

B.B.A.LL.B.

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Devi Ahilya University ,Indore, M.P.

B.B.A.LL.B. (Hons) Revised Syllabus

PART -I SEMESTER - II

PAPER I : ENGLISH -II

Unit I

Vocabulary

1. Foreign words and phrases 2. Set expressions and phrases.3. One word substitution 4. Words often confused5. Synonyms and Antonyms, especially Legal words

Unit II

Comprehension Skills

1. Comprehension of Legal texts 2. Common logical fallacies 3. Comprehending legal passages through queries

Unit III

Drafting skills

Legal Drafting, Preparing legal briefs, Precise and summary

Unit IV

Grammar

1. Cohesive Devices, Combination of sentences 2. Sentence structures, verb patterns., Modals, ossessives and 'Self' forms

Unit V

Composition and Translation

Legal topics for essay writing, Translation and Transliteration.

Select Bibliography

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1. M.C. Setalwad : Common Law in India.
2. Denning : 'Due process of Law'
3. I. Abidi : 'Law and Language'.
4. Glanville Williams : Learning the law.
5. J.C. Nesfield : 'English Grammar.'

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PART -I SEMESTER - II

PAPER II :PRINCIPAL&PRACTICE OF MANAGEMENT

Unit - I

Management concepts & Evolution: Definition -nature -scope and functions of management. Importance of management, role of manager, management and administration, functional areas of management, POSDCORB. Evolution of management thought. Relevance of management to modern industry, Govt., University, hospital & other institutions.

Unit – II

Planning: Meaning, features, nature and importance of planning Procedure, types planning, Techniques. Elements of planning, Principles of planning, Planning and control, Types of plans. Objectives, MBO

Unit – III

Staffing: Staffing nature and purpose, selection, PA and Career planning Span of control –Line & staff functions. Authority & Responsibility centralization and decentralization delegation of authority.

Unit – IV

Directing: Nature of directing -leadership qualities -styles -motivation morale and discipline.

Unit – V

Controlling: The objectives and process of control -Role of information in control Performance standard –Measurement of performance,

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remedial act –Integrated Control system in an organization. Control techniques.

Texts & References

1. Koontz, Weihrich Essentials for Management : An International Perspective TMH.
2. V S P Rao & Hari Krishna Management text and cases. Excel Books, New Delhi.
3. Kreitner, Management Theory and Applications. Cengage Learning, India.
4. Robbins, Management. Pearson Education

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**PART -I SEMESTER - II
PAPER III : Corporate Accounting**

Unit I- Company Final Accounts

Meaning; preparation of Income Statement & Balance Sheet as per revised schedule (VI)

Unit II Issue of Shares and Debentures

Meaning; kinds of shares; problems on issue and allotment of shares; over subscription and under subscription; issue of shares at premium, discount (Simple Problems)s. Debentures, Meaning; types of debentures; shares Vs. debentures; issue of debentures;

Unit III Business Combination – I: Amalgamation and Absorption

Meaning of amalgamation and absorption; purchase consideration; meaning and methods; conditions for amalgamation in the nature merger and purchase; accounting treatment in the book of transferor and transferee company (Simple problems only).

Unit IV Business Combination – II: External Reconstruction


Meaning of external reconstruction; purchase consideration; accounting treatment in the book of transferor and transferee company (Simple problems only).

Unit V Business Combination – III: Internal Reconstruction

Meaning; forms of reconstruction; alteration of capital and capital reduction; scheme for internal reconstruction of a company; problems. Skill Development Activities

Texts & References

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1. Gupta, R.L. and RadhaSwamy, M. (2001). Advanced Accountancy (10th Ed). New Delhi: .Sultan Chand & Sons.
2. Jain & Narang. (2012). Corporate Accounting (18th Ed). Ludhiana: Kalyani Publishers.
3. Companies' Act
4. Kumar Anil., Kumar Rajesh V. & Mariappa, B. (2011). Financial Accounting (Vol II). New Delhi: Himalaya Publishing House.
5. Shukla and Grewal. (2014). Advanced Accountancy (17th Ed). New Delhi: Sultan Chand & Sons

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PART -I SEMESTER - I

PAPER IV : LAW OF CONTRACT-II

Unit - I

Indemnity - The Concept – Theories of contract, Need for indemnity to facilitate commercial transactions Method of creating indemnity obligations, Definition of indemnity, Nature and extent of liability of the indemnifier. Commencement of liability of the indemnifier, Situations of various types of indemnity creations, Documents/agreements of indemnity, Nature of indemnity, clauses, Indemnity in case of International transactions, Indemnity by Governments during interstate transactions

Guarantee Concepts, Definition of guarantee: as distinguished from indemnity, Basic essentials for a valid guarantee contract, The place of consideration and the criteria for ascertaining the existence of, consideration in guarantee contracts, Position of minor and validity of guarantee when minor is the principal debtor, creditor or surety.

Continuing guarantee, Nature of surety's liability, Duration and termination of such liability, Illustrative situations of existence of continuing guarantee, Creation and identification of continuing guarantees, Letters of credit and bank guarantee as instances of guarantee transactions.

Rights of surety: Position of surety in the eye of law, Various judicial interpretations to protect the surety, Co-surety and manner of sharing liabilities and rights, Extent of surety's liability Discharge of surety's liability

Unit – II

Bailment Definition of bailment, Kinds of bailees, Duties of bailor and bailee towards each other, Rights of bailor and bailee, Finder of goods as a bailee,

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Liability towards the true owner, Obligation to keep the goods safe Right to dispose of the goods.

