Brief)

Unit III

Theory of Production: Meaning and Concept of Production, Factors of Production and Production function, Fixed and Variable Factors, Law of Variable Proportion (Short Run Production Analysis), Law of Returns to a Scale (Long Run Production Analysis) through the use of ISO QUANTS.

Unit IV

Cost Analysis & Price Output Decisions: Concept of Cost, Cost Function, Short Run Cost, Long Run Cost, Economies and Diseconomies of Scale, Explicit Cost and Implicit Cost, Private and Social Cost. Pricing Under Perfect Competition, Pricing Under Monopoly, Control of Monopoly, Price Discrimination, Pricing Under Monopolistic Competition, Pricing Under Oligopoly

Text Books

1. Samuelson, P & Nordhaus, W. (2009) Economics, 18th Edition, McGraw Hill Education.
2. Dwivedi, D.N. (2008) Managerial Economics, 7th edition, Vikas Publishing House.

Reference Books

1. Kreps, D. (2009). Microeconomics for Managers, 1st edition, Viva Books Pvt. Ltd.
 2. Peterson, L. and Jain (2006) Managerial Economics, 4th edition, Pearson Education.
- Colander, D, C (2008) Economics, McGraw Hill Education

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Paper-2; BBL 102**Business Communication**

Objective: To develop the skills of the professional undergraduate students for proper self-expression, social communication, spoken English, correct pronunciation, voice modulation and business etiquettes.

Unit-I

Fundamental of Grammar and their Usage: How to Improve Command Over Spoken and Written English with Stress on Noun, Verb, Tense and Adjective. Sentence Errors, Punctuation, Vocabulary Building to Encourage the Individual to Communicate Effectively, Common Errors in Business Writing

Unit-II

Introduction to Business Communication: Basic Forms of Communication, Process of Communication, Principles of Effective Business Communication, 7Cs; Media of Communication: Types of Communication: Barriers of Communication (Practical exercise in communication)

Unit-III

Business letter writing: Need, Functions and Kinds, Layout of Letter Writing, Types of Letter Writing: Persuasive Letters, Request Letters, Sales Letters, Complaints and Adjustments; Departmental Communication: Meaning, Need and Types: Interview Letters, Promotion. Letters; Resignation Letters, News Letters, Circulars, Agenda, Notice, Office Memorandums, Office Orders, Press Release

Unit-IV

Business Etiquettes and Public Speaking: Business Manners. Body Language Gestures, Email and Net Etiquettes, Etiquette of the Written Word, Etiquettes on the Telephone, Handling Business Meetings; Introducing Characteristic, Model Speeches, Role Play on Selected Topics with Case Analysis and Real Life Experiences.

Text Books:

1. Boove, C.L., Thill, J.V., and Chaturvedi, M., (2009) Business Communication Today, Pearson Education.
1. Murphy and Hildebrandt, (2008) Effective Business Communication, McGraw Hill Education.

Reference Books:

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Asif *Basim* *Pervez*
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Muhammad *Asif*

1. Lesikar, (2009), Business Communication: Making Connections in a Digital World, McGraw Hill Education.
2. McGraw, S. J., (2008) Basic Managerial Skills for All, 8th edition, Prentice Hall of India.
3. Wren & Martin, (2008), English Grammar and Composition, Sultan Chand & Sons.

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Paper-3; BBL 103**English-1**

Objective: The Objective of this course is to develop a student capability to write and speak in English correctly.

Unit – I: Grammar and Usage

- a. Tense and Composition
- b. Basic Transformations
 - i Active/Passive
 - ii Negatives
 - iii Questions
- c. Simple, Complex and Compound Sentences
- d. Reported Speech
- e. Some Common errors

Unit – II: Comprehension and Composition

- a. Reading Comprehension
- b. Comprehension of Legal Texts
- c. Paragraph and Precise writing
- d. Formal Correspondence
- e. Note Taking
- f. Drafting of Reports and Projects
- g. Abstracts

Unit – III: Legal Maxims, Legal Terms

Audi Alterm Partem; Delegatus Nonn Potest Delegare; Res Ipsa Lioquitur;

Actus Non Facet Reum Nisi mens Sit Rea; Ignorata facit Excusat Ignorantisa Juris

Non Execusat; Actio Personal is Moritur Cum Persona

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Amicus Curie, Extradition, Forfeiture, Habeas corpus, Hereditaments, Impeachment, Inalienable, infanticide, Judgment debtor, Jurisprudence, Laches, Legacy, Letters of Administration, License, Moratorium, Notary Public, Null and Void, Privilege of Witness, Prosecution, Punishment, Preponderance of Probabilities, Void and Voidable

Unit – IV: a. Common Hindi and Urdu words used in Courts

b. Translation from Hindi to English and Vice Versa

Text Books:

1. Legal Language and Legal Writing – P.K. Mishra
2. English Grammar – Wren and Martin

References:

1. Legal Language, Writing and General English – J.S. Singh

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Paper-4 BBL 104:
Financial Accounting

Objective: The primary objective of the course is to familiarize the students with the basic accounting principles and techniques of preparing and presenting the accounts for user of accounting information.

Unit I

Meaning and Scope of Accounting: Objectives and nature of Accounting, Definition and Functions of Accounting, Book Keeping and Accounting, Interrelationship of Accounting with other Disciplines, Branches of Accounting, Limitation of Accounting, Accounting Equation.

Accounting Principles and Standards: Accounting Principles, Accounting Concepts and Conventions, Accounting cycle system of accounting Introduction to Accounting Standards Issued by ICAI; Journalizing Transactions: Journal, Rules of Debit and Credit, Sub Division of Journal: Cash Journal, Petty Cash Book, Purchase Journal, Purchase Return, Sales Journal, Sales Return Journal, Voucher System.

Unit II

Ledger Posting and Trial Balance: Ledger, Posting, Rules Regarding Posting, Trial Balance. Capital and Revenue: Classification of Income, Classification of Expenditure, Classification of Receipts, Difference between Capital Expenditure & Capitalized, Expenditure, Revenue Recognition.

Unit III

Inventory Valuation: Meaning of Inventory, Objectives of Inventory Valuation, Inventory Systems, Methods of Valuation of Inventories, Accounting Standard 2 (Revised). Depreciation Provisions and Reserves: Concept of Depreciation, Causes of Depreciation, Basic Features of Depreciation, Meaning of Depreciation Accounting, Objectives of Providing Depreciation, Fixation of Depreciation Amount, Method of Recording Depreciation, Methods of Providing Depreciation, Depreciation Policy, AS-6 (Revised) Provisions and Reserves, Change of method of Depreciation (by both current and retrospective effect).

Unit IV

Shares and Share Capital: Introduction to Joint Stock Company, Shares, Share Capital, Accounting Entries, Under Subscription, Oversubscription, Calls in Advance, Calls in Arrears, Issue of Share at Premium, Issue of Share at Discount, Forfeiture of Shares, Surrender of Shares, and Issue of two classes of Shares, Right Shares, and Re-issue of Shares. Debentures: Classification of Debentures, Issue of Debentures, Different Terms of Issue of Debentures, Writing off Loss on Issue of Debentures, Accounting Entries, Redemption of Debentures. Company Final Accounts: Books of Account, Preparation of Final Accounts, Profit & Loss Account, Balance Sheet, Requirements of Schedule VI

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Text Books

1. Tulsian, P.C., (2009) Financial Accountancy, 2nd edition, Pearson Education.
2. Maheshwari, S.N. and Maheshwari, S. K., (2009) An Introduction to Accountancy, Eighth Edition, Vikas Publishing House.

Reference Books

1. Bhattacharyya, Asish K., (2010) Essentials of Financial Accounting, Prentice Hall of India.
2. Rajasekaran, (2010), Financial Accounting, 1st edition, Pearson Education.
3. Bhattacharya, S.K. and Dearden, J., (2003) Accounting for Manager – Text and Cases, 3rd Edition, Vikas Publishing House.

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Paper-5 BBL 105**Law of Contract**

Objective: The objective of this paper is to make students familiar with various principles of contract formation enunciated in the Indian Contract Act, 1872.

UNIT I:**Formation of Contract**

Meaning and nature of contract

Offer/Proposal: Definition, Communication, Revocation, General/Specific offer, Invitation to treat

Acceptance: Definition, Communication, Revocation, Provisional acceptance, Tenders/Auctions

Electronic contracts.

Government Contract

Standard form of contract

UNIT II: Consideration and Capacity, Validity,

Consideration: Definition, Essentials, Privity of Contract, Exception Section 2(d) 25

Capacity to enter into a contract; Minor's Position, Nature/effect of minor's agreements

Free Consent

Coercion, Undue influence, , Fraud, Misrepresentation, Mistake

Unlawful consideration and object

Effect of void, voidable, valid, illegal, unlawful and uncertain agreement/contracts

UNIT III: Discharge of Contracts, Impossibility of performance

Discharge of Contracts

Performance

Time and Place of performance

Agreement

Impossibility of performance and frustration

Breach: Anticipatory & Present

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UNIT IV: Remedies and Quasi Contracts

Remedies: Damages, Kinds, Remoteness etc., Injunction, Specific Performance, Quantum Meruit. Quasi Contract (Section 68-72)

Books

- Beaten (ed.)-Anson's Law of Contract: (27th Ed. 1998)
- Anson-Law of Contract (1998), Universal, Delhi
- Pollock and Mulla-Indian Contract Act
- Avtar Singh-Law of Contract, Eastern Book Co.(Lucknow)
- S.K.Kapoor- Samvidha Vidhi (Hindi)

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PAPER-6 BBL 1056**LAW OF TORTS (Consumer Protection Act, 1986 & Motor Vehicle Act, 1988)**

OBJECTIVE: The course is to develop understanding of evolution of modern legal system in India.

UNIT I

- Nature and definition of law
- Development of law of torts
- Tort distinguished from contract, crime and breach of trust
- General conditions of liability in torts including mental element

UNIT II

- Strict liability and absolute liability
- Vicarious liability
- Death in relation to torts
- Remedies- damages, injunction, specific restitution and remedies under constitution

UNIT III

- Justification of torts- act of state, statutory authority, act of god, necessity, volenti non fit injuria, private defence and acts causing slight harm
- Classification of torts- trespass, nuisance, defamation, liability for mis-statements, negligence.

UNIT IV

- **Consumer Protection Act, 1986-** Consumer protection council, consumer dispute redressal agencies,
- **Motor Vehicle Act, 1988-** insurance of motor vehicle against third party risk, claim tribunals, offences, penalties and procedure.

Suggested Readings:

- R.K Bangia; Law of Torts
- Ratan Lal; Law of Torts

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- Winfield ; Law of Torts
- B.K. Aggarwal; Consumer Protection Act, 1986
- Salmond and Henston; Law of Torts
- Rattan Lal and Dhiraj Lal ; Law of Torts
- Avtar Singh; Law of Torts
- UpendraBaxi and Thomas Paul (ed). ; Mass Disaster and Multi- national Liability.
- Consumer Protection Act, 1986: Bare Act.
- Motor Vehicles Act, 1988: Bare Act

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Paper-7; BBL 201**Business Organization**

Objective: The course aims to provide basic concepts and knowledge with regard to a business enterprise and its various functional areas.

Unit I

Introduction: Concept, Nature and Scope of Business; Concept of Business as a System; Business and Environment Interface; Business Objectives; Profit Maximization vs Social Responsibility of Business; Introduction to Business Ethics and Values.

Unit II

Business Enterprises: Entrepreneurship – Concept & Nature; Locations of Business Enterprise (Weber's Theory); Government Policy on Industrial Location. Forms of Business Organization: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative Organization; Types of Companies, Choice of form of organization; Promotion of a company – Stages in formation; documentation (MOA, AOA).

Unit III

Small Business: Scope and role; Government Policies .Government & Business Interface: Rationale; Forms of Government and Business Interface.

Unit IV

Multinationals: Concept and role of MNCs; Transactional Corporations (TNCs); International Business Risks. Business Combinations: Concept and causes of business combinations; Chambers of Commerce and Industry in India; FICCI, CII, ASSOCHAM, AIMO, etc.

Text Books

1. Robert; Lawrence, (2009) Modern Business Organization, McMillan India.
2. Tulsian, P. C., (2009) Business Organization & Management, 2nd edition, Pearson Education.

Reference Books

1. Basu, C. R., (2010) Business Organization and Management, 1st Edition, McGraw Hill Education.
2. Gupta, C.B., (2010) Modern Business Organization and Management, DhanpatRai & Sons.
3. Agarwal, N. P., Tailor, R. K., (2008) Business Organization and Management, DhanpatRai& Sons.

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Paper-8; BBL 202:**Macro Economics**

Objective: The objective of this paper is to develop the concepts on Macroeconomic variables, working of an economy, and how business decisions are affected with the influence of macro variables in business.

