

NOTIFICATION

As recommended by the meeting of the Board of Studies in Law held on 02.07.2014, the Hon'ble Vice-Chancellor, Dibrugarh University is pleased to approve the Revised Syllabus of B.B.A. LL.B/B.B.A. LL.B(Hons) Programme for the First and Second Semester under report to the Under Graduate Board and Academic Council, Dibrugarh University.

The above shall come into effect from the academic session 2014-2015.

Sd/-A. Hazarika
Deputy Registrar (Academic)i/c
Dibrugarh University

Copy to:

1. The Vice-Chancellor, D.U. for favour of information.
2. The Registrar, D.U. for favour of information.
3. The Controller of Examinations, DU, for favour of information and necessary action. The copy of the Syllabus is enclosed herewith.
4. Prof. (Ms) K. D. Hazarika, Dept. of Assamese, Dean, School of Humanities and Social Sciences, Dibrugarh University, for kind information.
5. The Director, Centre for Juridical Studies, Dibrugarh University for favour of information and necessary action.
6. All the Principals of the Colleges conducting the B.B.A.LL.B/B.B.A. LL.B(Hons) Programme, for favour of information and needful. They are requested to download the copy of the Syllabus from the website: www.dibru.ac.in.
7. The System Administrator, Dibrugarh University for kind information and with a request to upload the Notification along with the syllabus urgently in the University website.
8. File

Sd/- A. Hazarika
Deputy Registrar (Academic)i/c
Dibrugarh University

Semester – I			
Code	Paper	Credits	Marks
B.B.A.,LL.B.: 1.1	General English	6	100
B.B.A.,LL.B.: 1.2	Major- Paper-I 1.Human Resource Management –I 2.Principles of Marketing -I	6	100
B.B.A.,LL.B.: 1.3	Minor I : Paper –I 1.OrganisationalBehaviour 2. Business Environment	5	100
B.B.A.,LL.B.: 1.4	Minor II : Paper-I 1. Financial Accounting 2.Entrepreneurial Development	5	100
B.B.A.,LL.B.: 1.5	Constitutional Law of India-I	8	100
Total for Non-Honours Course		30	500

Semester I
B.B.A., LL. B.:1.1
General English

End Semester – 80

Internal Assessment -20

Total Marks: 100

Credit 6

Marks

Unit 1: Organs of Speech

16

- 1.1 The Respiratory System
- 1.2 The Phonatory System
- 1.3 The Articulatory System
- 1.4. The Classification and Description of Speech Sounds
 - 1.4.1 Consonants
 - 1.4.2 Vowels

Unit 2: Phonetic and Speech

16

- 2.1 Phonetic Transcription
- 2.2 Speech Training
 - 2.2.1 Stress
 - 2.2.2 Speech Rhythm
 - 2.2.3 Intonation
 - 2.2.4 Juncture
 - 2.2.5 Question
- 2.3 Consulting a Dictionary for Pronunciation, Meaning, Usages etc

Unit 3: Introduction to Body Language

16

- 3.1 What is a Body Language?
- 3.2 Body Language as a Part of Communication.
- 3.3 Three Aspects of Communication

Unit 4: Grammar and usages

16

- 4.1 Article
- 4.2 Sentence
- 4.3 Parts of Speech
- 4.4 Tense
- 4.5 Determiners
- 4.5 Preposition
- 4.6 Phrases and Clauses
- 4.7 Detection of Common Errors
- 4.8 Transformation of Sentences

Unit 5:

16

- 5.1 Legal Language: Its historical background, meaning, scope and related problems
- 5.2 Legal terms:

A

Abatement, Abduction, Abet, Abrogate, Abscond, Accomplice, Accused, Acquittal, Adjourn, adjudication, Affidavit, Aggrieved person, Agnates, Alibi, Alien, Alimony, Ambiguity, Amnesty, Appeal, Approver, Arbitration, Assent, Asylum

B

Bail, Bankrupt, Bicameral, Blasphemy, Bond, Breach, Burden of proof, Bother of full blood, Brother of half blood

C

Cabinet, Capital punishment, Caveat, Cheque, Client, Code, Codicil, Coercion, Collusion, Compound, Conjugal rights, Consumer, Conviction, Copyright, Criminal, Criminal negligence, Cruelty, Culpable, Custody

D

Damage, Debenture, Debtor, Decree, Defendant, Deponent, Deportation, Depose, Discharge, Disfranchise, Dishonour of bill, Dividend, Dominion, Doom, Dower, Duress, Dying declaration

E

Easement, Ejectment, Embezzlement, Emoluments, Enacting words, Enactment, Encroacher, Endowment, Escape, Escheat, Eviction, Exchequer, Excise, Ex-post-facto., Eye witness

F

Felony, Fiat, Final judgement, Firm, Forfeiture, Forgery, Franchise

G

Garnishee, Genocide, Golden rule, Good faith, Gratuitous, Gratuities, Guarantee, Guilty

H

Habeas corpus, Half blood, Heir, Heir apparent, High treason, Homicide, Honorarium

