

Revised Syllabus of B.B.A., LL.B/ B.B.A., LL.B (Hons) Programme

Semester – III		
Code	Paper	Marks
B.B.A., LL.B.: 3.1	Major- Paper-III 1.Human Resource Management - III 2. Principle of Marketing – III	100
B.B.A., LL.B.: 3.2	Minor I : Paper :III 1.Financial Management 2. Business Ethics	100
B.B.A., LL.B.: 3.3	Minor I: Paper :III 1.Business Mathematics and Statistics 2.Office Organisation & Management	100
B.B.A., LL.B.: 3.4	Law of Contract	100
B.B.A., LL.B. (Hons): 3.5 H ₁	Honours – 1 , any one from following: 1. Indian Federalism (CL group) 2. Corporate Governance (BLgroup) 3. Criminal Jurisprudence – I(CrL group)	100
Total for Non- Honours Course		400
Total for Honours Course		500

Semester- III

B.B.A.LL.B.: 3.1

Major Paper – III

1. HUMAN RESOURCE MANAGEMENT-I

(HUMAN RESOURCE DEVELOPMENT)

End Semester -80
Internal Assessment 20
Total Marks: 100

Marks

Unit 1: Introduction

16

1.1 Human Resource Development – concept, scope, significance

1.2 Human Resource Development efforts in India.

Unit 2: Human Resource Policy 16

- 2.1 Manpower planning; staffing for human resource development; staffing practices
- 2.2 Formulation of personnel policies – types, characteristics, advantages and obstacles.

Unit 3: Strategies for HRD 16

- 1.1 Learning- concepts and types
- 1.2 Individual Behavior- factors and determinants
- 1.3 Organization Development
- 1.4 Transactional Analysis and Behavior Modeling
- 1.5 Self directed learning-importance

Unit 4: Organizational Support for HRD 16

- 4.1 Human Resource Accounting- concepts, objectives, advantages, limitations
- 4.2 Approaches to Human Resource Accounting

Unit 5: Control 16

- 5.1 Leadership- concept, styles, importance
- 5.2 Theories- Fiedler- Contingency Model, Path- Goal Theory, Trait theory, Transformational leadership; Communication- types
- 5.3 importance and barriers to effective communication
- 5.4 Delegation of Authority- steps, principles, blocks and effective measures.

Internal Assessment 20

Book 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.
- 4.Dwivedi R.S and Dwivedi G.K *Human Resource Development*, Galgotia Publishing

Semester- III
B.A.LL.B.: 3.1
Major Paper – III
2. PRINCIPLES OF MARKETING -II
(RETAILING)

End Semester -80
Internal Assessment 20
Total Marks: 100

	Marks
Unit 1: Introduction	16
1.1 Retailing – meaning, importance, characteristics and evolution.	
1.2 Organized and unorganized retailing.	
1.3 Role of retailing in today’s economy.	
1.4 Recent and emerging trends retailing.	
Unit 2: Retail Stores	16
2.1 Retail store – concepts.	
2.2 Different types of retail stores – their characteristics and relevance.	
Unit 3: Retail Store Management	16
1.6 Managing Space – display, front desk, cash counter, customer lounges, etc.	
1.7 Role of a Floor Manager	
1.8 Employee Dress Code – needs and essentials.	
1.9 Use of Technology – bar coding, automated billing, etc.	
Unit 4: Retail Store Inventory	16
4.1 Procurement – types and benefits of each.	
4.2 Managing perishable and non-perishable goods.	
4.3 Pilferage – meaning and methods of control.	
Unit 5: Legal Requirements	16
5.1 Trade License – procedures.	
5.2 Statutory Requirements for different types of retail stores – especially pharmacies, restaurants and petrol pumps.	
5.3 Legal requirements with respect to employees.	
Internal Assessment	20

Book Recommended:

1. Pradhan S., Retailing Management – Text & Cases, Tata McGraw Hill.

Semester- III
B.B.A., LL.B.: 3.2
Minor I: Paper - III
1. Financial Management

End Semester -80
Internal Assessment 20
Total Marks: 100

	Marks
Unit 1: Financial Management	16
1.1 Meaning, Objectives, nature & scope	
1.2 Finance functions- investment, financing and dividend decisions	
1.3 Profit maximization Vs wealth maximization	
1.4 Role of Financial Manager	
Unit 2: Capital Structures	16
2.1 Meaning of capital, Capitalization and Capital Structure	
2.2 Determinants of Capital Structure.	
2.3 Cost of Capital: meaning and importance.	
2.4 Calculating cost of debt, preference share capital, equity share capital and retained earnings, weighted average cost of capital.	
Unit 3: Leverage:	16
3.1 Operating and financial leverage – their measure.	
3.2 Composite leverage – its meaning and composition.	
Unit 4: Capital Budgeting	16
4.1 Nature of investment decisions.	
4.2 Investment evaluation Criteria – Payback method, Accounting rate of return, Net present value, Profitability Index internal rate of return.	
Unit 5: Management of working capital	16
5.1 Nature and significance of working Capital.	
5.2 Operating cycle	
5.3 Factor determining working capital requirements.	
5.4 Management of working Capital – cash, inventories and receivables.	
Internal Assessment	20