Unit I

Concepts of Macro Economics and National Income Determination: Definitions, Importance, Limitations of Macro-Economics, Macro-Economic Variables. Circular Flow of Income in Two, Three, Four Sector Economy, Relation between Leakages and Injections in Circular Flow; National Income: Concepts, Definition, Methods of Measurement, National Income in India, Problems in Measurement of National Income & Precautions in Estimation of National Income.

Unit II

Macro-Economic Framework: Theory of Full Employment and Income: Classical, Modern(Keynesian) Approach, Consumption Function, Relationship between Saving and Consumption; Investment function, Concept of Marginal Efficiency of Capital and Marginal Efficiency of Investment; National Income Determination in Two, Three and Four Sector Models; Multiplier in Two, Three and Four Sector Model.

Unit III

Analysis of Money Supply and Inflation: Functions and Forms of Money, Demand for Money - Classical, Keynesian and Friedmanian Approach, Measures of Money Supply, Quantity Theory of Money, Inflation- Types, Causes, Impact and Remedies

Unit IV

Equilibrium of Product and Money Market: Introduction to IS-LM Model, Equilibrium- Product Market and Money Market, Monetary Policy, Fiscal Policy

Text Books

1. Soga, Erol, (2008) Macro Economics, 1st edition, Pearson Education.
2. Agarwal, ((2010)) Macroeconomics Theory and Policy, 1st edition, Pearson Education.

Reference Books:

1. Dwivedi, D. N., ((2005)) Macro Economics, McGraw Hill Education.
2. Mishra, S. K. and Puri, V. K., ((2003)), Modern Macro-Economic Theory, Himalaya PublishingHouse.
3. Shapiro, E., ((2003)) Macro-Economic Analysis, McGraw Hill Education.
4. Hirschey, Mark, (2009) Fundamentals of Managerial Economics, 9th edition, CengageLearning.

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Paper -9; BBL 203**English and Communication Skills**

Objective: This course will focus on enhancement of their thoughts, ideas and vision for practical application in their professional life. Combined with communication skills, the paper will help in developing critical and analytical skills among the students.

Unit-I: Legal Essays

- 1) Public Interest litigation,
- 2) New pattern of legal education
- 3) India and Parliamentary Ethics
- 4) Uniform civil code
- 5) Election Reforms
- 6) Judicial Activism
- 7) Parliamentary System in India
- 8) Fundamental Duties
- 9) Globalization and its impact.
- 10) Computer and Law

Unit-II: Language, Communication and Law

- a. Meaning and Communication Approaches
- b. Types, Directions and Challenges
- c. Formal & Informal Communication
- d. Barriers to Communication
- e. Culture and Language Sensitivity
- f. Non-verbal Communication: Importance, Types (Paralanguage, Body Language, Proximity etc.)
- g. Legal Counselling and Interviewing

Unit-III: Legal Communication

- a. Legal Communication
- b. Mooting
- c. Reading and Analysis of Writings by Eminent Jurists (Cases, Petitions and Judgements)

Unit-IV: Literature and Law

- a. Play 'Justice' by John Galsworthy (*Justice* was a 1910 crime play by the British writer John Galsworthy) and *Arms and the Man* by George Bernard Shaw
- b. Play 'Final Solutions' by Mahesh Dattani

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- c. Mahashweta Devi's story 'Draupadi' on Gender Inequality
- d. 'The Trial of Bhagat Singh'
- e. Biography/Autobiography of Martin Luther and Nelson Mandela

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Paper-10; BBL-204**Consumer Behavior**

Objective: Objective of this course on Consumer Behavior is to present a comprehensive coverage of the subject with examples from the Indian Scenario. This course also challenges students to understand the complexities of consumer needs and perceptions and translate them into effective Marketing Strategies. The course will be focusing on real life case-studies from Indian environment.

Course Contents**Unit I**

Introduction: Defining consumer Behaviour, Reasons for Studying Consumer Behaviour, Understanding Consumer and Market Segments, Environmental Influences on Consumer Behaviour: Culture, Subcultures, Social Class, Reference Group and Family Influences, Personal Influences and Diffusions of Innovations.

Unit II

Individual determinants of Consumer Behaviour, Motivation, Personality and Self Concept, Consumer Perception, Consumer Learning, Consumer Attitude Formation and Change. Consumer Decision Process: Problem Recognition, Search and Evaluation, Purchasing Processes, Post- Purchase Behaviour, Consumer Behaviour Models, Consumerism, Organization Buying Behaviour.

Unit III

Communication, Process of Communication, Marketing Communication, Objectives of Marketing Communication, Integrated Marketing Communication (IMC), Factors contributing to IMC, Participants in IMC, IMC Promotion Mix, IMC Management & Planning Model, Challenges in IMC, Promotion Mix, Sponsorship: POP: Supportive Communication, Role of E-Commerce, in Marketing Communication.

Unit IV

Advertising Management, Overview: Meaning, Nature and Scope of Advertising, Advertising and Other Promotional Tools, Role of Advertising in Promotion Mix, Process of Advertising; Customer and Competitor Analysis, STP Strategies for Advertising. Campaign Planning: Message Creation, Copywriting. Role of Creativity in Copywriting Media Planning, Testing of Advertising Effectiveness, Preparation and Choice of Methods of Advertising Budget, Ethical and Social Issues in Advertising, Management of Advertising Agencies, Role of Advertising in Natural Development

Text Books

1. Batra Myers and Aker - Advertising Management (Pearson/ Prentice Hall, 5th Ed.)
2. Loudon D.L. and Bitta Della - Consumer Behaviour (Tata Mc Graw Hill, 4th Ed.)

Reference Books

1. Schiffman Leon G. and Kanuk Leslie Lazar - Consumer Behaviour (Pearson/ Prentice Hall, 9th Ed.)

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Several handwritten signatures in blue ink are present at the bottom right of the page. The signatures are: 'Sachinad Poo', 'Nancy Singh', 'Abhishek', and 'Arun'. There is also a signature that appears to be 'Ashish' or similar.

2. Belch MA and Belch GE - Advertising and Promotion- An Integrated Marketing Communication Perspective (Tata Mc Graw Hill, 6th Ed.)
3. Clow and Baack - Integrated Advertising, Promotion and Marketing Communication. (Pearson Education,
4. Semenik Richard J - Promotion & Integrated Marketing Communications (Thomson, 2004)

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PAPER-11 BBL-205**LAW OF CONTRACT II WITH SALES OF GOODS, 1930 AND INDIAN PARTNERSHIP ACT, 1932.**

OBJECTIVE: This paper is to impart knowledge about various special contract, law of agency, partnership and sales of goods Act.

UNIT-I: Indemnity and Guarantee (Sec.124-147)

Indemnity & Guarantee-the Concept, Definition, Methods Commencement of liability of the indemnifier Nature of indemnity clauses Distinction between indemnity and Guarantee Right/Duties of Indemnifier, Indemnified and Surety Discharge of Surety's liability. Kinds of Guarantee

UNIT-II: Bailment, Pledge and Agency

Meaning and Distinction

Rights and Duties of Bailor and Bailee, Pawnor/Pawnee, Lien Termination of Bailment

Commercial utility of pledge transactions Definitions of Agent and Principal Essentials of relationship of agency Creation of agency: by agreement, ratification and law Relation of principal/agent, subagent and substituted agent Termination of agency

UNIT III:**Sale of Goods Act, 1930****UNIT IV****Indian Partnership Act, 1932****Text Books**

Mercantile Law; Avtar Singh

Suggested Readings:

1. Mulla, D.F : Indian Contract Act.
2. Bangia, R.K. : Indian contract Act-II.
3. Avtar Singh : Law of Contract
4. Pollock and Mulla : Indian contract and Specific Relief Act
5. Anson : Law of Contract
6. R.K. Bangia : The Specific Relief Act ,R.M.M. Dias: Jurisprudence

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Paper-12; BBL-206**Jurisprudence****Unit –I: Introduction**

Nature and scope of Jurisprudence

Need for study of Jurisprudence

Linkage between Jurisprudence and other sciences

Unit – II: Schools of Jurisprudence

Natural Law with Indian Perspective

Analytical Positivism, Pure Theory, Legal Realism

Historical Jurisprudence

Unit – III: School of Jurisprudence-II

Sociological Jurisprudence with Indian Perspective

Administration of Justice

Civil and Criminal Justice System

Unit – IV: Sources of Law

Custom

Legislation

Precedent

Books

Boderheimer-Jurisprudence-The Philosophy & Method of Law (1996) Unversal, Delhi

R.W.M. Dias-Jurisprudence (1994) Indian Reprint-Adithya Books, Delhi

Fitzgerald-Salmond on Jurisprudence (1999), Tripathi, Bombay

Dhyani SN-Jurisprudence-A Study of Indian Legal Theory (

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Paper-13; BBL-301**Organizational Behavior**

Objective: The course aims to provide an understanding of basic concepts, theories and techniques in the field of human behaviour at the individual, group and organizational levels in the changing global scenario. The course must be taught using case study method.

Course Contents**Unit I**

Introduction: Concept and nature of Organizational behaviour; contributing disciplines to the field of O.B.; O.B. Models; need to understand human behaviour; challenges and opportunities

Unit II

Individual and interpersonal behaviour: biographical characteristics; ability; values; attitudes: formation; theories; organization related attitude; relationship between attitude and behavior; personality: determinants and traits; emotions; learning: theories and reinforcement schedules; perception: process and errors; interpersonal behaviour: Johari Window; Transactional Analysis: ego states; types of transactions; life positions; applications of TA

Unit III

Group behavior and team development: concept of group and group dynamics; types of groups; formal and informal groups; stages of group development; theories of group formation; group norms, group cohesiveness; group think and group shift; group decision making; inter group behaviour; concept of team Vs. group; types of teams; building and managing effective teams

Unit IV

Organization culture and conflict management: organizational culture; concept; functions; socialization; creating and sustaining culture; managing conflict; sources ;types; process and resolution of conflict; managing change; resistance to change; planned change; managing across cultures; empowerment and participation.

Text Books

1. Robbins, S.P. and Sanghi, S., (2009), Organizational Behaviour; 13th edition, Pearson Education.
2. Singh, Kavita, (2010), Organizational Behaviour: Text and Cases, 1st edition, Pearson Education.

Reference Books

1. Luthans, Fred, (2008), Organizational Behavior, 11th Edition, McGraw Hill Education.
2. Mirza, S., (2003), Organizational Behavior, 1st Edition, McGraw Hill Education.

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- Abhinav
- Ramesh Singh
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3. McShane, Steven, Von, Glavin and Sharma, Radha, (2008), Organizational Behaviour, 4th Edition, McGraw Hill Education.
4. Kinicki, Angelo and Kreitner, Robert, (2005), Organizational Behaviour, 2nd Edition, McGraw Hill Education

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Paper-14 BBL-302**Marketing Management**

Objective: The objective of this paper is to identify the foundation terms and concepts that are commonly used in marketing. It also identifies the essential elements for effective marketing practice. This course will give complete relationship between marketing and other management functions.

Course Contents**Unit I**

Introduction to Marketing: nature; scope and importance of marketing; basic concepts; marketing environment; market segmentation; targeting and positioning.

Unit II

Product: product levels; product mix; product strategy; product innovation and diffusion; product development; product lifecycle and product mix; pricing decisions: designing pricing strategies and programs; pricing techniques

Unit III

Place: meaning & importance; types of channels; channels strategies; designing and managing marketing channel ;managing retailing; physical distribution; marketing logistics and supply chain management.

Unit IV

Promotion: promotion mix; push vs. pull strategy; promotional objectives; advertising: meaning and importance; types; media decisions; promotion mix; personal selling: nature; importance and process; sales promotion: purpose and types; publicity and public relations: definition; importance and methods.

Text Books

1. Kotler, Armstrong, Agnihotri and Haque, (2010), Principles of Marketing- A South Asian Perspective, 13th edition, Pearson Education
2. Ramaswamy and Namkumar, S., (2009), Marketing Management Global Perspective: Indian Context, McMillan, Delhi

References Books

1. Saxena, Rajan, (2008), Marketing Management, 3rd edition, McGraw Hill Education.
2. Kumar, Arun and Meenakshi, N., (2009), Marketing Management, Vikas Publishing House.
3. Russel, Winer, (2007), Marketing Management, 3rd edition, Pearson Education.
4. Kotler, KoshiJha, (2009), Marketing Management, 13th edition, Pearson Education

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Paper-15; BBL-303**English-3****UNIT – I. Vocabulary**

1. Foreign words and Phrases
2. Set expressions and phrases.
3. One word substitution
4. Words often confused
5. Synonyms and Antonyms, especially Legal words

UNIT – II Speech Writing

1. Reading aloud (knowledge of proper pausing)
2. key sounds, their discrimination and account
3. Consulting a pronouncing dictionary.
4. Rapid reading and debating exercise

UNIT – 3**UNIT – 4- Communication Skills**

- a. Self Image b. Body Language c. Effective Public Speaking d. Leadership Skills.