I

Identification parade, Illegal, Illegitimate child, Inalienable, Indemnity, Infant, Infringement, Injunction, Innuendo, Insanity, Interlocutory, Interrogation, Intimidation, Intoxication

J

Jeopardy, Judgement debtor, Judicial Separation, Judiciary, Juvenile courts

K

Kidnapping, Kill

L

Laches, Lapse, Law, Lawful, Lawyer, Lease, Legal, Legislation, Legitimacy, Libel, Liberty, Lunatic

M

Marriage, Marriage Settlement, Mens rea, Mental disorder, Minor, Mischief, Misfeasance, Money Bill, Moratorium, Murder

N

Nationalisation, Negligence, Nexus, Notary, Nuisance, Null and void

O

Oath, Offence, Offer, Ombudsman, Opinion

P

Parole, Pedigree, Penalty, Perjury, Petition, Plaintiff, Pleadings, Pledge, Post-mortem, Power of attorney, Preamble, Precedent, Percept, Prejudice, Prima facie, Prison, Probation, Profession, Promise, Proof, Prosecution, Protocol, Public Policy

Q

Quasi, Quasi- Judicial

R

Rape, Rebellion, Reconciliation, Rectification, Redemption, Regent, Reinstatement, Remand, Repeal, Repudiation, Respondent, Restitution, Revocation

S

Sanction, Search Warrant, Sedition, Seizure, Servitudes, Shoplifting, Single Women, Slander, Solitary Imprisonment, Solus Agreement, Solvent, Special acceptance, Stakeholder, Stateless, Statement of claim, Statement of defence, Stay of execution, Stipulation, Street offence, Sub-lease, Sub-letting, Succession, Sue, Suffrage, Surrogate

T

Testimony, Tied house, Tort, Tortfeasor, Treason

U

Unlawful, Unlawful at Large

V

Vendee, Vendor, Venue, Verdict, Versus, Veto, Vocation, Void, Voidable, Voucher

W

Whip, Writ

Internal Assessment:

20

Books Recommended:

1. S.R Myneni : English (I) for Pre Law
2. S.R Myneni : English (II) for Pre Law
3. Rajimwale, S. : Elements of General Linguistics
4. Alam, A. : Body Language
5. Tripathi, S.C. : Legal Language , Legal Writing and General English

Semester I
B.B.A., LL. B.:1.2
Major- Paper-I

1. HUMAN RESOURCE MANAGEMENT-I

End Semester – 80

Internal Assessment -20

Total Marks: 100

Credit 6

Marks

Unit I: Personnel Management

16

- 1.1 Nature, significance and scope of Personnel Management
- 1.2 Challenges of Personnel Management
- 1.3 Role and functions of a Personnel Manager
- 1.4 Qualifications and Qualities of Personnel Manager.

Unit II: Roles and Trends of Personnel Management

16

- 2.1 Personnel and Human Resource Management- Difference
- 2.2 Globalization and HR
- 2.3 Technology and HR

Unit III: Job Analysis, job design

16

- 3.1 Job analysis: its meaning and significance
- 3.2 Contents of job analysis
- 3.3 Methods of collecting job analysis data
- 3.4 Job design: its meaning and significance
- 3.5 Approaches to job design, Techniques of job design.

Unit IV: Manpower Planning

16

- 4.1 Manpower planning and its significance, meaning and objectives
- 4.2 Planning at different levels,
- 4.3 Factors effecting manpower planning.
- 4.4 Responsibility of HRP and effective HRP

Unit V: Recruitment and Selection

16

- 5.1 Meaning, objectives and significance of recruitment:
- 5.2 Sources of recruitment:
- 5.3 Meaning, objectives and significance of selection
- 5.4 Steps in the selection process.

Internal Assessment

20

Suggested Readings

1. Rao. V.S.P- *Human Resource Management* Excel Books, New Delhi.
2. Aswathappa K - *Human Resource Management* Tata McGraw Hill
3. Chhabra T.N- *Human Resource Management* Dhanpat Rai and Co

Semester I
B.B.A.,LL. B.:1.2
Major- Paper-I
2. PRINCIPLES OF MARKETING-I

End Semester – 80
Internal Assessment -20
Total Marks: 100

Credit 6

Marks

Unit 1: Introduction

16

- 1.1 Nature and Scope of Marketing
- 1.2 Importance of marketing as a business function and in the economy.
- 1.3 Traditional and Modern Marketing concepts.
- 1.4 Marketing Mix.
- 1.5 Marketing Environment.

Unit 2: Consumer Behavior

16

- 2.1 Nature and Scope of Consumer Behaviour.
- 2.2 Significance of Consumer Behaviour.

Unit 3: Market Segmentation

16

- 3.1 Concept and Importance of market segmentation.
- 3.2 Bases for market segmentation.

Unit 4: Product and Service

16

- 4.1 Concept of product.
- 4.2 Product Life Cycle concept.
- 4.3 Consumer and industrial goods
- 4.4 Product planning and development.
- 4.5 Packaging – role and functions.
- 4.6 Brand Name and Trade Mark.
- 4.7 After Sales Service.