Book Recommended:

1. I.M.Pandey: Financial Management
2. Prasanna Chandra: Essential of Financial Management
3. M.Y.Khan&P.K.jain; Financial Management text and problems.

Semester- III
B.B.A., LL.B.: 3.2
Minor I: Paper: III
2. Business Ethics

End Semester -80
Internal Assessment 20
Total Marks: 100

	Marks
Unit-1:	16
1.1 Business Ethics: Meaning, Definition, and Types.	
1.2 Nature and objectives of business ethics	
1.3 Need for Business Ethics.	
1.4 Importance of ethics in business	
Unit-2:	16
2.1 Sources of Ethics	
2.2 Values, Norms and belief: concept	
2.3 Types of values, Managerial values	
2.4 Morality and Ethics	
Unit-3:	16
3.1 Ethics in Management	
3.2 Relation between ethics and business management.	
3.3 Corporate Social responsibility and ethics.	
3.4 Factors influencing business ethics.	
Unit-4:	16
4.1 Theories of business ethics:	
4.1.1 Traditional theories – Teleological theory- Deontological theory	
4.1.2 The Ten Commandments	
4.1.3 Theory of Kant – Stakeholder theory.	
Unit-5:	16
5.1 Indian ethics for business	
5.2 Value systems in Japan, and America,	
5.3 Culture and Indian values;	
5.4 Ethical dimensions of Gandhiji – seven sins advocated by Gandhiji,	
5.5 Ethical lessons from ancient texts for managerial ethics;	
5.6 Difference between western management concepts and Indian ethos in management.	

Internal Assessment

20

Books Recommended:

1. Badi,R. V.&BadiN.V.: Business Ethics,Vrinda Publications(P) Ltd.
2. Narang,Neetu&kushal,M: Business Ethics, Kalyani Publishers,
3. C.S.V.Murthy: Business Ethics (Text & Cases), Himalaya Publishing House.

Semester- III
B.B.A., LL.B.: 3.3
Minor I: Paper: III
1. Business Mathematics and Statistics

End Semester -80
Internal Assessment 20
Total Marks: 100

	Marks
Unit 1: Algebra	16
1.1 Definition of set, Representation of set, Types of set, Relation and Function, Types of function, Graphical representation of function	
1.2 Introduction to Matrices and its types; Addition, subtraction and multiplication of matrices; Inverse of a non singular matrix; Solution of equations using inverse method	
Unit 2:Differential Calculus: an introduction	16
2.1Functions, Limits and Continuity; simple Differentiation problems; 1 st &2 nd order derivatives; Chain rule (trigonometric functions are excluded)	
2.2Maxima and minima problems relating to marketing models	
2.3Finding minimum cost and lot size; maximization of profit	
Unit 3:Statistics and Probability	16
3.1 Nature of Statistics; uses of statistics to business and industrial activities; Primary data & Secondary data; Graph and Charts	
3.2 Measure of Central Tendency and Dispersion; Uses of Central Tendency and Dispersion in business applications	

3.3 Definitions of probability; Theorems on Probability; Problems based on business scenario

Unit 4: Sample Survey and Correlation 16

4.1 Sampling versus Census; Definition of sample, population, sampling error and non-sampling error; sample size and its determination

4.2 Sampling designs-Convenience sampling; Quota sampling; srswr sampling; srswor sampling; Systematic sampling; Stratified sampling; Cluster sampling; Differences between different sampling designs

4.3 Definition of Correlation and Scatter diagram; Karl Pearson's coefficient of correlation; Spearman's Rank Correlation coefficient; Uses of Correlation

Unit 5: Index Number and Time Series 16

5.1 Definition and uses of Index Numbers; Construction of Index Numbers; Criteria of a Good Index Number; Classification of Index Numbers

5.2 Introduction to time series; Components of time series; Analysis of time series; Measurement of trend; Measurement of seasonal variations; Measurement of cyclic variation