Books;

David Green;Contemporay English Grammar,Structure Composition(Mac Milan)
Communication Skills for Professionals ;Konar Nira , New Arrivals – PHI.

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- Austin Granville: Constitution of India: Cornerstone of a Nation; and Working A Democratic constitution
- NarenderKumar : Constitutional Law of India.
- Basu D. D : Shorter Constitution of India
- Jain, M.P.: Constitutional Law of India,
- Seervai, H.M. : Constitutional Law of India, Vols. I-III
- Shukla, V.N. : Constitutional of India (ed. M.P.Singh)
- B.R. Sharma : Constitutional Law and judicial Activism
- M.C. Jain Kagzi : The constitution of India
- B. Shiva Rao: The Framing of India's Constitution

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PAPER-16 BBL-304**CONSTITUTIONAL LAW I**

OBJECTIVE: The objective of this paper is to provide understanding of basic concepts of Indian Constitution and various organs created by the constitution including their functions.

UNIT – I

Salient features of the Indian Constitution.

Nature of the Indian constitution

Preamble

Definition of State (Art. 12)

Doctrines of Ultra-Vires, Severability, Eclipse, Waiver (Art, 13)

UNIT-II

Right to equality (Art. 14)

Prohibition of discrimination, Rights to equality of opportunity (Art. 15-16)

Right to freedom under Article 19: Freedom of association; Freedom of movement;

Freedom of residence; Freedom of assembly; Freedom of association; Freedom of

movement; Freedom of residence; Freedom of occupation, trade and business;

Right to take out processions; Right of the State to impose reasonable restrictions

UNIT – III

Protection in respect of Conviction under Article 20,

Ex-post-facto law; Double jeopardy; Self-incrimination;

Right of Life and Personal Liberty (Act. 21),

Protection in respect of arrest and detention

Right to freedom of religion (Articles 25-28)

UNIT – IV

Cultural and Educational Rights (Articles 29-30)

Enforcement of Fundamental Right, Writ Jurisdiction of the Supreme Court and High Court (Article 32, 226)

Right to property before and after the Constitution 42nd Amendment Act, 1976

Abolition of Untouchability, Titles (Articles 17-18)

Right against exploitation (Articles 23, 24)

Suggested Readings:

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PAPER-17BBL-305**FAMILY LAW I**

OBJECTIVE: The objective of the paper is to apprise the students with the laws relating to family matters applicable to different communities in India.

UNIT – I

- Who is a Hindu, Sources of Hindu law, schools of Hindu law.
- Hindu Marriages: essentials of valid marriage, void marriage, voidable marriage
- Matrimonial causes
- Concept and grounds for matrimonial reliefs
Restitution of conjugal rights,
Nullity of marriage
Divorce
Judicial separation
- Legitimacy of children-legal status of children born of void and voidable marriages

UNIT – II**The Hindu Adoptions and Maintenance Act, 1956**

- Concept of Adoption,
- Who may take and give in adoptions, ceremonies of adoption,
- effect of adoption,
- Relationship of the adopted child,
- concept of maintenance,
- maintenance as a personal obligation to wife, Children, aged or infirm parents, maintenance of dependents, maintenance of joint family members,
- quantum of maintenance as charge on property,
- Alteration of maintenance.

UNIT – III**The Hindu Minority and Guardianship Act, 1956**

- Guardianship of the person – Natural, testamentary, and de facto guardians,
- Guardianship of minor's property, rights, powers and liabilities of guardian.
- Removal of guardian

UNIT – IV

- Sources of muslim law

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- Schools of muslim law
- Marriage- concept of marriage
- Kinds of marriage
- Classification of marriage
- Formal validity
- Essential validity
- Degrees of prohibited degree relationship
- Relative Impediments
- Dower or mahr
- Dissolution of marriage and matrimonial reliefs talak ,
- acknowledgement of Paternity
- Maintenance of Muslim Women
- The Muslim Women's (Protection of Right on Divorce) Act, 1986, Dissolution of Muslim Marriage Act, 1939

Suggested Readings:

- Mulla : D.N. Hindu Law
- Paras Diwan : Modern Hindu Law
- Paras Diwan : Muslim Law in Modern India.
- Fyzee : Outlines of Mohammedan Law
- Derrett, IDM : Introduction to Modern Hindu Law
- The Hindu Marriage Act 1955 : Bare Act
- The Hindu Adoptions and Maintenance Act, 1956 : Bare Act
- The Hindu Minority and Guardianship Act, 1956 : Bare Act
- The Muslim Women's (Protection of Right on Divorce) Act, 1986 : Bare Act
- Dissolution of Muslim Marriage Act, 1939 : Bare Act
- Mohd. Ahmed Khan vs. Shah Bano Begam, AIR 1985 SC 945

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Paper-18; BBL-306**Administrative Law**

OBJECTIVE: The purpose of this paper is make students aware of various aspects of administrative law including quasi-legislative, quasi-judicial and other ministerial functions of administration and control thereof.

UNIT I

Definition, Nature and Scope of Administrative Law, Conceptual Objections to the growth of administrative Law

Rule of Law, Separation of Powers

Administrative discretion: Meaning, Need, and Judicial Control

UNIT II:

Legislative Power of Administration: Necessity, Merits and Demerits,

Constitutionality of Delegated Legislation; Legislative and Judicial Control of delegated Legislation

UNIT III:

Principles of Natural Justice and their Exceptions Rule against Bias, Concept of Fair hearing

Judicial review of administrative action through writs;

Judicial control through suits for damages, injunction and declaration

Administrative Tribunals: Need and reasons for their growth, characteristics, jurisdiction and procedure of administrative Tribunals.

UNIT IV:

Government Privilege to withhold evidence in public interest

Liability of the administration: Contractual liability, tortuous liability. Public Undertakings, their necessity and Liabilities, governmental Control, Parliament Control, Judicial Control

Ombudsman: Lokpal and Lokayukta

Right to information ACT, 2005 (S.1-S.20)

Books

- Wade, Administrative Law (VII Ed.) Indian Print, Universal
- M.P.Jain, Principles of Administrative Law, Universal Delhi
- S.P.Sathe, Administrative Law, Butterworths, Delhi
- C.K.Thakkar, Administrative Law, Eastern Book Co.
- Jain and Jain: Principles of Administrative law.
- I. P. Massey: Administrative law

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- Kesari, U.P.D: Lectures on Administrative Law, 15th Ed, 2005
- Stott, David & Felix Alexandra: Principles of Administrative

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Paper-19; BBL-401**Human Resource Management**

Objective: The objective of the course is to familiarize students with the different aspects of managing Human Resources in the organization through the phases of acquisition, development and retention.

Unit I

Introduction: concept, nature, scope, objectives and importance of HRM; evolution of HRM; challenges of HRM; personnel management v/s HRM; strategies for the New Millennium: role of HRM in strategic management; human capital; emotional quotient; mentoring; ESOP; flexi-time; Quality Circles; Kaizen; TQM and Six Sigma

Unit II

Acquisition of Human Resources: HR Planning; Job Analysis – Job Description and Job Specification; Recruitment – sources and process; Selection Process – tests and interviews; placement and induction; Job Changes – transfers, promotions/demotions, separations

Unit III

Training and Development: concept and importance of training; types of training; methods of training; design of training program; evaluation of training effectiveness; executive development – process and techniques; career planning and development

Unit IV

Compensation and Maintenance: compensation: job evaluation – concept, process and significance; components of employee remuneration – base and supplementary; Performance and Potential Appraisal – concept and objectives; traditional and modern methods; limitations of Performance Appraisal Methods; 360 Degree Feedback Technique; Maintenance: Overview of Employee Welfare; Health and Safety; Social Security

Text Books

1. Aswathappa, K., (2010), Human Resource Management, McGraw Hill Education.
2. DeCenzo, D. A. and Robbins, S.P. (2007), Fundamentals of Human Resource Management, 9th edition, John Wiley.

Reference Books

1. Durai, Praveen, (2010), Human Resource Management, Pearson Education.
 2. Monappa, A. and Saiyadain, M., (2001), Personnel Management, McGraw-Hill Education.
 3. Dessler, Gary, (2004) Human Resource Management, Pearson Education.
- Jyothi, P. and Venkatesh, D.N, (2006), Human Resource Management, Oxford Higher Education

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Paper-20; BBL-402**Business Environment**

Objective: The basic objective of this course is to familiarize the students with the nature and dimensions of evolving business environment in India to influence managerial decisions.

Course Contents

Unit I

An Overview of Business Environment: Type of Environment-Internal, External, Micro and Macro Environment, Competitive Structure of Industries, Environmental Analysis and Strategic Management, Managing Diversity, Scope of Business, Characteristics of Business, Objectives and the Uses of Study, Process and Limitations of Environmental Analysis

Unit II

Economic Environment: Nature of Economic Environment, Economic, Nature and Structure of the Economy, Monetary and Fiscal Policies, Competition Act, 2000

Unit III

Socio-Cultural Environment: Nature and Impact of Culture on Business, Culture and Globalization, Social Responsibilities of Business, Business and Society, Social Audit, Business Ethics and Corporate Governance; Political Environment: Functions of State, Economic Roles of Government, Government and Legal Environment, The Constitutional Environment, Rationale and Extent of State Intervention

Unit IV

Natural and Technological Environment: Innovation, Technological Leadership and Followership, Sources of Technological Dynamics, Technology Transfer, Time Lags in Technology Introduction, Status of Technology in India. Management of Technology, Features and Impact of Technology

Text Books:

1. Shaikh, Saleem, (2010), Business Environment, 2nd Edition, Pearson Education.
2. Cherunilam, Francis, (2007), Business Environment - Text and Cases, Himalaya Publishing House.

Reference Books

1. Aswathappa, K., (2000), Essentials of Business Environment, 7th Edition, Himalaya Publishing House.
2. Gupta C. B., (2008), Business Environment, 4th Edition, Sultan Chand.
3. Bedi, Suresh, (2004), Business Environment Excel Book.
4. Ian Worthington, Chris Britton, (2009), Business Environment, Pearson Education

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Paper-21 BBL-403**English-4****Legal Language****UNIT – 1 Introduction to Legal Language**

1. Characteristics of Legal Language
2. History of Legal Language
3. Legal Language in India
- 4 English as a medium of communication for legal transaction in India

Introduction to oral communication skills

1. Passive and active listening - questioning - non-verbal communication
2. Listening comprehension
3. Passive and active listening - questioning - non-verbal Communication

UNIT –2 Legal terminology

1. Terms used in civil law and criminal law
2. Latin words and expressions - law register

UNIT –3 Fundamental principles of Report writing and Legal Writing

1. Concision - clarity - cogency - simplicity of structure
2. Attention and awareness of practical legal import of sentences
3. Brief writing and drafting of report writing viz-Road accident, convocation held in University, Decision of Court (Civil and Criminal), Minutes of meeting, Complaint to police regarding Offence

UNIT –4 General Legal writings in English

1. Writing of case comments
 - (i) Ashby v/s White and others 2 Id Rayon 938
 - (ii) Donoughe v/s Stevenson, House of Lords (1932) Ac 562 (1932) All Er Rep.-1
 - (iii) Keshvananda Bharti v/s State of Kerala (AIR 1973 SC 1461)
 - (iv) Mohiri Biwi v/s Dharmdas Ghosh Privy Council (1903) 30 IA114.
 - (v) Balfour v/s Balfour (1919) 2 KB 57.
 - (vi) Menka Gandhi v/s Union of India AIR 1978 SC 597.
 - (vii) Subhagwanti v/s Delhi Municipal Corporation AIR 1966 SC 1750
2. Essay writing on topics of legal interest
3. General guidelines relating to legal writing

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SELECT BIBLIOGRAPHY

1. Abbet Parry, Seven Lamps of Advocacy
2. Mogha's, Conveyancing
3. Mogha's, Forms and Precedents
4. Mogha's, Pleadings
5. Law and Language
6. Bhatnagar, R.P. & R. Bhargava, Law and Language, New Delhi: Macmillan,
7. Brown, Gordon W. Legal Terminology, New Jersey: Prentice Hall, 1990
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8. Cochrane, Michael, Legal English, Paris Cujas, 1979
9. Cross, fan et al. Skills for Lawyers, Jordan Publishing Co., Bristol.
10. Cutts, Martin, The Plain English Guide, Oxford University Press, 1995
11. Garner, Bryan, A Dictionary of Modern Legal Usage, New York: OUP, 1987
12. Gibbons, John, (ed.) Language and the Law, Longman, 1996 London.
13. Gibbons, John, (ed.) "Language and the Law", Annual Review of Applied
14. Linguistics (1999) 19, 156-173.
15. Kelkar, Ashok R. "Communication and Style in Legal Language", Indian Bar Review Vol.10 (3) 1993.
16. Lord Denning, "Command of Language", The Discipline of the Law, New Delhi: Aditya 1993.
17. Lord Denning, "Plain English", The Closing Chapter, New Delhi: Aditya Books, 1993.
18. Melinkoff, David, The Language of the Law, Boston: Little Brown & Co., 1963.
19. Molyneux, Hael. Legal Problems, Macmillan, London
20. Herbert Brown, A Selection of Legal Maxims (Reprint 1998) Sweet and Maxwell.
21. M.C.Setalvad, My Life, Law Other things, (2000), Universal, Delhi.
22. Olivercrona, K. 'Legal Language and Reality' In M.D.A. Freeman, Introduction to Jurisprudence
23. Riley, Alison, English for Law, London: Macmillan, 1991.
24. Williams, Glanville, "Language and the Law" in Freeman, pp.1350-53.
25. Thomson, A.J. & A.V. Martinet, A Practical English Grammar, Oxford: OUP
26. N.D.7 J.B. Heaton, Longman Dictionary of Common Errors
27. Williams, Glanville, Language and the Law, in Freeman. PP.1350-53.
28. Williams, Glanville, Learning The Law, (2000), Universal, New Delhi:
29. Black& Law Dictionary, (2000). Universal, New Delhi.

