



SYLLABUS

For

LAW Programmes

(BBA. LLB)

(For admission in 2022-23 and onwards)



BBALLB- MODEL CURICULLEM STRUCTURE

First Semester

Paper Code	SUBJECTS	Credit	L:T:P
ILM 101	Legal Method & Legal Research	4	04:01:00
ILM 102	General English and Legal Language-Including Communication Skills	4	04:01:00
ILM 103	Principles and Practices of Management	4	04:01:00
ILM 104	Quantitative Practice & Business Statistics	4	04:01:00
ILM 105	Business Communication	4	04:01:00

Second Semester

Paper Code	SUBJECTS	Credit	L:T:P
ILM 201	Law of Contract including Specific Relief Act& Sale of Goods Act	4	04:01:00
ILM 202	English and Legal Language-II	4	04:01:00
ILM 203	Business Economics	4	04:01:00
ILM 204	Financial Accounting	4	04:01:00
ILM 205	Business Environment	4	04:01:00



SEMESTER-I

Syllabus

LEGAL METHOD AND LEGAL RESEARCH (ILM-101)

L:T:P::4:1:0

Credits-4

OBJECTIVE: This course on Legal methods focuses on the orientation of students to legal studies from the viewpoint of basic concepts of law and the legal system.

OUTCOMES:

1. Learners will be able to understand the basic concept of law.
2. Development of learner's skill to write research articles and understand the research techniques
3. Learners will be able to understand the basic requirements of research.
4. Learners will be able to understand the concept of Moot Court.

Unit-I: Meaning, Classification and Sources of Law of Law

12 Hours

- a) Meaning, nature and functions of Law.
- b) Law and morality- why know law, law and regularity, social order and law.
- c) Classification of Law
 - i. Public and Private Law.
 - ii. Substantive and Procedural Law.
 - iii. Municipal and International Law.
 - iv. Family/personal law
- d). Customs: meaning, nature and essentials of customs
- e). Precedent: meaning, kinds and importance, Stare decisis, Ratio-decidendi, Obiter dicta.
- f). Legislation: meaning and kinds
- g). Justice, Equity and good conscience

Unit-II: Basic Concepts of Indian Legal System

12 Hours

- 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 the Indian Legal System.

Unit-III: Legal Research

8 Hours

- a) Statutes, Reports, Journals, Manuals, Digests etc.
- b) Meaning, nature and Importance of legal research.
- c) Techniques/Methods of legal research:
- d) Legal writings and use of citations.
- e). Research Methodology

Unit-IV: Research Paper Writing

8 Hours

- a) Selection of title
- b) Abstract writing
- c) Introduction
- d) Problem
- e) Objectives of Research
- f) Hypothesis
- g) Literature review,
- h) Results,
- i) Conclusion and suggestions
- j) Bibliography

Unit –IV: Concept of the Moot Court and Mooting

8 Hours

- a) Meaning of Moot Court
- b) Significations of Mooting
- c) Meaning of Mooter and skills of a good Mooter
- d) Meaning of Researcher and Researcher test
- e) Jurisdiction of the Court
- f) Moot Problem
- g) Memorial- Meaning, Contents, Argument in advance, fact in issue, pray
- h) Making presentations and learning presentation Skills
- i) Moot court's code of conduct

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. Client Interviewing and Counseling--- Jenny Chapman.
8. Organizational Behaviour--- Stephen P. Robbins.
9. Introduction to Psychology--- Morgan.

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) SCC623
9. Shikhar Chand Falodiav.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
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.



SEMESTER-I

Syllabus

**GENERAL ENGLISH AND LEGAL LANGUAGE-I INCLUDING
COMMUNICATION SKILLS (ILM-102)**

L:T:P::4:1:0

Credits-4

OBJECTIVE: Human beings transmit their expressions through language. The choice of the right words at right time is the art of perfect communication. Command over language is an essential quality of lawyers. The 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 a legal and linguistic skill for effective advocacy.