Unit 5: Service Marketing

16

- 5.1 Marketing of services
- 5.2 Important elements of Service Marketing
- 5.3 After Sales Service

Internal assessment

20

Suggested Readings:

1. Kotler P. , Marketing Management, Pearson
2. Pillai R. S., Bagavathi, Modern Marketing: Principles and Practices, S. Chand
3. Kumar, Arun, Meenakshi. N. Marketing Management, Vikas Publication, New Delhi

**Semester I
B.B.A., LL.B.:1.3
Minor-I Paper-I**

1. ORGANISATIONAL BEHAVIOUR

End Semester – 80
Internal Assessment -20
Total Marks: 100

Credit 5

Marks

Unit-1:

16

- 1.1 Organisational Behaviour: Concept and Nature of its
- 1.2 Determinants of Organisational Behaviour
- 1.3 Foundation and role of Behaviour Science.

Unit-2:

16

- 2.1 Personality: Concept & Theories
- 2.2 Determinants of personality
- 2.3 Methods of personality measurement
- 2.4 Perception: Concept, importance and perceptual process

Unit-3:

16

- 3.1 Individual Process: Learning, Types of Learning and role of learning.
- 3.2 Factors affecting learning.
- 3.3 Factors in Attitude Formation,
- 3.4 Attitude and Organisational Behaviour;
- 3.5 Effects of Employee Attitude

Unit-4:

16

- 4.1 Definition, characteristics and types of group
- 4.2 Theories of Group Formation
- 4.3 Stages of Group Development
- 4.4 Work Team: Concept, Types and Effective Team.

Unit-5:

16

- 5.1 Motivation in organization – concept & significance
- 5.2 Maslow's Need hierarchical theory.
- 5.3 Two factor theory & Expectance model.
- 5.4 Management assumption about people – Theory X and Theory Y.

Internal Assessment

20

Books recommended:

1. K. Aswathappa: Organisational Behaviour, Himalaya Publishing House, Mumbai.
2. FradeLuthans: Organisational Behaviour, Prentice Hall, New Delhi
3. Prasad L.M.: Organisational Behaviour, Sultan Chand & Sons.
4. Dr. S.S. Khanka, Sultan Chand & Sons.

Semester I
B.B.A.,LL. B.:1.3
Minor-I Paper -I
2. BUSINESS ENVIRONMENT

End Semester – 80
Internal Assessment -20
Total Marks: 100

Credit 5

Marks

Unit 1: 16

- 1.1 Business Environment – Concept, nature and importance.
- 1.2 Elements of business environment – internal and external.
- 1.3 SWOT analysis – Concept Significance and technique.

Unit 2: 16

- 2.1 Economic Environment –concept, significance and element of business environment,
- 2.2 Business cycle.
- 2.3 Features and component of Indian business environment.
- 2.4 Changing dimensions of business environment in India.

Unit 3: 16

- 3.1 Economic Trends: Income, Savings, and investment, Industry;
- 3.2 Trade and balance of payment.
- 3.3 Problems of economic growth – Unemployment, Poverty, Parallel economy, and industrial sickness.

Unit 4: 16

- 4.1 Monetary Policy – Meaning, objectives, and credit control tools.
- 4.2 Money Market & Capital Market – Meaning, constituents, and functions.

Unit 5: Marks 16 (Class 16)

- 5.1 International business environment
- 5.2 International economic grouping institutions - GATT, WTO, World Bank, IMF, SAFTA, NEFTA-(Basic ideas and their importance)
- 5.3 The Policy of Globalization and its impact on Indian trade and industry.

Internal Assessment

20

Books recommended:

- 1. P.K.Dhar&ParijatDhar: Indian Business Environment
- 2. A.N. Agarwal: Indian Economy, Vikash Publishing House, New Delhi.
- 3. Misra&puri: Indian Economy; Himalaya Publishing House, New Delhi.
- 4. Black and Sundaram : International Business Environment, prentice Hall, New Delhi

Semester I
B.B.A., LL. B.:1.4
Minor- II Paper-I
1. FINANCIAL ACCOUNTING

End Semester – 80

Internal Assessment -20

Total Marks: 100

Credit 5

Marks

Unit 1: INTRODUCTION TO ACCOUNTING

16

- 1.1 Meaning and Scope of Accounting: Need, Development and Definition of Accounting;
- 1.2 Book-Keeping and Accounting, Accounting Terminologies
- 1.3 Persons interested in Accounting Disclosures;
- 1.4 Branches of Accounting, Objectives of Accounting.

Unit 2: THEORY BASE OF ACCOUNTING

16

- 2.1 Accounting Principles: Concepts and Conventions,
- 2.2 Cash and Accrual basis of Accounting
- 2.3 Accounting Standards in India
- 2.4 International Accounting Standards (only outlines);

Unit 3: RECORDING BUSINESS TRANSACTIONS

16

- 3.1 Accounting Transactions: Accounting cycle, Journal, Rules of debit and credit
- 3.2 Compound Journal Entry, Relationship between journal and ledger
- 3.3 Rule regarding posting and Balancing, Trial Balance.