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- 30. Broom's Legal Magazines (2000), Universal, New Delhi.
- 31. James and Stebbings, A Dictionary of Legal Quotations(1997) Universal, New Delhi.
- 32. Latin For Lawyers, (1997), Sweet and Maxwell, Universal, New Delhi.
- 33. Trayner's Latin Magazines, (1997) University, New Delhi.

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Paper-22; BBL-404**Constitutional Law II**

OBJECTIVE: This paper is to orient students with constitutional rights and duties: perspective as well as remedies.

UNIT – I

The Union & State executives : The President – Election/Impeachment.

The Governor in the State.

The council of Minister at the Union and State.

Discretionary powers and immunities of the President/Governor,

Power of pardon and Ordinance making power of the Governor/President.

The Vice-President. (Article 52 to 78, 153 to 167, 361)

UNIT-II

Union Parliament & State Legislatures.

Composition; Sessions Qualification/disqualification of Members etc. (Article 79-104, 168-193)

Legislative Procedure,

Ordinary bills, Money bills, Ordinances (Article 107-123, 169-123).

Parliamentary Privileges (Article 105-194)

UNIT – III

The Judiciary in India: Independence of the Judiciary.

The Supreme Court

Appointment and removal of Judges,

Jurisdiction – Original, appellate, Special Leave to Appeal,

Advisory, Other Powers of the Court, Power of contempt (Article 124-146)

The High Court in the States:

Appointment, Removal and Transfer of Judges, Power of Contempt (Articles 217-225)

UNIT – IV

Services under the Union & State,

Doctrine of Pleasure,

Constitutional Safe guards to civil servants (Articles 309 to 323)

Emergency Provisions (Articles 352 to 360)

Amendment of the Constitution and Basic structure Theory (Articles 368).

Suggested Readings:

- Austin Granville: Constitution of India: Cornerstone of a Nation; and Working A Democratic constitution

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- Narender Kumar: Constitutional Law of India.
- Basu D. D: Shorter Constitution of India
- Jain, M.P.: Constitutional Law of India,
- Seervai, H.M. : Constitutional Law of India, Vols. I-III
- Shukla, V.N. : Constitutional of India (ed. M.P.Singh)
- Bare Act: Constitutional Law India.
- M.C. Jain Kagzi : The Constitution of India
- B. Shiva Rao: The Framing of India's Constitution

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Directors: Kinds, Powers and Duties, legal position of directors and liabilities of directors
 Role of nominee Directors, Managing Director and other managerial personnel.

Insider trading

Meeting, Kinds and Procedure

The balance of powers within companies -Majority control and minority protection,
 Prevention of Oppression and Mismanagement

UNIT 4;

Winding up of Companies

Kinds, Consequences and reasons of winding up of companies.

Role of the Court in winding up of company

Liability of past members Payment of liabilities Reconstruction and amalgamation

Law and Multinational Companies

International norms for control, FEMA 1999-Controls joint ventures, Investment in India-
 Repatriation of project, Collaboration agreements for technology transfer - Prevention of
 oppression and powers of court and central government

Emerging trends in corporate social responsibility, legal liability of company-civil, criminal,
 tortuous and environmental

Books: The Companies Act, 2013

Books

- L.C.B. Gower, Principles of Modern Company Law, 1997 Sweet & Maxwell, London
- A. Ramaiya, Guide to the Companies Act, 1998 Wadhwa
- Palmer, Palmer's Company Law, 1987 Stevens, London
- Avtar Singh, Indian Company Law, Eastern Book Co.
- R.K. Bangia, Company Law

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PAPER-24 BBL-406
FAMILY LAW II

OBJECTIVE: The objective of the paper is to apprise the students with the laws relating to family matters governing succession, partition and religious endowments.

UNIT – I

Hindu Joint Family System

- Mitakshara Hindu Joint Family: composition Structure and Characteristics
- Coparcenery: Who is coparcener, Incidents of coparcenery
- Joint family property: Classification – Unobstructed Heritage, Obstructed Heritage, Ancestral Property, Separated Property, Joint Acquisition and Accretions.
 - Point of Distinction between the Mitakshara Joint Family and Dayabhaga Hindu Joint Family

UNIT – II

Hindu Law of Partition

- Subject matter of partition,
- Persons who have a right to partition and Persons who are entitled to a share on partition, How partition is effected,
- Rules relating to distribution of property and modes of partition, reopening of partition and
- Re-union, Position, Status, Liability and Powers of the Karta in the Hindu Joint Family.

UNIT – III

Hindu Succession Act, 1956

- Definition
- Succession to the Property of a Male Hindu – Legal heirs and their classification,
 - Succession to the property of a Mitakshara Hindu;
 - Women's Property Succession to the property of a Hindu female,
 - General provisions Relating to Succession, Disqualification of heirs, Testamentary Succession.

UNIT – IV

Muslim Law of Gift and Will

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- Who can make a valid gift? Essential requirements of a valid gift, Subject matter of gift. Gift of Musha – Exceptions thereof, Revocation of gifts under Shia and Sunni Law

- General Principles of Inheritance of Muslim Law, Will: Who can make Will? Subject matter of a will; Restrictions on the powers of a Muslim to make a Will; Abatement of Legacy; Creation of Life Estates and its validity; Revocation of Will

Suggested Readings:

- Paras Diwan : Modern Hindu Law
- Badrudin Tayyabji : Mohammedan Law
- Fyzee : Outlines of Mohammedan Law
- Paras Diwan : Muslim Law
- Hindu Succession Act, 1956 : Bare Act
- Mulla, Hindu Law.

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PAPER-25 ;BBL-501**Corporate Social Responsibility & Ethics**

Objective: This course endeavors to provide a background to ethics as a prelude to learn the skills of ethical decision-making and, then, to apply those skills to the real and current challenges of the information professions.

Course Contents

Unit I

Introduction: concept of values; types and formation of values; values and behaviour; values of Indian managers; Ethics: management process and ethics; Ethical Decision Making; ethical issues; ethos of Vedanta in management; relevance of ethics and values in business

Unit II

Knowledge and Wisdom: meaning of knowledge and wisdom; difference between knowledge and wisdom; knowledge worker versus wisdom worker; concept of knowledge management and wisdom management; wisdom based management; Stress Management: meaning; sources and consequences of stress; stress management and detached involvement; Concept of Dharma & Karma Yoga: Concept of Karma and kinds of Karma Yoga; Nishkam Karma and Sakam Karma; Total Quality Management; Quality of life and Quality of Work Life.

Unit III

Understanding progress - results & managing transformation: progress and results definition; functions of progress, transformation, need for transformation; process & challenges of transformation; Understanding success: definitions of success; principles for competitive success, prerequisites to create blue print for success; successful stories of business gurus

Unit IV

Corporate Social Responsibility & Corporate Governance: Corporate Responsibility of business; employees; consumers and community; Corporate Governance; Code of Corporate Governance; Consumer Protection Act; Unethical issues in Business

Text Books

1. Fernando, A.C., (2009), Business Ethics, 1st Edition, Pearson education
2. Hartman, Laura and Chatterjee, Abha, (2006), Perspectives in Business Ethics, 3rd Edition, McGraw Hill Education

Reference Books

1. Chakraborty, S.K., (2004), Ethics in Management: A Vedantic Perspective, Oxford University Press
2. Kaur, Tripat, (2008), Values & Ethics in Management, Galgotia Publishers

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3. Rao, A.B., (2006), Business Ethics and Professional Values, Excel Book
4. Manuel G.Velasquez, (2007), Business Ethics Concepts, Prentice Hall of India

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Paper-26; BBL 502**Management Information System**

Objective: The objective of the course is to acquaint the students about the concept of information system in business organizations, and also the management control systems.

Course Contents

Unit I

Introduction: definition; purpose; objectives and role of MIS in business organization with particular reference to management levels; MIS growth and development; location of MIS in the organization: concept and design; Transaction Processing System; Decision Support System; Executive Information System; Expert System; recent developments in the Field of MIS

Unit II

System Development: concept of system; types of systems: open; closed; deterministic; probabilistic ;relevance of choice of system in MIS; Integration of Organization Systems and Information Systems; System Development Life Cycle; System Analysis, Design and Implementation; MIS Applications in Business

Unit III

Information Concepts: data and information; meaning and importance; relevance of information in Decision Making; sources and types of information; Cost Benefit Analysis: quantitative and qualitative aspects; assessing information needs of the organization

Unit IV

Information Technology: recent developments in the field of information technology; multimedia approach to information processing; decision of appropriate information technology for proper MIS; choice of appropriate IT systems: database, data warehousing & data mining concepts; centralized and distributed processing

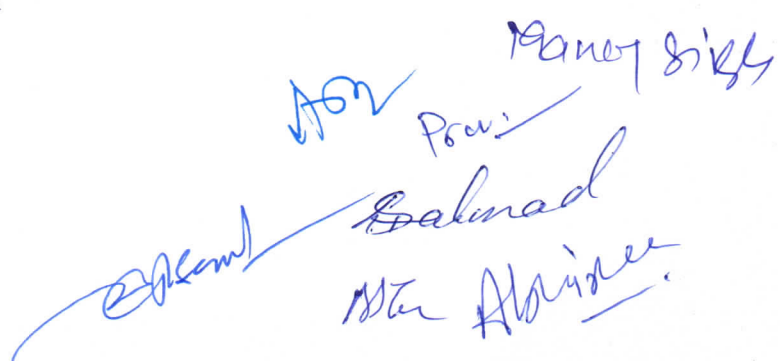
Text Book

1. Laudon and Laudon, (2010), Management Information System, 11th edition, Pearson Education
2. Sadagopan, S., (2009), Management Information Systems, Prentice Hall of India

Reference Books

1. LM Prasad, (2008), Management Information System, Sultan Chand
2. Arora, Ashok and Akshaya Bhatia, (2009), Information Systems for Managers, Excel Books, New Delhi
3. McLeod, Raymond, (2008), Management Information System, Pearson Education
4. Goyal, D.P., (2008), Management Information Systems-Managerial Perspectives, 2nd Edition, Macmillan, New Delhi

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PAPER 27 BBL 503**PUBLIC INTERNATIONAL LAW**

OBJECTIVE: The objective of this paper is to make the students aware of the nature of the public laws and international public law.

UNIT-I**Introduction to Public International Law**

Definition, Nature and Basis of International Law

Sources of International Law- International Conventions, International Custom, General Principles of Law Recognized by Civilized States, Decisions of Judicial Tribunals, Juristic works, Decisions or Determinations of Organs of United Nations, Other sources; Relationship between International and Municipal Law.

Subjects of International Law: States, Individuals, Non State Entities, Importance of Individuals under International Law

UNIT-II**State**

Definition of State, State Jurisdiction; Recognition, Recognition of states, governments, insurgency and belligerency, Theories, Modes of recognition, Legal effects; Acquisition and loss of territory- Occupation, Prescription, Accretion, Cession, Annexation, State succession; Intervention.

UNIT-III**Law of Sea, Air and Outer Space**

Law of Sea -Territorial Sea, Contiguous Zone, Continental Shelf, Exclusive Economic Zone,

Law of Air and Outer Space, Air Craft Hijacking under Air Law, Development of Outer Space Law.

UNIT-IV**Settlement of International Disputes**

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Peaceful settlement of International Disputes-Negotiations, Mediation, Conciliation, Good Offices, Arbitration, Judicial Settlements of Dispute under ICJ
Modes of Short of War for settlement of International Disputes- Retortion, Reprisals, Intervention, Embargo, Pacific Blockade, War and its Effects, Definition of war and total war; International Armed Conflict and Non International Conflict; Effects of outbreak of war, War Crimes, Pows; Asylum, Extradition.