OUTCOMES:

1. Learners will be able to understand the basic concept of English Grammar.
2. Development of learner's Presentations skills
3. Learners will be able to translate English to Hindi and Hindi to English.
4. Learners will be able to make ppt.

Unit-I: Communication

12 Hours

- 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.

Unit-II: Effective Conversation & Presentation Skills

12

Hours

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

Presentation Skills

- a) Speeches.
- b) How to prepare a presentation.
- c) Planning the Talk.

- d) Preparing Visual Aids.
- e) Delivering Presentation.
- f) Managing the Audience.
- g) Questions and Answers.
- h) Body Language.

Unit-III: Grammar and Usages

8

Hours

- 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.

Unit-IV: Comprehension and Composition

8

Hours

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

Unit-V: Translation

8

Hours

- 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, Macmiillan.
6. Grammar-Wren and Martin.
7. Grammar-Nesfield.



SEMESTER-I

Syllabus

PRINCIPLES AND PRACTICES OF MANAGEMENT (ILM-103)

L:T:P::4:1:0

Credits-4

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 the gateway to the real world of management and decision-making.

Outcomes- On completion of this course, the students will be able to

1. Understand the concepts related to Business.
2. Demonstrate the roles, skills and functions of management.
3. Analyze the effective application of PPM knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.
4. Understand the complexities associated with the management of human resources in organizations and integrate the learning in handling these complexities.

Unit-I: Introductions

12 Hours

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.

Unit-II: Management Planning Process and Management Control

12 Hours

Planning objectives and characteristics, Hierarchies of planning, the concept and techniques of forecasting, Management Control: Coordination- Meaning, Nature, Features, Objectives and Process of Management Control, Techniques and Behavioural Aspects of Management control.

Unit-III: Organization

8 Hours

Meaning, Importance and Principles, Departmentalization, Span of Control, Types of Organization, Authority, Delegation of Authority.

Unit-IV: Staffing:

8 Hours

Meaning, Job analysis, Manpower planning, Recruitment, Transfers and Promotions, Appraisals, Management Development, Job Rotation, Training, Rewards and Recognition.

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
5. Principles & Practices of Mgmt--- C.B. Gupta.



Syllabus**QUANTITATIVE PRACTICE & BUSINESS STATISTICS (ILM-104)****L:T:P::4:1:0****Credits-4**

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

Outcomes-On completion of this course, the students will be able to:

1. Describe and discuss the key terminology, concepts tools and techniques used in business statistical analysis
2. Critically evaluate the underlying assumptions of analysis tools
3. Understand and critically discuss the issues surrounding sampling and the significance
4. Discuss critically the uses and limitations of statistical analysis
5. Solve a range of problems using the techniques covered
6. Conduct basic statistical analysis of data.

Unit-I: Introduction**8 Hours**

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

Unit- II: Frequency distribution, Sample & Sampling**12 Hours**

- 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
- d) Need and Methods of Sampling
- e) Types of sampling
- f) Sampling and Non Sampling Errors
- g) Sampling Techniques
- h) Sampling distribution

Unit- III - Measurement of Central Tendency and Measurement of Dispersion 12 Hours

- 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
- d) Meaning, Range, Mean Deviation, Standard deviation
- e) Quartile deviation, Comparison and measurement, Standard properties of SD
- f) Relative measures of depression.

Unit - IV: Correlation, Regression, Moments, Skewness & Kurtosis

8 Hours

- a) Nature and Significance of Correlation
- b) Correlation and Regression analysis
- c) Types of Correlation.
- d) Methods of Studying Correlation.
- e) Moments, Relation between central and non-central moments
- f) Beta Coefficients and Gamma Coefficients, Standardized variable
- g) Moments of frequency distribution, Skewness, Kurtosis

Unit - V : Index Number and Graphical presentation of data and interpretation

8 Hours

- a) Meaning, Problem of construction.
- b) Methods of Construction.
- c) Quantity Index Number, Tests, Chain base method, Cost of living Index, Sensex.
- d) Graphical presentation of data and interpretation

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.



VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY, DEHRADUN

SEMESTER-I

BUSINESS COMMUNICATION (ILM-105)

L:T:P::4:1:0

Credits-4

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

OUTCOME- Upon completion of the course,

1. Learners will be able to demonstrate effective business writing
2. Learners will be able to demonstrate effective business communications
3. Learners will be able to demonstrate research approaches and information collection
4. Learners will be able to demonstrate developing and delivering effective presentations
5. Learners will be able to demonstrate effective interpersonal communications
6. Learners will be able to demonstrate skills that maximize team effectiveness
7. Learners will be able to demonstrate good time management
8. Learners will be able to demonstrate effective problem solving

Unit-I: English Grammar:

8 Hours

Paraphrasing in Business Communication. Significance of knowledge of Grammar in Business Communication.

Unit-II: Basic Forms of Communication:

8 Hours

Communication Models. Communication Process. Barriers and Bottlenecks in Communication. Corporate Communication. Formal and Informal Communication Network. Grapevine. Non-Verbal Communication. Importance of Communication in the Business World.

Unit-III: Letter Writing:

8 Hours

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

Unit-IV: Oral Communications:

12 Hours

Public Speaking. Body Language. Presentation before the Group. Factors affecting Presentation. Effective Listening. Interviewing Skills. Arranging and Participating in Group discussions, Seminars and Conferences.

Unit-V: Client Interviewing:

12 Hours

Meaning and Significance. Different components—listening, types of questions asked, information gathering and report formation. Ethical consideration. 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.



SEMESTER-II
Syllabus

LAW OF CONTRACT INCLUDING SPECIFIC RELIEF ACT & SALE OF GOODS ACT
(ILM-201)

L:T:P:: 4:1:0

Credits-4

OBJECTIVE: Man enters into a variety of contracts from dawn to dusk and this activity increases with the increasing trade, commerce and industry. Modern living would be impossible if the law does not recognize this contract-making power of man. Roscoe Pound made his famous observation-“Wealth, in a commercial age ,is made up largely of Promises”. The conferment and protection by law of this contract make the power of man to regulate and define their relations in the best possible manner. However, the contours of contractual relations in pre- and post-independence eras cannot necessarily be the same. In any society, contractual relations are governed by certain basic and general principles which are standardized in the form of the Indian Contract Act,1872.

OUTCOMES:

5. Learners will be able to understand the basic concept of the Law of Contract.
6. Development of learners ‘skills to draft valid Contracts for their clients.
7. Learners will be able to understand the basic concepts of the Sale of Goods.
8. Learners will be able to find that what contracts can be specifically enforced by law.

Unit-I: Formation of Contract(SECS:2-22)

12 Hours

- a) Meaning and Nature of Contract
- b) Offer/Proposal
 - i. Definition.
 - ii. Communication.
 - iii. Revocation.
 - iv. General/Specific offer.
 - v. Invitation to treat.
- c) Acceptance
 - i. Definition.
 - ii. Communication.
 - iii. Revocation.
 - iv. Tenders/Auctions.
- d) Consideration
 - i. Definition.
 - ii. Essentials.
 - iii. Privity of Contract.
- e) Capacity to enter into a contract
 - i. Minor’s position in Mercantile Law.
 - ii. Nature/effect of minor’s agreements.

Unit-II: Validity, Discharge and Performance of Contract**12 Hours**

- a) Free consent.
- b) Coercion, undue influence, Misrepresentation, Fraud, and Mistake.
- c) Unlawful consideration and object.
- d) Effect of void, voidable, valid, illegal, unlawful and uncertain agreements contract.
- e) Discharge of Contracts.
- f) Performance.
- g) Time and Place of Performance.
- h) Impossibility of Performance and Frustration.
- i) Breach-Anticipatory & Present.