Unit 4: FINANCIAL STATEMENTS

16

- 4.1 Final Accounts: Manufacturing account, Trading Account, Profit & Loss Account, Balance Sheet, Adjustment Entries
- 4.2 Rectification of Errors: Classification of Errors, Location of Errors, Suspense account.

Unit 5: DEPRECIATION

16

- 5.1 Depreciation Provisions and Reserves: Concept of Depreciation, Causes of Depreciation
- 5.2 Depletion, Amortization and Dilpidation
- 5.3 Depreciation Accounting: Methods for providing Depreciation, Depreciation of different Assets

Internal Assessment

20

Recommended Book

- 1. Juneja, Chawla & Saxena, Book-keeping & Accountancy, Vol I & Vol II, Kalayani Pbls.
- 2. Hanif & Mukherjee, Modern Accountancy, Vol I S. Chand Pbls.
- 3. Siddique, S.A., Financial Accounting, Part I, Laxmi Pbls. Pvt Ltd. N. Delhi

4. Hanif& Mukherjee, Modern Accountancy, New Edition, TusharPbls. House
5. Shukla, Meharchand : Advance Accounting
6. Shukla, S.M. : Advance Accountancy

Semester I
B.B.A.,LL. B.:1.4
Minor –II Paper-II
2. Entrepreneurial Development

End Semester – 80	
Internal Assessment -20	Credit.5
Total Marks: 100	Marks
Unit 1: Introduction	16
1.1 The entrepreneur and entrepreneurship – Definition.	
1.2 Characteristics of an entrepreneur; Leadership, Risk taking, Decision- making and business planning.	
Unit 2: Emergence and Theories	16
2.1 Emergence of entrepreneurial class.	
2.2 Theories of entrepreneurship.	
2.3 Role of socio-economic environment.	
Unit 3: Promotion of a venture	16
3.1 Opportunities analysis; external environmental analysis – economic, social and technological.	
3.2 Competitive factors; legal requirements for establishment of a new unit, and raising of funds.	
Unit 4: Policies and Role of Government	16
4.1 Industrial Policy of the government.	
4.2 Role of industrial estates.	
4.3 Role of Central and State level promotional agencies and financial institutions.	
4.4 Role of Development Banks.	
Unit 5: Project Formulation	16
Internal Assessment	20

Book Recommended

1. Tandon B C: Environment and entrepreneur; ChughPbl., Allahabad
2. Srivastava S B: A Practical guide to industrial Entrepreneurs; Sultan Chand & Sons, N. Delhi
3. Prasanna Chandra: Project Preparation, Appraisal, Implementations; TMH
4. Pandey I M: Venture Capital – The Indian Experience; PHI

Semester I
B.B.A.,LL.B.:1.5
Constitutional Law of India - I

End Semester – 80
 Internal Assessment -20
 Total Marks: 100

Credit 8
Marks

Unit 1:	Introduction to the Constitution of India; Preamble; India and its Territories & Citizenship	16
1.1	Salient Feature of the Indian Constitution	
1.2	Nature of Indian Federalism	
1.3	Preamble	
1.4	India and its Territories	
1.5	Citizenship Under the Constitution (Articles 5-11)	
1.6	Citizenship under the Citizenship Act, 1955 (as amended upto date)	
Unit 2:	Fundamental Rights-I (Article -12 to Article -19)	16
2.1	Definition of ‘State’ for enforcement of Fundamental Rights – Justifiability of Fundamental Rights –Doctrine of eclipse, severability and waiver	
2.2	Judicial Review	
2.3	Right to Equality – Doctrine of reasonable classification and absence of arbitrariness	
2.4	Right to Freedom –Expansion by Judicial interpretation –Reasonable restrictions	
Unit 3:	Fundamental Rights-II (Article 20 to Article 24)	16
3.1	Right to life and personal liberty –scope and content –judicial interpretation	
3.2	Preventive detention –policy and safeguards –judicial review	
3.3	Rights against exploitation –Forced labour and child employment	
Unit 4:	Fundamental Rights-III (Article 25 to Article 35)	16
4.1	Right to Freedom of Religion –Secularism	
4.2	Cultural and Educational rights of minorities	
4.3	Right to Constitutional Remedies –Judicial Review –Writs –Articles 32 and 226	
Unit 5:	Directive Principles; Fundamental Duties; Social Justice (Article 36 to Article 51 A)	16

- 5.1 Directive Principles of State Policy –Justifiability of Directive Principles –Inter-Relationship between Directive Principles and Fundamental Rights
- 5.2 Fundamental Duties

Internal Assessment

20

Referred Cases:

- 1. KeshbanandaBharati Vs. State of Kerala, AIR 1973 SC 1461
- 2. S.P. Gupta and Others Vs. President of India and Others, AIR 1982 SC 149
- 3. Janata Dal Vs. H.S. Choudhury (1992) 4 SCC 305
- 4. Sarbananda Sonowal Vs. Union of India, AIR 2005 SC 2926
- 5. Maneka Gandhi Vs. Union of India, AIR 1978 SC 597
- 6. BondhuMuktiMorcha Vs. Union of India, AIR 1997 SC 2218
- 7. HussainaraKhatoon Vs. State of Bihar, AIR 1979 SC 1369
- 8. KihotalHollohan Vs. Zachithu, AIR 1955 SC 781, AIR 1973
- 9. SaralaMutgal Vs. Union of India, (1995) 3 SCC 635

Recommended Books:

- 1. Dr. J. N. Pandey –Constitutional Law of India.
- 2. D. D. Basu –Shorter Constitution of India.
- 3. V. N. Shukla –Constitutional Law of India.
- 4. M. P. Jain –Constitutional Law of India.
- 5. H. M. Sreevai –Constitutional Law of India.