Suggested Readings:

- J.G Starke : Introduction to International Law
- H. Oppenheim: International Law
- J.L. Brierly: Law of Nations
- Black Stone : International Law Documents
- Malcom Shaw : International Law

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PAPER 28 BBL 504**LAW OF CRIMES -1**

OBJECTIVE: This paper is to focus on the study of substantive crimes under the Indian Penal Code

UNIT-I

- Crime: meaning and definition, elements of crime & stages of crime.
- Application and jurisdiction (sections 1 -5)
- Of punishments (sections 53-75)
- Concept of joint and constructive liability (section 34, 38 & 149), difference between section 34 and 149.

General exceptions:

- Mistake of fact (section 76 & 79)
- Judicial acts (section 77 & 78)
- Accident and misfortune (section 80 & 81)
- Infancy (section 82 & 83)
- Insanity (section 84)
- Intoxication (section 85 & 86)
- Consent (sections 87 – 94)
- Trivial acts (section 95)
- Private defence (section 96-106)

UNIT -2

- Abetment (section 107- 120)
- Criminal conspiracy (section 120 A- section 120B)
- Offences against state: waging war (section 121-130), sedition (section 124A)
- Offences against public tranquility (section 141- 160): unlawful assembly, riot, affray, promoting enmity between classes.
- False evidence & offences against public justice (section 191- 229)
- Hurt and grievous hurt (section 319- 325)
- Wrongful restraint & wrongful confinement (sections 339-342)

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UNIT-3

Homicide (section 299 – 309): culpable homicide, murder, death by negligence, attempt to commit murder & culpable homicide, suicide & dowry death.

Criminal force & assault

Sexual offences: rape & unnatural offences (section 375 – 377)

Offences against property:

Theft, extortion, robbery & dacoity

Criminal misappropriation & breach of trust, receipt of stolen property

Cheating (section 415-420)

Criminal trespass (section 441-462)

UNIT-4

Kidnapping & abduction

Offences relating to marriage (sections 494 -498A): mock marriages, bigamy, adultery, criminal elopement, cruelty by husband or relatives.

Defamation (section 499 – 502)

Criminal intimidation, insult & annoyance (section 503 – 509)

Attempt : the law of inchoate crime (section 511).

Suggested Readings:

- Rattan Lal Dhiraj Lal; The code of Criminal Procedure (Student edition).
- R.B. Kelkar's; Criminal Procedure Code.
- M.B. Pranjapee ; Criminology and Penology.
- R.B. Sethi; The Probation of Offenders Act, 1958.
- D.D. Basu; Criminal Procedure code- II.
- Woddroffe; Commentaries on Code of Criminal Procedure, 2 Volumes.
- K.N. Chandrashekharan Pillai (ed.) Kelkar's Lectures on Criminal Procedure.
- S. C. Sarkar: The Law of Criminal Procedure.

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PAPER 29 BBL 505**INTERNATIONAL HUMAN RIGHT**

OBJECTIVE: This paper is to focus on the study of law relating to Human Rights in the international perspective

UNIT-I

Human Rights, Concept, Nature and scope; Human Rights under the U.N. Charter; Universal Declaration of Human Rights; Meaning and concept of Human Rights, International Protection of Human Rights under-International Bill of Human Rights- Universal Declaration of Human Rights, 1948, International Covenant of Civil and Political Rights, 1966, International Covenant on Economic, Social and Cultural Rights, 1966, United Nations Millennium Declaration, 2000

UNIT-II

International Convention on the Elimination of All Forms of Racial Discrimination, 1965, Convention on the Elimination of All Forms of Discrimination against Women, 1979, Convention on the Rights of the Child, 1989 International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families, 1990, Convention on the Rights of Persons with Disabilities, 2006

UNIT-III

Regional conventions on Human rights- African Charter on human and People's Rights, 1981 American Convention on Human Rights, 1969 European Social Charter, 1961. European Convention for protection of Human Rights and fundamental freedoms, 1950 Development through World Conferences on Human Rights- Tehran Conference, 1968, Vienna Conference, 1993, World Conferences on Women- Mexico, Copenhagen, Nairobi, Beijing.

UNIT-IV

Indian Constitution and International Covenants on Human Rights, Role of National Commission on Human Rights: Its powers and functions, Protection of Human Rights Act, 1993.

Suggested Readings:

- J.G. Starke: Introduction to International Law.
- S. K. Kapoor : International Law.
- Arjun Dev and others (ed): Human Rights – A Source Book, 1996.
- S. K. Verma : Introduction to International Law.

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- Henkin Louis; The International Bill of Rights: The Covenant and Civil and Political Rights. (New York: Columbia University Press, 1981).
- H.O. Agarwal; International Law And Human Rights (Allahabad: Central Law Publications, 1999).

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PAPER 30 BAL 506**EQUITY AND TRUST**

OBJECTIVE: The objective is to study the concept of equity and trust.

UNIT-I

Concept of Equity Definition, Nature and origin of equity, Equity as a Court of conscience, transformation of equity, the relation between common law and equity, Judicature Acts of 1873 and 1875, the nature of equitable rights, classification of equitable rights

UNIT-II

Equitable doctrines: Conversion and reconversion, election, performance and satisfaction; The Maxims of equity – Equity will not suffer a wrong to be without a remedy; Equity follows the law; where equities are equal, the law shall prevail; where equities are equal, first in time shall prevail.

UNIT-III

He who seeks equity must do equity; He who comes to equity must come with clean hands; Delay defeats equity; equality is equity; equity looks to the intent rather than to the form; equity looks on that as done which ought to have been done; equity imputes an insertion to fulfill an obligation; equity acts in personam

UNIT-IV

The Indian Trust Act 1882: Definition (sec 3); Creation of Trusts Rules (sections 4-10); Duties and Liabilities of the Trustees (Sections 11-30); Public and private Trusts and Doctrine of Cyprus. Rights and powers of Trustees (Sections 31-45); Disabilities of Trustees (Sections 46-54); rights and Liabilities of Beneficiaries (Sections 55-69); Vacating the office of Trustee and Extinction of Trusts (sections 70-79).

Suggested Readings:

- Singh G.P. Principles of Equity with special reference to trust and specific relief.
- Tandon M.P. Principles of Equity with trusts and Specific Relief.
- Basu, D.D. Equity, Trusts and Specific Relief.
- Snell; Principles of Equity.
- B.M. Gandhi Equity, Trust and specific Relief.

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Paper- 31 ;BBL 601**Entrepreneurship**

Objective: It provides exposure to the students to the entrepreneurial cultural and industrial growth so as to prepare them to set up and manage their own small units.

Unit I

Introduction: The Entrepreneur: definition; emergence of entrepreneurial class; theories of entrepreneurship.

Unit II

Promotion of a venture: opportunity analysis; external environmental analysis: economic; social and technological; competitive factors; legal requirements of establishment of a new unit and raising funds; venture capital sources and documentation required

Unit III

Entrepreneurial Behaviour: Innovation and Entrepreneur; Entrepreneurial Behaviour and Psycho-theories, Social responsibility. Entrepreneurial Development Programmes (EDP): EDP, Their Role, Relevance and Achievements; Role of Government in Organizing EDP's Critical Evaluation.

Unit IV

Role of Entrepreneur: in economic growth; as an innovator; generator of employment opportunities; complimenting and supplementing economic growth; bringing about social stability and balanced regional development of industries; role in export promotion and import substitution; for ex earnings

Text Books

1. Hisrich, Robert and Peters, Michael, (2002), Entrepreneurship, 5th Edition, McGraw Hill Education
2. Charantimani, (2006), Entrepreneurship Development and Small Business Enterprise, 1st Edition, Pearson Education

Reference Books

1. Chandra, Ravi, (2003), Entrepreneurial Success: A Psychological Study, Sterling Publication Pvt. Ltd., New Delhi
2. Balaraju, Theduri, (2004), Entrepreneurship Development: An Analytical Study, Akansha Publishing House, New Delhi
3. David, Otes, (2004), A Guide to Entrepreneurship, Jaico Books Publishing House, Delhi
4. Kaulgud, Aruna, (2003), Entrepreneurship Management, Vikas Publishing House, Delhi

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Paper 32; BBL 602**Management of Financial Institutions**

Objective: The present course aims at familiarizing the participants with objectives, strategies, policies and practices of major financial institutions in India and various financial services.

Course Contents

Unit I

Nature, Scope and Definition of Working Capital, Working Capital Cycle, Assessment and Computation of Working Capital Requirement, Profitability–Liquidity trade-off, Working Capital Policy - Aggressive & Defensive. Overview of Working Capital Management

Unit II

Meaning of Cash, Motives for holding cash, objectives of cash management, factors determining cash needs, Cash Management Models, Cash Budget, Cash Management: basic strategies, techniques and processes, compensating balances; Marketable Securities: Concept, types, reasons for holding marketable securities, alternative strategies, choice of securities; Cash Management Practices in India.

Unit III

Receivables: Nature & cost of maintaining receivables, objectives of receivables management, factors affecting size of receivables, policies for managing accounts receivables, determination of potential credit policy including credit analysis, credit standards, credit period, credit terms, etc; Collection Policies; Credit Management in India. Inventory: Need for monitoring & control of inventories, objectives of inventory management, Benefits of holding inventory, risks and costs associated with inventories, Inventory Management: Minimizing cost in inventory, Techniques of Inventory Management - Classification, order quantity, order point etc.

Unit IV

Need and objectives of financing of working capital, short term credit, mechanism and cost-benefit analysis of alternative strategies for financing working capital : accrued wages and taxes, accounts payable, trade credit, bank loans, overdrafts, bill discounting, commercial papers, certificates of deposit, factoring, secured term loans, etc; Pattern and sources of Working Capital Financing in India, with reference to Government policies.

Text Books

1. Rangrajan and Mishra - Working Capital Management (Excel)
2. Periasamy, P - Working Capital Management –Theory & Practice (Himalaya, 2007)

Reference Books

1. Pandey, I.M. - Financial Management (Vikas, 9th Ed.)
2. V.K. Bhalla - Working Capital Management (Anmol)
3. Dheeraj Sharma - Working Capital Management (Himalaya, 2005)
4. Ravi M. Kishore - Financial Management (Taxmann, 6th Ed.)
5. Khan & Jain - Financial Management (TMH, 5th Ed.)

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Paper -33; BBL 603**Law of Property Act, 1882**

OBJECTIVE: The objective of this paper is to study the laws related to property and easement.

UNIT-I:**Concept of Property and General Principles Relating to Transfer of Property**

Concept of property: distinction between moveable and immoveable property

Definition clause: Immovable property, Attestation, Notice, Actionable claim

Definition to transfer of property, kinds of transfer, competence to transfer and modes of transfer

Transfer to an unborn person and rule against perpetuity

Vested and Contingent interest

UNIT-II:**General Principles Governing Transfer of Immoveable Property**

Transfer by ostensible owner

Rule of feeding the grant by estoppel

Rule of Lis pendens

Fraudulent transfer

Doctrine of part performance

UNIT-III:**Specific Transfers**

Sale; definition of sale and contract to sell, Rights and liabilities of buyer and seller,

Mortgage, Definition of Mortgage, forms of mortgage, right of mortgager to redeem and

UNIT-IV: Lease, Definition and kinds of leases, modes of creation and determination of lease, distinction between Lease and Licence, Gift, definition of gifts, modes of creation and revocation of gifts

Acts.

- The Transfer of Property Act, 1882
- The Indian Easement Act, 1882

Books

- G.P.Tripathi, Transfer of Property Act, 2007
- Mulla, Transfer of Property Act, 1999, Universal Delhi
- V.P.Sarathy, Transfer of Property, 1995 Eastern Book Co.
- S.N.Shukla, Transfer of Property Act, 2007

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PAPER- 34; BBL 604**Law of Evidence**

OBJECTIVE: This paper is to orient students with importance of evidence for establishment of claims and the related rules and principles.

UNIT – I

Preliminary (Sections 1-3)

May Presume, Shall Presume and Conclusive proof (section 4),

Relevancy of Facts (Sections 5-16);

Admissions (Section 17-23, 31),

Confessions (Sections 24-30)

UNIT– II

Statement by persons who cannot be called as witnesses (Sections 32-33),

Statement made under special circumstances (Sections 34-39),

Judgment of Courts of Justice when relevant (Sections 40-41)

Opinion of third person when relevant (Sections 45-51),

UNIT– III

Oral Evidence (Sections 59-60),

Documentary Evidence (Sections 61-78),

Burden of Proof (Sections 101-110),

Presumption as to certain offences (Sections 111-114 A),

UNIT – IV

Estoppels (sections 115-117),

Witnesses, Privileged Communications (Sections 118-132),

Accomplice (Sections 133).

