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 viewpoint 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-decidendi.
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.

**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.
5. Indian Legal System--- ILI Publication.
6. Legal Research and Methodology--- ILI Publication.
8. Client Interviewing and Counseling--- Jenny Chapman
ESSENTIAL CASE LAW

11. Peoples Union for Civil Liberties v. Union of India 1997 (1) S.C.C. 301
13. R.K. Tangkhul v. R. Simirei, AIR 1961 Manipur 1
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.
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-II: Management Planning Process: Planning objectives and characteristics, Hierarchies of planning, the concept and techniques of forecasting.


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


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
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.

RECOMMENDED READINGS
2. Das---Statistical Methods, Volume I and II. M. Das & Co.
7. N.D.Vohra---Quantitative Techniques in Managerial Decisions.
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-V:** Client Interviewing: Meaning and Significance. Different components—listening, types of questions asked, information gathering and report formation. Ethical consideration.


**RECOMMENDED READINGS**

1. Business Correspondence and Report Writing--- Sharma.
5. Interviewing and Counseling--- Jenny Chapman.
7. Introduction to Psychology--- Morgan.