

**NAME OF SUBJECT: LEGAL METHOD AND LEGAL RESEARCH**

**PAPER CODE: BBL 101**

**MAXIMUM MARKS: 30+70=100**

**TIME ALLOWED: 3 HRS.**

**INTERNAL ASSESSMENT: 30 MARKS**

**TERM-END EXAMINATION: 70 MARKS**

**OBJECTIVE:** This course on Legal Method focuses on orientation of students to legal studies from the view point of basic concepts of law and legal system.

**MODULE-I: Meaning and Classification of Law**

- a) **Meaning, nature and functions of Law.**
- b) **People's conception of Law- why know law, law and regularity, law and morals, law and value-judgement, social order and law.**
- c) **Classification of Law**
  - i. **Public and Private Law.**
  - ii. **Substantive and Procedural Law.**
  - iii. **Municipal and International Law.**

**MODULE-II: Sources of Law**

- a) **Customs.**
- b) **Precedent.**
- c) **Legislation.**
- d) **Stare decisis.**
- e) **Ratio-decidenti.**
- f) **Obiter dicta.**
- g) **Judges and discretion.**
- h) **Nature of Legal Sources:**
  - i. **Comparative legal cultures.**
  - ii. **Common law.**
  - iii. **Civilian law.**
  - iv. **Socialist law.**
  - v. **Institution of adjudication.**
  - vi. **Fact finding- Dispute resolution: adversarial method and inquisitional method. Justifiability.**

**MODULE-III: Basic Concepts of Indian Legal System**

- a) **Structure of Indian Legal System.**

- b) **Common Law.**
- c) **Constitution as the Basic Law.**
- d) **Rule of Law.**
- e) **Separation of Powers.**
- f) **Legal Remedies.**
- g) **Crisis of Indian Legal System.**

#### **MODULE-IV: Legal Writing and Legal Research**

- a) **Legal materials- Case law.**
- b) **Statutes, Reports, Journals, Manuals, Digests etc.**
- c) **Importance of legal research.**
- d) **Techniques of legal research: application of social science methods in law, where to find law, data analysis and interpretation.**
- e) **Legal writings and citations.**

#### **MODULE-V: Methods of Law**

- a) **Statute: Enactment of Law, Legislative drafting, Rule making, aids for interpretation of statutes.**
- b) **Cases: How to read a case, Precedent, Ratio and Obiter, Judicial Law making.**
- c) **Methods in study of law: Case method, Dialogue or Socratic method and Clinical method.**

#### **MODULE-VI: Legal Reasoning**

- a) **Legal Reasoning: Definition, Components of Legal Reasoning, Deductive and Inductive Reasoning, Levi's and Bodenheimer's Model of Legal Reasoning.**
- b) **Law and Logic: Aristotelian Logic and Syllogism.**
- c) **Significance of Mooting for Law students.**

#### **SUGGESTED READINGS**

1. **Learning the Law--- Glanville Willains.**
2. **Jurisprudence (Legal Theory)--- Nomita Aggarwal.**
3. **An Introduction to Jurisprudence and Legal Theory--- B.N.M. Tripathi.**
4. **The Nature of Judicial Process--- Benzamin N. Cardozo.**
5. **Indian Legal System--- ILI Publication.**
6. **Legal Research and Methodology--- ILI Publication.**
7. **Clinical Legal Education--- N.R. Madhava Menon.**
8. **Client Interviewing and Counseling--- Jenny Chapman**