Examination of Witnesses:

Number of Witnesses (sections 134),

Examination in Chief, Cross Examination, Re-examination, Leading Questions

Books Recommended:

- Rattan Lal and Dheeraj Lal: The Law of Evidence.
- Batuk Lal: Law of Evidence.
- C.D. Field: Law of Evidence.
- Munir : Law of Evidence

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Paper -35; BBL 605**Law of crime-2****UNIT I****Introduction and Investigation**

Object, Scope and Extent of Cr.P.C Definition, Constitution of criminal courts and their powers

Arrest, Search and Seizure Processes to Compel Appearance Information to Police Power to Investigate

Proceedings before Magistrate

Jurisdiction of Criminal Courts in inquire and arrest Cognizance and initiation of proceeding before Magistrate Complaints to Magistrate and commencement of proceedings

UNIT III**Public Order and Alimony**

Security for peace and good behaviour Maintenance of Public order and Tranquility Charge

Trial by Session Court

UNIT IV**Trials**

Warrant Trial

Mode of taking and recording

Evidence

Summons Trial in summons cases

Summary Trial

General provision as to Enquiries and Trial

Judgment and plea bargaining

UNIT V**Appeal, Revision, Reference and bail**

Appeals and Appellate Authorities in Criminal cases

Revision

Reference and inherent power of High Court

Execution of Sentence

Suspension, Remission and Commutation of Sentences

Provision as to Bail

Opportunity of hearing concept before criminal courts

Limitation for taking cognizance

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Maintenance of Wife, Children and Parents

Acts

The Code of Criminal Procedure, 1973

Books

- Chandrasekharan Pillai, Kelkar Lecturer on Criminal Procedure, 1998 Eastern Book Co.
- Ratan Lal & Dheeraj Lal, Cr.P.C, Universal, Delhi
- Woodroffe, Commentaries on Cr.P.C. 2000 Universal

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PAPER -36 ;BBL 606**Civil Procedural Law**

OBJECTIVE: This paper is to focus on the study of civil procedure under the CPC.

UNIT-I

Concept of procedure and suit-Distinction between Civil and Criminal Procedure; substantive and procedural law; significance of procedural law for a just society; history of a civil procedure in India

Scheme of the code of Civil Procedure- Meaning of Suit and Essentials of a suit, pleadings generally (Orders-VI), plaint (Order-VII R.1-13), written statement, set-off, counter claim (Order-VIII), Jurisdiction of Civil Court-Meaning of Jurisdiction and consent, lack of Jurisdiction and irregular exercise of Jurisdiction; Decision as to Jurisdiction; kinds of Jurisdiction; Courts to try all suits of a civil nature unless barred (Ss.6, 9)

Bar and Suit - General Conditions of Res judicata; Matters directly and substantially in issue; constructive Res judicata; Res judicata and Res Subjudice; Res judicata and Estoppel; Res judicata between Co-defendants and Co-plaintiffs (Ss. 10-11)

UNIT-II

Foreign judgment- Meaning of Foreign judgment (section 2 (5) 2 (6);

Conclusiveness of foreign judgement; its enforcement and execution (Ss. 13, 14, 44A),

Parties to suit and Frame of suit- Joinder, Non-joinder and Misjoinder of parties;

Representative suit (Order-I): Joinder of causes of action and misjoinder (Order-II); split of cause of action (Order II rule 2) and Res judicata.

Institution of suit- Section 26, Order IV; place of suing (Section 15-2; Objections of jurisdiction (S. 21, 21A).

UNIT-III

Summons- Issues and services of Summons to defendants (Ss. 27-29, Order V);

Summons to witness (Ss. 30-32, Order XVI).

Appearance of parties and consequence of non-appearance. Dismissal of suit for default,

Ex parte proceedings; Setting Aside ex parte decree (Order IX); Judgment and

Decree, Definitions of judgment, decree and Order; (S. 2(2), (9), (14)), Distinction between decree and Order.

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UNIT-IV

Interim Orders- Commissions (Section 75-78) (Order XXVI); Arrest and Attachment before Judgment (Order XXXVIII); temporary injunctions (Order XXXIX); Appointment of Receiver (Order XL), Security for costs (Order XXV); Supplemental proceedings (Ss. 94-95) Suits in particular Cases and special proceedings-Suits by or against government or public officer 9Ss. 79-82); Suits by Alien and by Foreign rules etc. (Ss. 83-87B); Inter pleader suit (S.88, Order XXXV); suits by Indigent persons (Order XXXIII) special case (S. 90, Order XXXVI), Suits relating to public nuisance and public charities (Ss. 91-93).

Suggested Readings

- Mulla; The Code of Civil Procedure, Lexis NexisButterworths Publications
- C.K. Takwani; Civil Procedure, Eastern Book Company
- Sarkar; Code of Civil Procedure, Wadhawa Publications Nagpur.
- M.P. Jain; The Code of Civil Procedure, Wadhawa Publications, Nagpur
- M.P. Tandon: The Code of Civil Procedure

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Paper- 37; BBL 701**Business Value & Ethics****Unit I**

Business Ethics- An overview-Concept, nature, evolving ethical values, Arguments against business Ethics.

Unit II

Work life in Indian Philosophy: Indian ethos for work life, Indian values for the work place, Work-life balance.

Unit III

Relationship between Ethics & Corporate Excellence- Corporate Mission Statement, Code of Ethics, Organizational Culture, TQM.

Unit IV

Gandhian Philosophy of Wealth Management-Philosophy of Trusteeship, Gandhiji's Seven Greatest Social Sins.

Corporate Social Responsibility-Social Responsibility of business with respect to different stakeholders, Arguments for and against Social responsibility of business, Social Audit.

Suggested Readings / Books:

1. Ivan Illich, 1974, Energy & Equity, The Trinity Press, Worcester, and HarperCollins, USA
2. E.F. Schumacher, 1973, Small is Beautiful: a study of economics as if people mattered, Blond & Briggs, Britain.
3. A Nagraj, 1998, JeevanVidyaekParichay, Divya Path Sansthan, Amarkantak.
4. Sussan George, 1976, How the Other Half Dies, Penguin Press. Reprinted 1986, 1991
5. PL Dhar, RR Gaur, 1990, Science and Humanism, Commonwealth Purblishers.

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Paper -38; BBL 702**Environment Law****UNIT-I**

Dimensions of Environmental Problems, Pollution & its Kinds , Sustainable development, Constitutional Provisions & Judicial Activism (Principles-Precautionary principle, Polluter pays principle, public trust doctrine)

UNIT-II

The Water (Prevention & Control of Pollution) Act, 1974 ; Definition, Central and State Pollution

The Air (Prevention & Control of Pollution) Act, 1981; Definition, Central and State Pollution Control Boards: Constitution, power and function; Sample of effluents, Citizen Suit Provision

UNIT-III

The Environment (Protection) Act, 1986, The National Environment Tribunal Act, 1955 and The National Environment Appellate Authority Act, 1997

UNIT-IV

Indian Forest Act, 1927

Kinds of forest-private, Reserved, Protected and Village Forest, The Forest (Conservation) Act; 1980

The Wild Life (Protection) Act, 1972; Authorities to be appointed and constituted under the Act, Hunting of wild animals, Protection of Specified Plants, Trade or Commerce in Wild Animals, animals articles and trophies; Its prohibition.

Acts

- The Water (Prevention and Control of Pollution) Act, 1974
- The Air ((Prevention and Control of Pollution) Act, 1981
- The Environment (Protection) Act, 1986
- The National Environment Tribunal Act, 1955
- The National Environment Appellate Authority Act, 1997

Books

- ShyamDiwan, Armin Rosencranz, Environmental Law & Policy in India
- P. Leelakrishnan, The Environmental Law in India
- Dr.P.S.Jaswal, Environmental Law

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Paper -39; BBL 703**Drafting, Pleading, Conveyancing And Computer Skills**

OBJECTIVE: The object of this paper is to train students in the art of drafting both for court purposes as well as for other legal forums.

UNIT I

Fundamental Rule of Pleading

Meaning and Definition of Pleading, History/Object and Interpretation; Rules of Pleading : General and Fundamental, Amendment of Pleading.

Civil: Plaint, Written Statement, Interlocutory Application, Original Petition, Affidavit, Execution Petition, Memorandum of Appeal and Revision, Petition under Article 226 and 32 of the Constitution of India.

UNIT II

Criminal: Complaint, Criminal Miscellaneous petition, Bail Application, Memorandum of Appeal and Revision.

UNIT III

Model Draft of Application

Application for Restoration of Suit; Amendment in the Pleading, Implements of Parties, Substitution of Parties, Setting aside ex parte decree, Alimony, Bail, Matrimonial petition, legal notice, Appointment of receiver/ local commission; Compromise of Suit, condonation of delay and application for execution etc., Drafting of Writ petition and PIL petition.

UNIT IV

Conveyancing: Theory and Model Draft

Definition and essential part of a deed, Model deed: Sale-deed, Mortgage deed, Gift-deed, Will-deed, Trust deed, Lease-deed, Promissory Note, General Power of Attorney, Partnership deed; Tenancy deed; Relinquishment deed etc.

Books

- Banerjee and Awasthi, Guide to Drafting
- Michael, Haewood, Conveyancing
- William, M. Ross, Pleading
- G.C. Mogha & K.N. Goyal, Indian Conveyancer

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Paper- 40; BBL 704**Professional Ethics And Professional Accounting**

OBJECTIVE: The paper aims to imbue students with importance of Ethics in Legal profession. It also focuses on Court craft as part of Legal Profession.

UNIT I

Historical development of Legal Profession in India; Constitution, Function, Powers and Jurisdiction of State Bar Council and Bar Council of India Admission and enrolment of Advocates

UNIT II

Profession ethics and Advocacy, Standards of Professional Conduct and Etiquette, Conflict between interest and duty, Duty to court, Duty to Client, Duty to opponent, Duty to Colleagues, Duty towards Society and obligation to render legal aid

UNIT III:

Bench-Bar Relationship

Reciprocity as partners in administration of Justice; Professional Misconduct; Rights and Privileges of Advocates

UNIT IV:

Contempt of Court Act, 1971

Historical development of Contempt of Court Act in India, Object and Constitutional validity of Contempt of Court Act. Definition, Kinds of Contempt; Contempt by Judges, Magistrates, Lawyers and other persons; Cognizance, Procedure, Appellate provisions regarding Contempt Defences, Punishment and Remedies against punishment for Contempt of Court and Punishment for Contempt, Defences under contempt of court.

Acts

- The Advocate Act, 1961
- Contempt of Court Act, 1971
- The Advocates Welfare Fund Act, 2001
- The Bar Council of India Rules, 1961

Books

- Holland Avrom Shree, Advocacy, 1994 Universal, Delhi
- Keith Evam, The Golden Rules of Advocacy, 1994, Universal, Delhi

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- SandeepBhalla, Advocates Act & Professional Misconduct, Nasik Law House
- JPS Sirohi, Professional Ethics, Lawyer's Accountability, Bench-Bar Relationship, ALA
- Mr. Krishna Murthy Iyer's Book on Advocacy
- The Bar Council Code of Ethics

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Paper -41; BBL 705

OBJECTIVE: Concept of income tax, heads of income, including foreign income assessment procedures, adjudication and settlement of tax disputes are the focus points of study in this paper.

Law Of Taxation**UNIT I**

History of Tax Law in India, Constitutional provisions relating to Taxation Nature and Scope of Tax, Definition: Persons, Assesses, Tax Pays, Previous year, Assessment years, Financial year, Income, Gross Taxable Income, Taxable Income, Agricultural Income, Tax Evasion and Tax Avoidance

UNIT II

Direct Tax

Income Tax, Residential Status: Rules (Sec.6), Tax Liability

Exemption (Sec.10), Deduction (Sec.80), related to individual, Expenses & Income, Rebate (Sec.88 & 88 B), Deemed income and clubbing of income, Carried Forward and Set of losses.

UNIT III

Income Tax

Heads of Income: Income from Salary, House property, Business and Profession, Capital Gain and other sources

Calculation of Gross Total and Taxable income, Tax rebate and Computation of Tax Liability, Tax Collection at source and Advance Tax

UNIT IV

Assessment Procedure, Types of Assessment, Income Tax Authority: Their function, Duties and Powers, Appeal, Offences, Fines and Penalties, Settlement of grievances and Prosecution, Income Tax Act, 1961, Income Tax Rules

Books:

- Ramesh Sharma, Supreme Court on Direct Taxes, (1998)
- SampatIyengar, Law of Income Tax, (1998)
- Kanga and Palkiwala, The Law and Practice of Income Tax

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PAPER -42 ;BBL 801**Rural Marketing& Service Marketing**

Objecvie: The course aims to familiarize the students with the basic concepts of Rural Marketing, the nature of the Rural Consumer, and marketing of agricultural inputs and produce. Significance of Services and its importance.