Semester-II			
Code	Paper	Credits	Marks
B.B.A., LL.B.: 2.1	Legal Language	6	100
B.B.A.,LL.B.: 2.2	Major- Paper-II 1.Human Resource Management-II 2.Principles of Marketing –II	6	100
B.B.A.,LL.B.: 2.3	Minor I : Paper –I 1.Principles of Management 2.Managerial Ethics	5	100
B.B.A.,LL.B.: 2.4	Minor II : Paper-I 1.IT and Its application in Business 2.Business Communication	5	100
B.B.A.,LL.B.: 2.5	Constitutional Law of India – II	8	100
Total for Non-Honours Course		30	500

SEMESTER II
B.B.A.,LL.B.: 2.1
Legal Language

End Semester – 80
Internal Assessment -20
Total Marks: 100

Credit 6
Marks

Unit 1: Introduction to Legal Language **16**

- 1.1 History of Legal Language
- 1.2 Characteristics of Legal Language
- 1.3 Legal Language in India-attention and awareness of practical legal import of sentences
- 1.4 Law in general- concepts on Law of Contracts, Law of Property, Law of Tort, Law of Crimes, CPC, Cr. P.C., Law of Evidence
- 1.5 Lawyer's duty to: Client, Court, Opponent, Colleagues, Profession, Legal Aid and Trainees.

Unit 2: Fundamental Principles of Legal Writing **16**

- 2.1 Concision - clarity - cogency - simplicity of structure
 - 2.1.1 Brief writing, writing of case comment and drafting of law reports
- 2.2 Legal citation

Unit 3: Legal Terminology **16**

- 3.1 Terms used in civil law and criminal law
- 3.2 Latin words and expressions- Law Register

Unit 4: Maxims

16

- 4.1 *Aequitas sequitur legem* (Equity follows the law)
- 4.2 *Affirmanti, non neganti, incumbit probatio* (The proof is incumbent upon the one who affirms, not on the one who denies)
- 4.3 *Aequitas agit in personam* (Equity acts in *personam*, not in *rem*)
- 4.4 *Ex turpicausa non oritur actio* (No action arises out of a wrongful consideration)
- 4.5 *Exturpicausa non oritur actio* (He who seeks equity must come with clean hands)
- 4.6 *Ignorantia facti excusat, Ignorantia juris non excusat* (Ignorance of fact is an excuse but ignorance of the law is no excuse)
- 4.7 *Jus respicit aequitatem* (The law pays regard to equity)
- 4.8 *Lex est norma recti* (The law is a rule of right)
- 4.9 *Nemo potest esse simul actor et iudex* (No one can be at the same time both pursuer and judge)
- 4.10 *Nemo debet bis puniri pro uno delicto* (No one should be punished twice for the same)
- 4.11 *Non jus ex regula sed regula ex jure* (The law does not arise from the rule or maxim, but the rule or maxim from the law)
- 4.12 *Qui prior est tempore, potior est jure* (Where there are equal equities, the first in time shall prevail)
- 4.13 *Salus populi est suprema lex* (The welfare of the people is the paramount Law)
- 4.14 *Ubi jus ibi remedium* (No wrong to be without remedy)
- 4.15 *Vigilantibus non dormientibus jura subveniunt* (The law assist those who are vigilant of their rights, not those who are careless of them or Delay defeats equity)

Unit 5: Legal Literature

16

- 5.1 Advice to a young man interested in going into Law: Felix Frankfurter
- 5.2 The Language of the Law: Urban A. Laveery
- 5.3 In the Court: Anton Chekov
- 5.4 The Five Functions of the Lawyer: Arthur T. Vanderbilt

Internal Assessment:

20

Recommended books:

1. Bhatnagar, R. P. & R. Bhargava, Dr. M. Menon (ed.), *Law and Language* (1985), Macmillan, Delhi
2. P C Wren & H Martin, *English Grammar and Composition*
3. Brown, Gordon W., *Legal Terminology*, Prentice Hall, New Jersey
4. Maitland, *Equity*
5. Rana and Mulji, *An Epitome of the Principles of Equity*
6. Keeton, *Introduction to Equity*
7. N. Krishnaswami, *Modern English*, Macmillan, 1975
8. Longman's, *Dictionary of Common Errors*, Orient Longman
9. M.P. Bhaskaran & D. Harsburgh, *Strengthen your English*, OUP, 1973
10. Sarah Freeman, *Written Communication in English*, Orient Longman, 1977
11. P.H. Collin, *Law Dictionary*, Universal, New Delhi. 1993