Pledge: comparison with bailment, Commercial utility of pledge transactions, Definition of pledge under the Indian Contract Act, Other statutory regulations (State & Centre) regarding pledge, reasons for the Same, Rights of the pawner and pawnee. Pawnee's right of sale as compared to that of an ordinary bailee, Pledge by certain specified persons mentioned in the Indian Contract Act

Unit – III

Agency Identification of different kinds of agency transactions in day to day life in the, Commercial world, Kinds of agents and agencies, Distinction between agent and servant, Essentials of agency transaction, various methods of creation of agency, Delegation, Duties and rights of agent, Scope and extent of agent's authority, Liability of the principal for acts of the agent including misconduct and tort of the Agent, Liability of the agent towards the principal, Personal liability towards the parties Methods of termination of agency contract, Liability of the principal and agent before and after such termination.

Unit – IV

Law Relating to Partnership: Definition and Nature of Partnership/Firm/Duties, Relationship between partners mutual rights duties. Implied Authority of Partners, Emergency. Liability of Partners, Doctrine of Holding out.. Incoming and outgoing partner – their rights liabilities Dissolution – Kinds, consequences. Registration of firm and Effect of non registration.

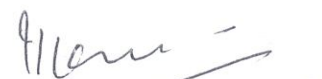
Unit – V

Sale of Goods Concept of sale as a contract, Illustrative instances of sale of goods and the nature of such contracts, Essentials of contract sale, Essential conditions in every contract of sale Implied terms in contract sale. The rule of caveat emptor and the exceptions thereto under the sale of Goods Act Changing concepts of caveat emptor Effect and meaning of implied warranties in the sale Transfer of title and passing of risk Delivery of goods: various rules regarding delivery of goods Unpaid seller and his rights Remedies for breach of contract

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Texts & References

1. Law of contract -S.Kapoor
2. Law of contract- Basantlal babel.
3. Law of contract-Avtaar singh

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PART - I SEMESTER - II

PAPER V : CONSTITUTIONAL LAW I

Unit - I

Introduction: Silent feature of Constitution, Preamble Nature of Indian Constitution Characteristics of federalism Unitary form of Government.

Unit - II

Citizenship, Fundamental Rights: Citizenship. State. Fundamental Rights – Equality, freedom and social control, personal liberty, Changing dimensions of personal liberty, cultural and educational rights. Right to constitutional remedies

Unit - III

Fundamental duties, Directive Principles: Directive Principles of State policy. Inter relationship between fundamental rights and directive principles. Fundamental duties.

Unit - IV

Union Executive, Legislature and Judiciary: Union Executive – the President, Vice President . Union Legislature – Council of Ministers Union Judiciary – Supreme Court.

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Unit – V

State Executive, Legislature and judiciary: State Executive – Governor State
Legislature – *Vidhan Sabha – Vidhan Parishad* State Judiciary – High Court.

Texts & References

1. V.N. Shukla- Constitution of India
2. J.N. Pandey- Constitutional law of India.
3. D.D. Basu -Constitution of India
4. G.P.Tripathi -Constitutional Law New Challenges.
5. Kailash Rai -Constitutional Law Of India

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PART - I SEMESTER II
PAPER VI -Business Report Writing

- Unit-I Communication in the business environment with emphasis on written reports: Communication process and role of communication in organizations. audience adaptation.
- Unit-II Basic language and writing techniques with emphasis on style, tone, and situation considerations: coherence, credibility, bias (e.g, gender, racial, and ethnic), clarity, conciseness, and accuracy.
- Unit-III Short, informal reports, functions and objectives of reports, short, informal reports of various type, formal and style of short reports.
- Unit-IV Formal reports: Collecting primary and secondary data: analyzing, organizing, and summarizing data, evaluating and interpreting data; drawing and support conclusions and recommendations; formatting formal reports.
- Unit -V Visual aids (including computer graphics), Oral Presentation

Suggested Books:

1. Business Correspondence and Report Writing : R.C.Sharma and Krihshnamohan Tata Megraw Hill
2. Bakshi M. Effective Communication Tata Megraw Hill
3. Report Writing. Michelle Reid Macmilan Publication

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PART -I SEMESTER - II

PAPER VI : ECONOMICS-II

Unit- I

Introduction to Indian Economy 1. Trends of Population growth and its problems Estimates of National Income in India 2. Post Independence economic policy in India (1991) 3. Unemployment and employment generation schemes in India 4. Poverty and Special study of rural poverty in India.

Unit – II

Indian Economic Development 1. Planning process 2. Priorities between agriculture & Industries 3. The role of Public, private & Joint sectors. Large, medium & small scale industries. 4. Regulation control of private sector: Role of capital formation.

Unit – III

Foreign Investments & Internal finance 1. Deficit financing international investments, 2. International aid, Labour relations in India.

Unit – IV

Import and Export Policies 1. Exim Policy, 2. Export promotion & import substitution, 3. Balance of payment 4. Free trade, protection.

Unit – V

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Agricultural Economics: 1. Basic characteristics of an under developed economy
2. Evolution of agrarian Relations, 3. Land reforms, causes of low, 4. Agricultural productivity . Commercialization of Agriculture.

Select Bibliography

1. Indian Economy – Rudradatta
2. Economic Survey - K.P.M. Sundaram (Govt. of India Recent Edition)
3. Dynamics of Indian Export Trade – Pratima Dikshit
4. Indian Economy - Ruddardatt, K.P.M.
5. Indian Economy Problem of Developing Planning – Sundharam Agrawal
A.N.
6. Indian Economy - Maini

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