Unit I

Definition of Rural Marketing, Indian Rural Market, Environment: Population and its locations, occupation pattern, expenditure pattern, infrastructure facilities; Marketing of Agricultural Produce

Unit II

The Rural Consumer: Characteristics, factors influencing his purchase decision, Rural demand: Nature, types of requirements, hierarchy of markets and rural market index, Problems in rural marketing. Formation of Cooperative marketing

Unit III

Meaning and nature of service marketing, goods and services - a comparative study, significance, marketing mix for services, Classification of services;

Unit IV

Promotion mix strategy for services, Relationship marketing, Services under WTO. Marketing of Services in India: bank, insurance, tourism, hospital and consultancy

Suggested Reading

1. Jonathan Reuvid, Guide to Rural Business (Kogan Page)
2. Chaturvedi S.K.-Rural Development In India(Universities Press)
3. Baron S and Harrisk - Services Marketing: Text and Cases (Palgrave, 2nd Ed.)
4. Love lock Christopher - Services Marketing: People, Technology and Strategy (Pearson Education, .)
5. Zeithaml - Services Marketing (Tata Mc Graw Hill, 3rd Ed.)
6. Woodruff Helen - Service Marketing (Macmillian, 1st Ed.)
7. Payne Adrian - The Essence of Service Marketing (Prentice Hall of India)
8. Rama Mohana Rao - Services Marketing. (Person Education, 1st Ed.)
9. Govind Apte - Services Marketing (Oxford University Press)

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Paper -43 ;BBL 802**Banking Law**

OBJECTIVE: The objective of this paper is to study the functioning of the bank and its negotiable instruments.

UNIT – I

Historical Development of Banking Institutions in India, Relationship of Banker and Customer, Special classes of Customer and Nature and Type of Accounts, Obligation to Maintain Secrecy.

UNIT – II

The Banking Regulation Act, 1949- Definitions, business of Banking Companies; Control over Management, Regulation regarding Share capital Suspension of Business and Winding up of Banking companies. Balance Sheet, Audit and Inspection, Amalgamation and Reconstruction, recent Trends of Banking System: New Technology, Automatic Teller Machine and use of Internet, Smart Cards, Credit Cards and use of expert system.

UNIT – III

Banking Securities: Pledge, hypothecation, Charge, Lien and Mortgage; Bank frauds: Definition, Classification of Frauds and Action required by Banks, fraud prone areas in different accounts – Saving Bank Accounts, Current Accounts, Thefts, Burglary and Fraud in cases of advances, Fraud in cases of remittances and preventive measures.

UNIT – IV

Negotiable Instrument Act, 1881: Definition; kinds of Negotiable Instruments; Holder and Holder in due course; Payment in due course, Capacity of Parties Negotiation, Modes of negotiations, Endorsement and its kinds, Acceptance and dishonor of Cheque Penalties in case of dishonor of Cheque and Crossing of cheque.

Suggested Readings:

- B.R. Sharma and R.P. Nainta: Principles of Banking Law and Negotiable Instruments Act.
- M.L. Tannen, Tannen's Banking Law and Practice in India, Indian Law House, New Delhi.
- S.N. Gupta, Banking Law in Theory and Practice, Universal, New Delhi.

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- G.S.N. Tripathi (ed.), Sethi's Commentaries on banking Regulation Act, 1949.
- Bahsyam and Adiga, The negotiable Instruments Act, Barath Law House, New Delhi.
- S.N. Gupta, Banks and the Consumer Protection Law, Universal, Delhi.
- Mujherjee T.K., Banking Law and Practice.
- Chandhary R. M, Banking Laws.

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PAPER- 44; BBL 803

Alternative Dispute Redressal System

Objective-The objective of this paper is to study about alternative dispute redressal system.

OBJECTIVE: The objective of this paper is to acquaint students with various modes of ADR

UNIT I

Concept, Need and Development, Advantages. Arbitration and Conciliation Act, 1996: Object, Development and Salient features Arbitration: Definition, Sources, Kinds, Scope and Differences to Court Arbitration Agreement, Composition of Arbitral Tribunal

UNIT II

Jurisdiction of Arbitral Tribunal, Conduct of Arbitral Proceeding, Making of Arbitral Award and Termination of Proceedings

UNIT III

Recourse against Arbitral Award, finality and Enforcement of Arbitral Award, Appeal, Enforcement of Certain Foreign Awards

UNIT IV

Conciliation, Mediation, Lok- Adalat& Permanent Lok-Adalat, Negotiation, midArb.media, Summary trials, etc.

Acts

- Arbitration and Conciliation Act, 1996
- Legal Service Authority Act, 1987

Books

- B.P.Saraf& M.Jhunjunwala, Law of Arbitration & Conciliation, (2000) Snow White, Mumbai
- Gerald R.William (ed.), The New Arbitration & Conciliation Law of India
- P.C.Rao& William Sheffield, Alternative Disputes Resolutions, (1997) Universal, Delhi
- Johari, Commentary on Arbitration and Conciliation Act. 1999 Universal, Delhi
- G.K.Kwatra, The Arbitration & Conciliation Law of India, (2000), Universal, Delhi
- B.D.Singh, ADR System, (2007) New Royal Book Co. Lucknow

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Paper- 45; BBL 804**Law of Intellectual Property**

OBJECTIVE: The objective of this course is to acquaint the students with basics of intellectual property rights with special reference to Indian law and practice.

UNIT I

Meaning of Intellectual Property: International Instruments: Paris Union, TRIPS, WIPO, and UNESCO

The Patents Act, 1970

Introduction, Aims, Objective, Features & Principles, Inventions (Sec.2j) Invention not patentable (Sec.3 to 5), Application (Sec.6 to 8), Specification (Sec.9 to 10), Opposition (Sec.25), Grant & Sealing of Patent (Sec.43), Conditions for grant of patent (Sec.47)

UNIT II

Rights of Patents (Sec.47), Term of Patent (Sec.53). Patents of Addition (Sec.54 & 55), Surrender & Revocation (Sec. 63 to 66) Patents Office (Sec. 73 to 74 r.4(2), Compulsory Licenses (Sec.84), License of right (Sec.86 to 88), Government use (Sec. 99), infringement (Sec.104 to 115), Patent Agents (Sec.125 to 132), International Arrangements (Sec.133 to 139), Paris convention, 1999Amendment Act, 17 of 1999, Sec.5 amended, Exclusive Marketing Right (Sec.24A-24F).

UNIT III

The Trade Marks Act, 1999

Introduction (Sec.2), Registration (Sec .4 to 17), Procedure (Sec.18 to 26), Effect of Registration (Sec.27 to 32), Deceptive Similarity, Infringement, Passing off. Intellectual Property in Trade Mark

UNIT IV

Law relating to Geographical Indications

Introduction, meaning and salient features of Geographical Indication of Goods under the Geographical Indication of Goods (Registration and Protection) Act, 1999, Procedure for Registration, Duration and Renewal, Right conferred by registration, Infringement of Geographical Indication, Remedies, Offences and Penalties.

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BOOKS;

1. Cormish W.R. Intellectual Property, Patents, Trade Marks, Copy Right and Allied Right (1999), Asia Law House, Hyderabad.
2. Vikas Vashishth, Law and practice of Intellectual Property 1999 Bharat Law House Delhi.
3. P. Narayanan, Intellectual Property Law (1999), (ed) Eastern Law House, Calcutta
4. Bibeck Debroy (ed). Intellectual Property Right (1998), Rajiv Gandhi Foundation, Delhi
5. U.I.F. Anderfelt, International Patent Legislation and Developing Countries (1971)
6. W.R. Cornish, Intellectual Property (3rd ed) (1996) Sweet and Maxwell
7. K. Thairani, copyright: The Indian Experience (1987)
8. W.R. Cornish, Para and Materials on Intellectual Property (1999) Sweet and Maxwell.

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Paper- 46; BBL 806**Cyber Law**

Objective: The objective of this course is to acquaint the students with cyber law .

UNIT-1; Introduction; Jurisprudence of cyber law: overview of computer and web technology, Freedom of expression on the internet: global value, Internet and problems of geography, Sovereignty, e-commerce.

UNIT-2;The Information Technology Act, 2000 and International Legal Regime Aims and objects, Overview of the Act, Jurisdiction, Electronic governance, Legal recognition of electronic records and electronic evidence, Digital signature certificates, Securing electronic records and digital signature, European Convention on cyber crimes, UNCITRAL model on electronic commerce, 1996.

UNIT-3;Cyber Crimes Meaning of cyber crimes, Cyber crimes under Indian Penal Code, 1860, Criminal Procedure Code, 1973, and Indian Evidence Act, 1872, Cyber crimes under the Information Technology Act, 2000, Cyber crimes under International law, Legal implications of social networking, Investigation and jurisdiction over cyber crimes.

UNIT-4; Intellectual Property Issues and Cyberspace

The Indian perspective: overview of intellectual property related legislation, Copyright law and cyberspace, Trademark law and cyberspace, Law relating to semi-conductor layout and design.

Act and Statute (As Amended)

1. The Information Technology Act, 2000 Text Books

1. Suri, Preeti and Associates; Open Source And The Law; LexisNexis
2. Gupta, Apar; Commentary on Information Technology Act; LexisNexis

Reference Books

1. Seth, Karnika; Computers Internet and New Technology Laws; LexisNexis
2. Gangopadhyay, Shubhashis, Singh, Manisha G. and Singh, Nirvikar; Waiting to Connect; LexisNexis
3. Viswanathan, Aparna; Cyber Law; LexisNexis
4. Bhansali, S.R.; The Information Technology Act, Bharat Law House

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UNIT-4 Competition Appellate Tribunal

- Composition, functions, powers and procedure ,
- Award Compensation ,power to punish for contempt ,
- Execution of orders .

Text Books

- Aggarwal, V.K.; ; Bharat Law House.
- .Dugar, S. M.; Commentary on the MRTP Law, Competition Law and Consumer Protection Law; LexisNexis.

Suggested Reading

- .K.S. Anantaranan : Lectures on Company Law and MRTP
- Dr. R.K. Singh : Restriction Trade Practices and Public Interest
- Suzan Rab- Indian Competition Law- An International Perspective
- S.M. Dugar's MRTP Law, Competition Law and Consumer Protection
- Report of the Monopolies Inquiries Commission, Govt. of India 1965 (Dr. Hazari Report)
- Sachar Committee Report, High Powered Committee on MRTP Act & Company Act, 1980 and other related work
- A.E. Rodrigues, Ashok Menon- The limits of Competition Policy, the shortcomings of Economics
- Taxmann's competition Law and Practice.

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Paper -48; BBL 902**Labour & Industrial Law- I**

OBJECTIVE: This paper focuses on various aspect of management of labour relation and dispute settlement bodies and techniques.

UNIT-I

Industrial Relation, Labour Problem and Labour Policy in India

Trade Union Act, 1926 (Labour Management Relation); History and Development of Trade Union Movement , Registration of Trade Union, Rights and Liabilities of Registered Trade Union, Penalties and procedure, Collective Bargaining-Process, Merit and Demerit

UNIT-II

Industrial Dispute Act, 1947

Scope of Industry, Workmen, Employers, Industrial Disputes, Authorities under the Industrial Dispute Act, 1947; Procedure, Power and Duties of Authorities, Reference of Disputes to Boards, Courts or Tribunals

UNIT-III

Strike, Lock Out, Lay Off, Retrenchment and Closure

Unfair Labour Practices, Penalties, Offences by Companies, etc.

Industrial Employment (Standing Order) Act, 1946

UNIT-IV

Philosophy of Labour Welfare, Historical Development of Labour Welfare, The Factories Act, 1948: Interpretation-competent person, Hazardous process, manufacturing process, Worker, Factory, Occupier, Health, Safety and Welfare, Working House of Adults, Employment of young persons, Inspectors-Appointment and Powers .

Acts

- Trade Union Act, 1926
- Industrial Dispute Act, 1947
- Factories Act, 1948

Suggested Books

- John Bowers & Simon Honey Ball, Text Book on Labour Law (1996) Blackstone, London
- K.M.Pillai, Labour and Industrial Laws

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- V.G.Goswami, Labour and Industrial Laws, 1999
- Dr. S.K.Puri, Labour and Industrial Laws (New Ed.)
- D.D.Seth, Commentaries on Industrial Disputes Act, 1998

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PAPER -50 ;BBL 904**Insurance Law**

Objective: It is to study the indepth knowledge of various risks covered under various insurances.

INSURANCE LAW**UNIT – I**

General Principles of Law of Insurance- Definition, Nature and History of Insurance, Contract of Insurance, Insurable Interest, Premium, Classification of Policies, Form and Contents, Commencement, Assignment, Construction, and Conditions of Policy.