## ESSENTIAL CASE LAW

1. **Raj Kishore Jha v. State of Bihar, AIR 2003 S.C. 4664**
2. **Commissioner of Income Tax, Hyderabad v. P.J. Chemicals, 1994 Suppl. (3) S.C.C. 535**
3. **Air India v. Nargesh Mirza, AIR 1981 SC 1829**
4. **Geeta Hariharan v. Reserve Bank of India, AIR 1999 S.C. 1149**
5. **Neera Mathur v. L.I.C. 1992 (1) S.C.C. 286**
6. **D.K. Basu v. State of W.B., 1997 (1) SCC 417**
7. **Dwrka Prasad Aggarwal v. B.D. Aggarwal, AIR 2003 S.C. 2686**
8. **Commissioner of Wealth Tax, Meerut v. Sharvan Kumar Swarup & Sons, 1994 (6) SCC 623**
9. **Shikhar Chand Falodia v.S.K. Sanganeria, AIR 2004 Gau. 19.**
10. **Gramophone Company v. B.B. Pandey, AIR 1984 S.C. 667**
11. **Peoples Union for Civil Liberties v. Union of India 1997 (1) S.C.C. 301**
12. **Lachman v. Nand Lal, AIR 1914 Oudh. 123**
13. **R.K. Tangkhul v. R. Simirei, AIR 1961 Manipur 1**
14. **Balusami v. Balkrishna, AIR 1957 Mad. 97**
15. **Tekaha A.O. v. Sakumeeran A.O. AIR 2004 S.C. 3674**
16. **Superintendent and Remembrancer of Legal Affairs West Bengal v. Corporation of Calcutta AIR 1967 S.C. 997**
17. **Nath Bros. Exim. International Ltd. v. Best Roadways Ltd. 2000 (4) S.C.C. 553**
18. **State of Bihar v. Sonawati AIR 1961 S.C. 221, 231**
19. **Samta Vedike v. State of Kar2003 CR.L. J. 1003 Kar H.C.**
20. **Ram Jawaya Kapur v. State of Punjab, AIR 1955 S.C. 549, 556**

**NAME OF SUBJECT: GENERAL ENGLISH AND LEGAL LANGUAGE-I INCLUDING COMMUNICATION SKILLS**

**PAPER CODE: BBL 102**

**MAXIMUM MARKS: 30+70=100**

**TIME ALLOWED: 3 HRS.**

**INTERNAL ASSESSMENT: 30 MARKS**

**TERM-END EXAMINATION: 70 MARKS**

**OBJECTIVE:** Human beings transmit their expressions through language. Choice of right words at right time is the art of perfect communication. Command over language is an essential quality of lawyers. Efficiency of advocacy depends upon communication skills to a large extent. Lawyers are expected to be conversant with legal terminologies. Hence this course on legal language aims at equipping students with legal and linguistic skill for effective advocacy.

**MODULE-I: Communication**

- a) **Meaning, types and directions to Communication.**
- b) **Communication Process**
- c) **Purpose of Communication.**
- d) **Channels of Communication.**
- e) **Dimensions of Communication.**
- f) **Barriers of Communication.**

**MODULE-II:**

**1. Effective Conversation & Presentation Skills**

- a) **Correct Pronunciation.**
- b) **Fluency.**
- c) **Clear Expression.**
- d) **Extempore.**

**2. Presentation Skills**

- a) **Speeches.**
- b) **How to prepare a presentation.**
- c) **Planing the Talk.**
- d) **Preparing Visual Aids.**
- e) **Delivering Presentation.**
- f) **Managing the Audience.**
- g) **Questions and Answers.**
- h) **Body Language.**

### **MODULE-III: Grammar and Usages**

- a) **Parts of Speech.**
- b) **Article- Definite and Indefinite.**
- c) **Voice.**
- d) **Time and Tense.**
- e) **Question Tag.**
- f) **Use of Punctuation Marks.**
- g) **Enhancing Vocabulary- Antonyms, Synonyms, Homonyms, One word substitutions, Prefixes and Suffixes.**

### **MODULE-IV: Comprehension and Composition**

- a) **Reading Comprehension.**
- b) **Paragraph and Precis writing.**
- c) **Figures of Speech.**
- d) **Idioms and Idiomatic expressions.**
- e) **Formal Correspondence.**
- f) **Essay Writing.**

### **MODULE-V: Translation**

- a) **Translation from Hindi to English and vice versa.**
- b) **Common Hindi and Urdu words used in courts.**

### **SUGGESTED READINGS**

1. **Legal Language and Legal Writing---** P.K. Mishra.
2. **Legal Language---** S.C. Tripathi.
3. **Outlines of Legal Language in India---** Anirudha Prasad.
4. **Legal Language, Writing and General English---** J.S. Singh.
5. **Law and Language---** R.P. Bhatnagar and R. Bhargava. New Delhi, Macmillan.
6. **Grammar---** Wren and Martin.
7. **Grammar---** Nesfield.