11. Bryan Garner's, *Dictionary of Modern Legal Usage*, Oxford University Press
13. S.C. Tripathi, *Legal Language, Writing and General English*, Turton, New Delhi
14. Rupert Haigh, [*The Oxford Handbook of Legal Correspondence*](#), Oxford University Press.
15. Snell, *Principles of Equity*
16. Story, *Equity Jurisprudence*
17. Hanbury and Maudsley, *Modern Equity*
18. Nathan, *Equity through the Cases*
19. Randall, *Leading Cases in Equity*

Semester II

B.B.A.,LL.B.:2.2

Major- Paper-II

1. HUMAN RESOURCE MANAGEMENT-II

End Semester – 80	
Internal Assessment -20	Credit.6
Total Marks: 100	Marks
Unit 1: Placement, induction/orientation	16
1.1 Meaning, objectives and significance of placement	
1.2 Induction/orientation: its meaning and objectives	
1.3 Steps involved in the induction programme.	
1.4 Transfer and Promotion-Purposes, policies, benefits and disadvantages.	
Unit 2: Training	16
2.1 Training- Concepts, Features and needs	
2.2 Principles, Importance and objectives of Training	
2.3 Types of training, training methods, evaluation of the training programme.	
Unit 3: Job evaluation	16
3.1 Job evaluation and its concepts and features	
3.2 Process of job evaluation	
3.3 Essentials of a job evaluation programme.	
Unit 4: Performance Appraisal	16
4.1 Performance Appraisal- concepts and features	
4.2 Objectives and process of Performance Appraisal	
4.3 Methods of Performance Appraisal	
4.4 Problems of Performance Appraisal	
Unit 5: Executive Development	

- 5.1 Concept, definition and Importance
- 5.2 Steps in the organization of EDP
- 5.3 Methods/Techniques of EDP

16

Internal Assessment

20

Books Recommended

- 1 Rao. V.S.P- Human Resource Management Excel Books, New Delhi.
- 2 Aswathappa K- *Human Resource Management* Tata McGraw Hill
- 3 Chhabra T.N- *Human Resource Management* Dhanpat Rai and Co.

Semester II

B.B..A.,LL.B.:2.2

Major – Paper-II

2. PRINCIPLES OF MARKETING-II

End Semester – 80

Internal Assessment -20

Total Marks: 100

Credit.6

Marks

Unit 1: Pricing

16

- 1.1 Importance of Price in Marketing Mix.
- 1.2 Factors affecting price of a product/service
- 1.3 Discounts and Rebates

Unit 2: Distribution Channels and Physical Distribution

16

- 2.1 Distribution channels – Concept and role.
- 2.2 Types of distribution channels.
- 2.3 Factors affecting choice of a distribution channel
- 2.4 Retailing and Wholesaling.
- 2.5 Physical distribution of goods – transportation, warehousing, inventory control and order processing.

Unit 3: Promotion

16

- 3.1 Methods of promotion
- 3.2 Promotion mix – advertising media – their relative merits and limitations – characteristics of an effective advertisement.

Unit 4: Personal Selling

16

- 4.1 Introduction to Personal Selling.

4.2 Personal Selling as a career – functions of a salesman, successful sales person.

Unit 5: Relationship Marketing

16

5.1 Relationship Marketing – definition and evolution.

5.2 Cost and benefit of relationship marketing.

5.3 RM in various fields of Marketing: Services, Distribution Channel, Consumer Market, Mass Market, Key Account Management, Direct marketing.

Internal Assessment

20

Books Recommended

1. Kotler P. , Marketing Management, Pearson
2. Pillai R. S., Bagavathi, Modern Marketing: Principles and Practices, S. Chand
3. Kumar, Arun, Meenakshi. N. Marketing Management, Vikas Publication, New Delh

Semester II

B.B..A.,LL.B.:2.3

Minor –I Paper-II

1. PRINCIPLES OF MANAGEMENT

End Semester – 80

Internal Assessment -20

Total Marks: 100

Credit.5

Marks

Unit 1: Introduction

16

1.1 Introduction: Concept, nature, and significance of management.

1.2 An overview of functional area of management thought: Classical, Neo-classical, System approach and Contingency approach.

Unit 2: Planning

16

2.1 Nature and Purpose of Planning,

2.2 Significance and limitations of Planning

2.3 Types of plans

2.4 Steps in the Planning Process

2.5 MBO- Definition, The process of MBO, Benefits and Weakness of MBO.

Unit 3: Organizing

16

3.1 Concept, nature and significance

3.2 Formal and Informal Organisations

3.3 Authority and Responsibility relationship

- 3.4 Departments and its bases
- 3.5 Span of Management, factors determining an effective span.
- 3.6 Decentralisation and Delegation of authority, art of delegation.

Unit 4: Staffing & Directing: 16

- 4.1 Staffing: Definition of staffing, importance of staffing, factors effecting staffing.
- 4.2 Recruitment and Selection - Definition, Sources of recruitment, Selection Process, Selection test, advantages and limitations of Selection test.
- 4.3. Directing: Concepts and Importance, Principles of direction, Process of directions.