UNIT-II

The Life Insurance Corporation Act 1956 and The Life Insurance (Emergency Provisions), Act 1956- Object of the Law, Nature and Scope of Life Insurance Contract, Definitions, Kinds of Life Insurance, the Policy and Formation of a Life Insurance Contract, Circumstances affecting the Risk, Amounts Recoverable under Life Policy Persons Entitled to Payment, Settlement of Claim and Payment of Money, Establishment of L IC, Functions of LIC, Transfer of Existing Life Business to LIC, Compensation for Insurance business.

UNIT-III

Motor Vehicle Act, 1988- Definitions, Necessity for Insurance against Third Party Risk, Requirements of Policies and Limits of Liability, Validity of Policies of Insurance issued in reciprocating countries, Duties of Insurer to satisfy judgment and awards against persons insured in respect of third party risks, Rights of Third Party against Insurers on Insolvency of the Insured, Duty to give information as to insurance, Settlement between insurer and insured persons, Effect of death on certain causes of action, Effect of Certificate of Insurance, Transfer of Certificate of Insurance, Claims Tribunal, application for compensation, Option regarding claims regarding Compensation in certain cases, Award of Claims Tribunal, Procedure and Powers of Claims Tribunal, Awards of Claims Tribunal, Bar on Jurisdiction of the Civil Courts.

UNIT-IV

Public Liability Insurance Act, 1991- Definitions, Nature, Scope and Object,

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PAPER- 49; BBL 903**Moot Court Exercise and Internship**

OBJECTIVE: The objective of having moot courts is to give the students practical tanning how the proceedings of the court takes place.

The Paper will have following components

- Moot Court: Every student may be required to do at least three moot courts in a year. The moot court work will be on assigned problem.
- Observance of Trial in two cases, one Civil and one Criminal.
 - Students may be required to attend two trials in the course of the last two or three years of LL.B. studies. They will maintain a record and enter the various steps observed during their attendance on different days in the court assignment.
- Interviewing techniques and Pre-trial preparations and Internship diary.
 - Each student will observe two interviewing sessions of clients at the Lawyer's Office/Legal Aid Office and record the proceedings in a diary. Each student will further observe the preparation of documents and court papers by the Advocate and the procedure for the filing of the suit/petition.
- The fourth component of this paper will be Viva Voce examination on all the above three aspects.
- Student will be required to undertake legal awareness programme in association with N.S.S. and other authorities as directed by the Faculty.

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Liability to give relief in certain cases on principles of no fault, Duty of owner to take out insurance policies, A Verification and publication of accident by Collector, Application for claim for relief, Award of Relief.

Establishment of Environmental Relief Fund, Provision as to other right to claim compensation for death, Powers of entry, inspection, search and seizure, Penalty for contravention, Penalty for failure to comply with directions; Offences by companies and Government Departments.

Suggested Reading:

- The Life Insurance Corporation Act 1956: Bare Act.
- The Life Insurance (Emergency Provisions), Act 1956: Bare Act.
- Motor vehicle Act, 1988: Bare Act.
- Public Liability Insurance Act, 1991: Bare Act.
- K.S.N Murthy and Dr. K.V.S. Sharma: Modern Law of Insurance (Butterworth's).
- M. N. Mishra: Insurance Principles and Practices.
- B.N. Banerjee: The Law of Insurance.
- BrijNandan Singh: New Insurance Law.

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Paper- 51; BBL 905**Interpretation of Statutes**

Objective: The paper is to equip the students with various tools of interpretation of statutes.

UNIT I

Law Making: Legislature, Executive and the Judiciary, Principle of Utility, Law and Public Opinion, Law and Social Control, Relevance of John Rawls and Robert Nozick-individual interest to community interest. Law and Morals

UNIT II

Meaning of the term Statute, Enactment, Interpretation and Construction, Kinds of Statutes, Statutes are valid, Intention of the Legislature, Commencement, operation, repeal and revival of statutes, Statute must be read as a whole in its context.

UNIT III

Necessity for Rules of Interpretation, Literal Rule, Mischief Rule, Golden Rule. Harmonious Construction. Noscitur a sociis, Eiusdem generis, Reddendo Singula Singulis, ut res magis valeat quam pereat, In bonam partem, Delegatus non potest delegare, Expressio unius exclusio alterius.

UNIT IV

Interpretation of Directory and Mandatory provision, Beneficial Construction, Taxing Statutes, Penal Statutes, Internal and External Aids to Interpretation.

Books:

- P.St.Langan (Ed.), Maxwell on the Interpretation of Statutes, (1997), N.M.Tripathi, Mumbai
- Vepa, Sarathi, Interpretation of Statutes
- Bawa & Roy, Interpretation of Statutes
- Bentham Theory of Legislation, Eastern Book Co.
- G.P.Singh, Principles of Statutory Interpretation, 1999 Wadhwa

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PAPER -52; BBL 101**Penology and Victomology**

Objective: To study the preventive and reformative techniques for the prevention of crime.

UNIT-I

Deterrence, Prison reform, Prisoner abuse, Prisoners' rights, Rehabilitation, Recidivism, Retribution, Utilitarianism

Theories of Punishment; (i) Retribution (ii) Deterrence, (iii) Reformation, (iv) Prevention.

Kinds of Punishment (i) Fine, (ii) Imprisonment (iii) Death Penalty & (iv) externment.

UNIT – II:

Police System: (i) Origin, (ii) Development (iii) Functions, (iv) Judicial attitude.

UNIT- III:

Prison System: (i) General Aspects (ii) Indian Prison System, (iii) Constitutional Rights of Prisoners/ under trials

UNIT-IV:

Victimology, Victim support and allied disciplines, United Nations Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power, 1985

Suggested Readings:

- E. Sutherland, and Cress: Principles of Criminology.
- Ahmed Siddique : Criminology – Problems and Perspectives.
- N.Y. Paranjpe: Criminology and Penology
- Ahmed Sidaque: Criminology : Problems and Perspective
- Edwin Sutherland: Principles of Criminology
- Stephe Jones: Criminology
- Robert Winslow & S. Zhang : Criminology a Global Perspective

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- John Tierny: Criminology Theory and Context
- Frank: Criminology Today: An Integrative Introduction
- Schmallegger: Criminology
- John Conklin: Criminology
- Donald Taft: Criminology

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- i. Scope of Arising out of and in the Course of Employment
- ii. Doctrine of Notional Extension
- iii. When Employer is not liable
- c. Employer's Liability when Contract or is engaged
- d. Amount of Compensation
- e. Distribution of Compensation
- f. Procedure in Proceedings before Commissioner
- g. Appeals

Retirement Benefits

- i. Employee's Provident fund and miscellaneous provisions Act, 1952
- ii. Employees Pension Scheme, 1995 and Family Pension Scheme
- iii. Social Security for the unorganised Sector

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Paper -53; BAL 102**Labour and Industrial Law-2**

Objective: The paper will focus on wages, wage policies, compensation, social security and retirement benefits during the course of employment and working conditions of employees

Unit-I: The Minimum Wages Act, 1948

- a. Concept of Minimum Wage, Fair Wage, Living Wage and Need Based Minimum Wage
- a. Constitutional Validity of the Minimum Wages Act, 1948
- b. Procedure for Fixation and Revision of Minimum Wages
- c. Fixation of Minimum Rates of Wage by Time Rate or by Piece Rate
- d. Procedure for Hearing and Deciding Claims

Unit-II: The Payment of Wages Act, 1936

- a. Object, Scope and Application of the Act
- b. Definition of Wage
- c. Responsibility for Payment of Wages
- d. Fixation of Wage Period
- e. Time of Payment of Wage
- f. Deductions which may be made from Wages
- g. Maximum Amount of Deduction

Unit-III: The Factories Act, 1948

- a. Approval, Licensing and Registration of Factories
- b. Concept of "Factory", "Manufacturing Process", "Worker", and "Occupier"
- c. General Duties of Occupier
- c. Measures to be taken in Factories for Health, Safety and Welfare of Workers
- d. Working Hours of Adults
- e. Employment of Young Person and Children
- f. Annual Leave with Wages
- g. Additional Provisions Regulating Employment of Women in Factory

Unit-IV: The Employee's Compensation Act, 1923

- a. Definition of Dependant, Workman, Partial Disablement and Total Disablement
- b. Employer's Liability for Compensation

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Paper -54; BBL 103**International Trade Law**

Objective: The objective of the course is to introduce the conceptual background of the subject along with existing and ongoing developments in the area of International Trade and World Trade Organisation's (WTO) Agreements. Special reference should also be made to India's response towards international trade and WTO

Unit-I: Introduction of International Trade Law

- a. Economic Theories:-
 - i. Mercantilism
 - ii. Adam Smith's Absolute Cost Advantage Theory
 - iii. David Ricardo's Comparative Advantage Theory
 - iv. Hecksher: Ohlin's Factor Endowment Theory
 - v. Raymond Vernon's Product Life Cycle Theory
 - vi. National Competitive Theory (Porter's Diamond)
- b. *Lex Mercatoria* and Codification of International Trade Law
- c. Sources and Principles of International Trade Law

Unit-II: Development of International Trade: GATT, 1947 - WTO 1994

- a. Historical Background of GATT 1947
- b. Uruguay Round and Marrakesh Agreement
- c. GATT 1994
- d. Dispute Settlement Understanding

Unit-III: WTO Agreements

- a. Agreement on Agriculture
- b. Agreement on Subsidies and Countervailing Measures
- c. Agreement on Anti-Dumping
- d. General Agreement on Trade in Services

Unit-IV: Contemporary Issues: International Trade and Regionalism

- a. Trade and SAPTA and SAFTA
- b. Trade and Environment
- c. Doha Development Agenda

Text Books:

1. Raj Bhalla, *International Trade Law: Theory and Practice*, Lexis Nexis, 2001 (2nd Edn)

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2. A.K.Kaul, *Guide to the WTO and GATT: Economics, Law and Politics*, Kluwer Law International, 2006
3. Craig VanGrasstek, *The History and the Future of the WTO*, WTO Publications, 2013

References:

1. WTO, *Doha Development Agenda*, WTO, 2013.
2. Peter Van den Bossche, *The Law and Policy of the WTO*, Cambridge Publications, 2013
3. Gabriel Moens and Peter Gillies, *International Trade and Business: Law, Policy and Ethics*, Routledge, 2006
4. Daniel , *Oxford Handbook on International Trade Law*, Oxford University Press, 2009
5. *Results of the Uruguay Round of Multilateral Trade Negotiations: The Legal Texts* (Geneva: GATT Secretariat, 1994)
6. Francesco, ed. *Environment, Human Rights & International Trade*, Oxford: Hart, 2001
7. J. Frank, *Trade, Inequality and Justice: Towards a Liberal Theory of Just Trade*, New York: Transnational 2003
8. Anil Arora, Jai Narayan Sharma, *The International Trade Theories and Current Trend in the Globalised World*, Deep & Deep Publications Pvt. Ltd., 2008
9. A. K. Dixit & V. Norman, *Theory of International Trade*, Cambridge University Press, 1980
10. Robert E. Hudec, *Developing Countries in the GATT Legal System*, London: Gower Press for the Trade Policy Research Centre, 1987
11. John H. Jackson, *World Trade and the Law of GATT*, Indianapolis: Bobbs-Merrill, 1969
12. Pratap Ravindra, *India at the WTO Dispute Settlement System*, New Delhi: Manak Publications, 2004
13. T. N., Srinivasan, *Developing Countries and the Multilateral Trading System: From the GATT to the Uruguay Round and the Future*, Delhi: Oxford University Press, 1998
14. Philip A., Akakwam, "The Standard of Review in the 1994 Antidumping Code: Circumscribing the Role of GATT Panels in Reviewing National Antidumping Determination", *Minnesota Journal of Global Trade*, vol. 5, no. 2 (1996), p 277
15. Jagdish Bhagwati and Robert E Hudec, *Fair Trade and Harmonization: Prerequisites for Free Trade*, Cambridge, Mass.: MIT Press, 1996, Vol. 2 (Legal Analysis)
16. Rainer M. Bierwagen, *GATT Article VI and the Protectionist Bias in Anti-Dumping Law*, Deventer: Kluwer, 1990
17. B. S. Chimni, "WTO Dispute Settlement and Sustainable Development", World Wide Fund for Nature-India, Discussion Paper, May 1999, p 1

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18. Nick Covelli, "Public International Law and Third Party Participation in WTO Panel Proceedings", *JWT*, vol. 33, no. 2 (1999), p 125.
19. John Croome, *Reshaping the World Trading System: A History of the Uruguay Round*, The Hague: Kluwer, 1999
20. Kenneth. W.Dam, *The GATT: Law and International Economic Organization* Chicago: University of Chicago Press, 1970

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