**NAME OF SUBJECT: PRINCIPLES AND PRACTICES OF MANAGEMENT**

**PAPER CODE: BBL 103**

**MAXIMUM MARKS: 30+70=100**

**TIME ALLOWED: 3 HRS.**

**INTERNAL ASSESSMENT: 30 MARKS**

**TERM-END EXAMINATION: 70 MARKS**

**OBJECTIVE:** The aim of the course is to orient the students in theories and practices of Management so as to apply the acquired knowledge in actual business practices. This is gateway to the real world of management and decision-making.

**MODULE-I: Introductions: Concept, Nature, Scope and Functions of Management, Levels of Management, Evolution and Foundations of Management Theories, Classical and Neo-Classical Theories, Systems Approach to organization, Modern Organization Theory.**

**MODULE-II: Management Planning Process: Planning objectives and characteristics, Hierarchies of planning, the concept and techniques of forecasting.**

**MODULE-III: Organization: Meaning, Importance and Principles, Departmentalization, Span of Control, Types of Organization, Authority, Delegation of Authority.**

**MODULE-IV: Staffing: Meaning, Job analysis, Manpower planning, Recruitment, Transfers and Promotions, Appraisals, Management Development, Job Rotation, Training, Rewards and Recognition.**

**MODULE-V: Directing: Motivation, Co-ordination, Communication, Directing and Management Control, Decision Making, Management by Objectives (MBO): the concept and relevance.**

**MODULE-VI: Management Control: Corrdination- Meaning, Nature, Features, Objectives and Process of Management Control, Techniques and Behavioural Aspects of Management control.**

**RECOMMENDED READINGS**

1. Essential of Management--- Koontz O' Donnel
2. Management--- Stoner, Freemand & Gilbert
3. Principles & practice of Mgmt--- L.M. Prasad
4. Management Today--- Burton & Thakur
5. Principles & Practices of Mgmt--- C.B. Gupta.

**NAME OF SUBJECT: QUANTITATIVE PRACTICE & BUSINESS STATISTICS**

**PAPER CODE: BBL 104**

**MAXIMUM MARKS: 30+70=100**

**TIME ALLOWED: 3 HRS.**

**INTERNAL ASSESSMENT: 30 MARKS**

**TERM-END EXAMINATION: 70 MARKS**

**OBJECTIVE:** The objective is to provide basic knowledge of the concept of quantitative techniques having their application in the field of business.

**MODULE-I: Introduction:**

- a) **Importance, Uses of Statistics and quantitative techniques.**
- b) **Methods of Presenting Statistical Information's**
- c) **Collections of data.**

**MODULE- II: Frequency distribution:**

- a) **Frequency**
- b) **Simple series and Frequency distribution**
- c) **FD of discrete and continuous variable, Cumulative distribution, Diagrammatic representation of FD, Histogram, Frequency Polygon, Ogive, FD Curve**

**MODULE – III: Sample & Sampling:**

- a) **Need and Methods of Sampling**
- b) **Types of sampling**
- c) **Sampling and Non Sampling Errors**
- d) **Sampling Techniques**
- e) **Sampling distribution**

**MODULE- IV: Measurement of Central Tendency:**

- a) **Average or measurement of central tendency, Mean, median and Mode AM, GM and HM**
- b) **Relation between Mean, Median and Mode, Partition Value-Quartiles, deciles, percentiles**
- c) **Calculation of Partition value**