Internal Assessment 20

Recommended Book

1. Gupta, S. P. : Statistical Methods; Sultan Chand & Sons; New Delhi
2. Sancheti & Kapoor : Business Statistics; Sultan Chand & Sons; New Delhi
3. Hooda, R. P. : Statistics for Business and Economics; Macmillan, New Delhi
4. Gupta, S. C. & Kapoor, V. K. : Fundamentals for Mathematical Statistics; Sultan Chand & Sons; New Delhi
5. Gupta, S. C. & Kapoor, V. K. : Fundamentals for Applied Statistics; Sultan Chand & Sons; New Delhi

Semester- III
B.B.A., LL.B.: 3.3
Minor I: Paper: III
2. Office Organisation & Management

End Semester -80
Internal Assessment 20
Total Marks: 100

	Marks
Unit1. Office Management	16
1.1 Office: Definition& its importance.	
1.2 Functions of an office.	
1.3 Elements of office management.	
1.4 Functions of office management.	
1.5 Challenges before the office.	
1.6 Qualities and functions of an office manager.	
Unit 2: Office Organization	16
2.1 Principles of organisation.	
2.2 Characteristics and importance of an organization	
2.3 Formal and informal organization	
2.4 Organisation Chart, types of organization chart	
2.5 Office Manual, Types and preparation of office manual.	
2.6 Delegation of authority, importance and process of delegation.	
2.7 Centralisation and Decentralisation of authority.	
Unit 3: Administrative Office Management	16
3.1 Objectives of administrative office management.	
3.2 Functions of administrative office manager.	
3.3 Scientific office management.	
3.4 Purpose record administration.	
3.5 Filing: Objectives, Essentials of a good filing system and Methods of filing.	
3.6 Indexing: Types of indexing, Selection of suitable indexing System.	
Unit 4: Office Environment	16
4.1 Office Lighting: Types of office lighting, designing a lighting system, Benefits of good lighting system.	
4.2 Ventilation, interior Decoration and furnishing	
4.3 Office Furniture: Freedom from noise and dust, types of office furniture.	
4.4 Basic principles in selecting the furniture.	
4.5 Sanitary requirement, cleanliness, security and secrecy.	
Unit 5: Office Communication	16
5.1 Process of Communication, Factors to be considered in selection of a communication system.	

- 5.2 Importance of office communication, and communication barriers.
- 5.3 Modern Communication devices.
- 5.4 Office Correspondence: Organising Correspondence, Forms of letters.
- 5.5 Typing and Stenographic Services, Mail Services-facilities for mail services,&organization of the mailing department.

Internal Assessment

20

Book Recommended:

- 1. R.S.N. Pillai, Bagavathi; S.Chand & Company Ltd. New Delhi
- 2. B.H. Walley: Manual of office Management
- 3. R.K. Chopra: Office Management
- 4. Carl Heyal; Handbook of Modern Office Management

**Semester- III
B.B.A., LL.B.: 3.4
Law of Contract**

End Semester -80
Internal Assessment 20
Total Marks: 100

Marks

Unit 1: Definition, Nature and Formation of Contract.

16

- 1.1 Definitions, nature and kinds of contract.
- 1.2 Proposal
- 1.3 Acceptance
- 1.4 Consideration.

Unit 2: Capacity and object:

16

- 2.1. Capacity to contract,
- 2.2. Privity of contract and consideration,
- 2.3. Legality of object and consideration.

Unit 3: Consent	16
3.1. Free consent.	
3.2. Contingent and conditional contract.	
3.3. Standard form of contract and E- Contract.	
Unit 3: Discharge of Contract:	16
4.1. Different modes of discharge of contracts, breach, anticipatory breach, effects, rights.	
4.2. Damages for breach and its measure,	
4.3. Quasi contract,	
4.4. Quantum meruit.	
Unit 5: Specific Relief Act 1963:	16
5.1. Objectives of specific relief Act,	
5.2. Recovery of possession of property.	
5.3. Contract which can be specifically enforced and defenses,	
5.4. Rescission of contract,	
5.5. Injunction.	
Internal Assessment	20
Recommended Books:	
1) Beatesen (ed), <i>Anson's law of Contract</i> (27 th ed 1998)	
2) P.S. Atiya, <i>-Introduction to the law of contract</i> 1992 reprint.	
3) Avtar Singh – <i>Law of contract 2000</i> .	
4) M. Krishnam Nair – <i>Law of Contract</i> .	
5) <i>Mulla on contract: Commentary</i> by J.H. Dalal.	
6) Benerjee S.C. – <i>Law of Specific Relief</i> (1998) universal.	
7) Anand and Aiyer – <i>Law of Specific Relief</i> (1998) universal.	