Unit 5: Leadership, Communication and Control: 16

- 5.1 Leadership: Concepts, characteristics, importance, qualities, styles and techniques.
- 5.2 Communication: Definition, importance, communication network – formal and informal, barriers of communication
- 5.3 Control: Concept, steps in controlling process, Techniques of control. Controlling and management by exception, benefit of management by exception.

Internal Assessment **20**

Books recommended:

1. L.M.Prasad; Principles of Business Management
2. Sherlekar S.A, Modern Business Organisation and Management, Himalaya Publishing House
3. Tripathi P C & Reddy P.N, Principles of Management, Tata Mc Graw Hill.

Semester II
B.B..A.,LL.B.:2.3
Minor-I Paper-II

2. MANAGERIAL ECONOMICS

End Semester – 80

Internal Assessment -20

Total Marks: 100

Credit.5

Marks

Unit I: Introduction

16

- 1.1 Meaning, Objectives and Characteristics of Managerial Economics
- 1.2 Scope of Managerial Economics
- 1.3 Micro Analysis and Macro Analysis
- 1.4 Role and Responsibilities of a Business Economist

Unit 2: Economic Systems

2.1 Capitalism	16
2.2 Socialism	
2.3 Mixed Economy	
2.4 Types of Business Enterprises and their objectives	
Unit 3: Theory of Consumption	16
3.1 Demand and Supply	
3.1.1 Meaning	
3.1.2 Elasticity of Demand and Supply with their measurements	
3.1.3 Factors Affecting Elasticity of Demand and Supply	
3.2 Utility Analysis	
3.2.1 Cardinal and Ordinal Utility	
3.2.2 Indifference Curve Approach	
3.2.3 Revealed Preference Theory	
Unit 4: Production	16
4.1 Factors of Production and their functions	
4.2 Production Function	
4.3 Law of Variable Proportions	
4.4 Isoquants	
4.5 Law of Returns to Scale	
4.6 Economies of Large Scale and Small Scale Production	
Unit 5:	16
5.1 Market Mechanism and Pricing	
5.1.1. Concept of Revenue	
5.1.2. Nature of Costs and Costs Curves	
5.1.3. Price and Output Determination under different market structures – Perfect Competition, Monopoly and Monopolistic Competition	
5.2 Business Cycles	
5.2.1 Characteristics, Types and Phases of Business Cycles	
5.2.2 Effects of Cyclical Fluctuations on Business Firms	
Internal Assessment	20
Recommended books :	
1. Advanced Economic Theory : H.L. Ahuja	
2. Advanced Micro Economics : P.N. Chopra	
3. Micro Economics : M.L. Jhingan	
4. Business Economics : M.L. Jhingan	
5. Business Economics : P.N. Chopra	

Semester II
B.B.A.,LL.B.:2.4
Minor II Paper-II

1. IT AND ITS APPLICATION IN BUSINESS

End Semester – 80
Internal Assessment -20
Total Marks: 100

Credit.5
Marks

Unit 1: Information Technology: 16

- 1.1 Meaning of IT, nature & scope
- 1.2 Features of IT
- 1.3 Impact of IT in Business Environment
- 1.4 Role of Systems Manager

Unit 2: Fundamentals of Computer 16

- 2.1 Computer System concepts, components, software and hardware
- 2.2 Storage Devices
- 2.3 EDI concept, standards and advantages

Unit 3: Business Applications: 16

- 3.1 MS Office Word – Create, format, edit and printing using different tools.
- 3.2 MS Office Access - DBMS concept, data field, record files, sorting, indexing, linking.
- 3.3 MS Office Excel – Business Research with the help of worksheet, using built in tools.

Unit 4: Computers and 16

- 4.1 Data Communication – concepts and its importance.
- 4.2 Meaning of a computer network – concepts types, network devices and topologies.
- 4.3 Communication Protocols – OSI and TCP/IP concepts.
- 4.4 Security Issues in business.

Unit 5: Internet Technologies 16

- 5.1 Evolution, Basic concepts and significance of Internet
- 5.2 Internet Tools - Email, Websites, Search Engines.
- 5.3 Concepts of intranets and extranets.
- 5.4 Net etiquettes.

Internal Assessment 20

Book Recommended

1. Managing with Information; Prentice Hall, New Delhi.
2. Nath C.K. Information Technology and its implications in Business; Kalyani Publication.
3. Barman H.: Foundations of IT and Computers, Mahaveer Publications.

Semester II
B.B.A.,LL.B.:2.4
Minor – II Paper-II
2. BUSINESS COMMUNICATION

End Semester – 80
Internal Assessment -20
Total Marks: 100

Credit.5
Marks

Unit 1: Introduction

- 1.1 Concept, Nature, Scope, Types and Functions
- 1.2 Communication models and process
- 1.3 Essentials of effective communication
- 1.4 Theories of communication
- 1.5 Audience analysis

16

Unit 2: Corporate Communication

- 2.1 Communication Channels- Formal and informal Communication network, Downward, Upward and Horizontal, Grapevines
- 2.2 Barriers of Communication, Overcoming the barriers of communication.
- 2.3 Practices in Business Communication – Group Discussion, Mock Interview, Seminars
- 2.4 Importance of Listening
- 2.5 Report Writing

16

Unit 3: Oral Presentation

- 3.1 Principles of oral presentation
- 3.2 Presentation skills, factors effecting presentation
- 3.3 Methods of oral communication
- 3.4 Interview skills – Interview process & requirements of a successful interview
- 3.4 Resume preparation and letter of Application.