**MODULE - V: Measurement of Depression:**

- a) **Meaning, Range, Mean Deviation, Standard deviation**
- b) **Quartile deviation, Comparison and measurement, Standard properties of SD**
- c) **Relative measures of depression.**

**MODULE - VI: Correlation and Regression**

- a) **Nature and Significance of Correlation**
- b) **Correlation and Regression analysis**
- c) **Types of Correlation.**
- d) **Methods of Studying Correlation.**

**MODULE - VII: Moments, Skewness & Kurtosis :**

- a) **Moments, Relation between central and non-central moments**
- b) **Beta Coefficients and Gamma Coefficients, Standardized variable**
- c) **Moments of frequency distribution, Skewness, Kurtosis**

**MODULE - VIII : Graphical presentation of data and interpretation:**

**MODULE - IX : Index Number :**

- a) **Meaning, Problem of construction.**
- b) **Methods of Construction.**
- c) **Quantity Index Number, Tests, Chain base method, Cost of living Index, Sensex.**

**RECOMMENDE READINGS**

1. **Thakural---Business Statistics. Taxamann.**
2. **Das--- Statistical Methods, Volume I and II. M. Das & Co.**
3. **Goon, Gupta and Dasgupta--- Basic Statistics. World Press.**
4. **Sancheti & Kapoor--- Statistics, Theory, Methods & Applications. Sultan Chand.**
5. **Gupta--- Statistical Methods. Sultan Chand.**
6. **S.P. Gupta & M.P. Gupta---Business Statistics. Sultan Chand.**
7. **N.D.Vohra--- Quantitative Techniques in Managerial Decisions.**
8. **Stephen K.C.--- Applied Business Statistics.**
9. **Emory and Cooper--- Business Research Methods.**



**NAME OF SUBJECT: BUSINESS COMMUNICATION**

**PAPER CODE: BBL -105**

**MAXIMUM MARKS: 30+70=100**

**TIME ALLOWED: 3 HRS.**

**INTERNAL ASSESSMENT: 30 MARKS**

**TERM-END EXAMINATION: 70 MARKS**

**OBJECTIVE:** This paper aims at familiarizing the students with the knowledge of Communication Process both in written and oral practiced in corporate world in everyday parlance.

**MODULE-I: English Grammar: Paraphrasing in Business Communication. Significance of knowledge of Grammar in Business Communication.**

**MODULE-II: Basic Forms of Communication: Communication Models. Communication Process. Barriers and Bottlenecks in Communication. Corporate Communication. Formal and Informal Communication Network. Grapevine. Non-Verbal Communication. Importance of Communication in Business World.**

**MODULE-III: Letter Writing: Principles, Structure, Planning, Drafting, Writing, Re-Writing, Editing different types of letters. Memos in Business Communication. Modern Office Techniques used in Business Communication.**

**MODULE-IV: Oral Communications: Public Speaking. Body Language. Presentation before the Group. Factors affecting Presentation. Effective Listening. Interviewing Skills. Arranging and Participating in Group Discussion, Seminars and Conferences.**

**MODULE-V: Client Interviewing: Meaning and Significance. Different components—listening, types of questions asked, information gathering and report formation. Ethical consideration.**

**MODULE-V: Report Writing: Writing Skills, Planning, Drafting, Writing, Re-writing, Editing. Different Types of Business Reports. Report Writing.**

### **RECOMMENDED READINGS**

- 1. Business Correspondence and Report Writing--- Sharma.**
- 2. The Craft of Business Letters Writing--- Monipally.**
- 3. Basic Business Communication and Pettel E ---Lesikan V Raymond.**
- 4. Effective Business Communication--- Herta and Murthy.**
- 5. Interviewing and Counseling--- Jenny Chapman.**
- 6. Organizational Behaviour--- Stephen P. Robinson.**
- 7. Introduction to Psychology--- Morgan.**