Semester-III
B.A.LL.B. (Hons): 3.5 H₁
Indian Federalism

Honours- 1 Constitutional Law Group
End Semester -80
Internal Assessment -20
Total Marks: 100

	Marks
Unit 1: Federalism	16
1.1 Definition and characteristics of federalism	
1.2 Backgrounds of federal principle under the Indian Constitution	
1.3 Advantage & Disadvantage	
1.3.1 Advantages and disadvantages of Federal Constitution	
1.3.2 Advantages and disadvantages of Unitary Constitution	
Unit 2: Modification of the strict federal principle under Indian Constitution	16
2.1 Governor's role	
2.2 Centre's powers over the State Emergency	
2.3 Jammu and Kashmir Special status	
Unit 3: Comparative study on federalism in	16
3.1 India	
3.2 U.K. and	
3.3 USA	
Unit 4: Centre-State Relations—	16
4.1 Legislative Relation	
4.2 Administrative Relation	
4.3 Financial Relation	
Unit 5: Types of Federalism	16
5.1 Confederation	
5.2 Co-operative Federalism	
Internal Assessment:	20

Recommended Books:

1. Basu, D.D., *Federalism*
2. Gupta, U.N., *Federalism in India*
3. H.M.Sreevai, *Constitutional Law of India*

Semester-III
B.A.LL.B. (Hons): 3.5 H₁
Corporate Governance

Honours- 1 Business Law Group

End Semester -80

Internal Assessment -20

Total Marks: 100

	Marks
Unit 1: Formation, Registration & Incorporation of Company	16
1.1 Nature and Kinds of Company	
1.2 Promoters: Position, Duties & Liabilities	
1.3 Mode & consequence Recovery of Debts of Incorporation	
Unit 2:	16
2.1 Uses & Abuse of the corporate form, lifting of Corporate – Veil	
2.2 Memorandum of Association, alteration & the doctrine of Ultra –Virus	
2.3 Article of Association, binding nature, alteration	
Unit 3: Capital Formation of Regulation	16
3.1 Prospectus: Issues, Contents, Kinds, Liability for misstatement and statement in lieu of Prospectus	
3.2 The nature & classification of Company Security	
3.3 Share & general principle of allotment	
3.4 Share Capital	
3.5 Debentures- Kinds, Share holder & Debenture holder	
Unit 4: Corporate Administrative	16
4.1 Directors- Kind, powers & duties	
4.2 Insider trading	
4.3 Meeting- Kinds & Procedure	
4.4 The balance of within Companies	
4.4.1 Prevention of Oppression	
4.4.2 Power of Court & Central Government	
4.5 Legal liability of Company- Civil, Criminal, Tortuous & Environmental	
Unit 5: Winding up of Company	16
5.1 Kinds, consequences & reason of Winding up	
5.2 Role of Court	
5.3 Payment of Liability	
Internal Assessment:	20

Recommended Books:

1. Indian Company Law - Avtar Singh
2. Company Law - Palmer
3. Guide to Companies Act – Ramiaya

Semester-III
B.B.A.LL.B. (Hons): 3.5 H₁
CRIMINAL JURISPRUDENCE- I

Honours- 1 Criminal Law Group

End Semester -80

Internal Assessment -20

Total Marks: 100

	Marks
Unit 1: History of Criminal Law	16
1.1 Criminal Jurisprudence in Primitive age	
1.2 Development of Criminal Law	
1.3 Criminal Law and India	
Unit 2: Nature and Definition of Crime	16
2.1 Types of Wrong	
2.2 Test of Criminality	
2.3 Distinction between Civil and Criminal Wrong	
Unit 3 Elements of Crime and Theories of Criminal Liability	16
3.1 Principles of Legality	
3.2 Subjective Theory	
3.3 Objective Theory	
Unit 4 Mental Elements in Crime	16
4.1 <i>Mensrea</i> and <i>actusreus</i>	
4.1.1 Intention	
4.1.2 Knowledge	
4.1.3 Recklessness	
4.1.4 Negligence	
UNIT 5 Group Liabilities	16
5.1 Vicarious Liability	
5.2 Strict Liability and Absolute Liability	
5.3 Liability of Corporations	
Internal Assessment	20

Referred Cases

1. *Bachan Sing vs. State of Punjab* (1980) 2 – SCC 684 (Capital Punishment)
2. *GianKaurvs. State of Punjab*, (1996) 2 SCC 648 (Euthanasia – Mercy Killing)

- 3 *Joti Prasad V State of Haryana AIR 1973 SC 1167*
- 4 *Umesh Chandra V State of Rajasthan, (1982) 2 SCC 202*

Referred Books

1. Principles of Criminal Law, R.C. Nigam
2. Criminal Law, Smith and Hogan
3. PSAPillai's Criminal Law, K I Vibhuti
4. Law of Crime, RatanLal&DhirajLal