16

Unit 4: Business Writing & Correspondence

- 4.1 Written Communication – Essentials of written communications
- 4.2 Basic Requirements of Business Letter
- 4.3 Business Letters & Memo Formats
- 4.4 Good News and Bad News Letter, Appearance Request Letter, Sales Letter, Credit Letter, Complaints and Adjustment Letter, Quotation and Offers.

16

Unit 5: Presentation Skills & Modern form of communication

- 5.1 Meaning of presentation, factors effecting presentation
- 5.2 Sales Presentation
- 5.3 Fax, E-mail, and Video conferencing.
- 5.4 International communication.

16

5.5 Improving Inter-cultural Communication

Internal Assessment

20

Recommended Books

1. Kaul: Business Communication; Prentice Hall, New Delhi.
2. Jain V.K & Biyani O : Business Communication , S. Chand
3. Sharma, R.C & K. Mohan. Business Report writing and Correspondence (TMH)
4. Balasubramanyam : Business Communication; Vikash Publishing House, Delhi.
5. Bezborah, P. & Mahanta K.: Business Communication, Kalyani Publishers

Semester II B.B.A., LL.B.:2.5 Constitutional Law of India –II

End Semester -80
Internal Assessment -20
Total Marks: 100

Credit. 8
Marks

Unit 1:	The Union and the State Executive	16
1.1	The Union and the State Executive	
1.1.1	The President of India –qualification –election –term of office –power –impeachment.	
1.1.2	The Governor –appointment and powers.	
1.1.3	Relationship between the President/Governor with the Council of Ministers.	
1.1.4	Nature, scope and extent of executive powers of the Union and the States – Articles 73 & 162.	
1.2	The Union Parliament and State Legislatures	
1.2.1	Compositions of the Parliament and State Legislatures.	
1.2.2	Qualification/Disqualification of Members of Parliament and State Legislatures – Anti Defection Law.	
1.2.3	Prime Minister –Cabinet System –Collective Responsibility	
1.2.4	Legislative Process –Legislative Privileges –Immunities of members of the Parliament and state legislature.	
Unit 2:	Union and State Judiciary	16
2.1	Supreme Court of India –Composition –appointment and removal of Judges of the Supreme Court.	

2.2	High Courts in the States	
2.3	Jurisdiction of Supreme Court –original/appellate/advisory jurisdiction –statutory appeal- special leave to appeal –power of review-	
2.4	Writs (32-226)	
2.5	Judicial Review (nature and scope) –independence of the Judiciary –Judicial activism –PIL	
Unit 3:	Relationship between the Union and the States	16
3.1	Distribution of Legislative Powers.	
3.2	Administrative Relation.	
3.3	Financial Relation.	
Unit 4:	Amendment of the Constitution and Emergency Provisions	16
4.1	Amendment of the Constitution	
4.1.1	Power of the Parliament to amend the Constitution and procedures (Article 368)	
4.1.2	Limitation on the power to amend the Constitution –Doctrine of basic feature/structure	
4.2	Emergency Provisions	
4.2.1	National Emergency	
4.2.2	State Emergency –Grounds of imposition	
4.2.3	Financial Emergency	
4.2.4	Effect of declaration of emergency –emergency and fundamental rights -44 th Amendment Act.	
Unit 5:	Freedom of Trade, Commerce and Intercourse within the Territory of India, services under the Union and States	16
5.1	Freedom of trade, Commerce and Intercourse –meaning-power of the Parliament –restrictions.	
5.2	Services under the Union and the States –Doctrine of Pleasure –protection against arbitrary dismissal, removal or reduction in rank –Exception of Article 311.	
	Internal Assessment	20
	Referred Cases:	
1	KesavaanandaBharati Vs. State of Kerala, AIR 1973 SC 1461	
2	Maneka Gandhi Vs. Union of India, AIR 1978 SC 597	
3	In Respecial reference No. of 1998 (Judges Appointment Case), AIR 1999 SC 1	
4	SR Bomai Vs. Union of India, AIR 1994 SC 1918	
5	KuldeepNayar Vs. Union of India, AIR 2006 SC 312	

6	A.D.M. Jabalpur Vs. Srikanth Shukla, AIR 1976 SC 1207
7	Rameswar Prasad Vs. Union of India, AIR 2006 SC 980
8	In Re, AIR 1965 SC 745
9	Union of India Vs. Tulshi Ram, AIR 1985 SC 1416
10	Atiabari Tea Co. Vs. State of Assam, AIR 1961 SC 232

Recommended Books

1. Dr. J. N. Pandey –Constitutional Law of India.
2. D. D. Basu –Shorter Constitution of India.
3. V. N. Shukla –Constitutional Law of India.
4. M. P. Jain –Constitutional Law of India.
5. H. M. Sreevai –Constitutional Law of India.