Unit-III: Legality of Objects(SECS:23-30,56.)**8 Hours**

- a) Contingent Contract (SEC-31-36).
- b) Quasi-Contracts (SECS:68-72,168&169).

Unit-IV: Specific Relief Act, 1963**8 Hours**

- a) Recovering possession of property (Section 5 to 8)
- b) Contracts which cannot be specifically enforced (Section 10 to 14 A)
- c) Injunctions (Section 36 to 42)
- d) Judicial Mandate-redressal forum, remedies.

Unit-V: Sales of Goods Act**8 Hours**

- i. Sale and Agreement to sell
- ii. Conditions and Warranties
- iii. Caveat Emptor
- iv. Suits for Breach of the Contract

SUGGESTED READINGS

1. Law of Contract---Avtar Singh.
2. Law of Contract and Specific Relief---Mulla.
3. Principles of Mercantile Law---R.K. Bangia.
4. Law of Contract and Specific Relief---R.K. Bangia.
5. Law of Contract---Anson.
6. Contracts---Tata McGraw Hill.
7. Akil Ahmed---Equity, Trust and Specific Relief.
8. Law of Contracts and Partnerships and Sale of Goods Act---T.R. Desai.
9. Law of Contract---Treitel.
10. Law of Contract---Cheshire, Fifoot and Firmstone.

ESSENTIAL CASE LAWS

1. Balfour v. Balfour
2. Simpkins v. Pays
3. Carlill v. Carbolic Smokeball Co.
4. Pharmaceutical Society of Great Britain. V. Boots Cash Chemists Ltd.,
5. Harvey v. Facey
6. Lalman v. Gauri Dutt
7. Houa v. Fire Insurance Co., v. Grant



SEMESTER-II

Syllabus

ENGLISH AND LEGAL LANGUAGE-II (ILM-202)

L:T:P:: 4:1:0

Credits-4

OBJECTIVE: Human beings transmit their expressions through language. The choice of the right words at right time is the art of perfect communication. Command over language is an essential quality of lawyers. The 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 skills for effective advocacy.

OUTCOMES:

1. Learners will be able to understand the importance of Legal Language in legal practice.
2. Development of learner's skill to write Complaint and written statements using legal language.
3. Learners will be able to find the importance and role of Latin and legal Maxims in the legal profession.
4. Learners will be able to understand the concept of legal counseling.
5. Learners will be able to draft Minutes of Meetings, Abstract etc

Unit-I: Legal Language-I

12 Hours

- a) Introduction to Legal Language.
- b) Characteristics of Legal Language.
- c) History of Legal Language and Legal Language in India.
- d) English as a medium of Legal Language in India.

Unit-II: Legal Language-II

12 Hours

- a) Legal Maxims.
- b) Foreign and Legal Words, their meaning and usages.
- c) Drafting of Moot Memorials.

Unit-III: Legal Counseling

8 Hours

- a) Definition and its differentiation from general counseling.
- b) Different types of counseling.
- c) Approaches to Counseling.
- d) Training Skills- Simulated exercises.

Unit-IV: Grammar and Usages and Translation**8 Hours**

- a) Direct and Indirect Speech.
- b) Transformation of different types of sentences.
- c) Sentences- Simple, Compound and Complex.
- d) Translation from Hindi to English and vice versa.
- e) Common Hindi and Urdu words used in courts.

Unit-V: Comprehension and Composition**8 Hours**

- a) Reading Comprehension of Legal Texts.
- b) Note Taking.
- c) Drafting of Minutes.
- d) Drafting of Reports and Projects.
- e) Drafting of Abstracts.

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, Macmiillan.
6. Grammar--- Wren and Martin.
7. Grammar--- Nesfield.
8. Client Interviewing and Counselling--- Jenny Chapman.
9. Organizational Behaviour--- Stephen P.Robbins.
10. Introduction to Psychology--- Morgan.



SEMESTER-II

Syllabus

BUSINESS ECONOMICS (ILM-203)

L:T:P:: 4:1:0

Credits-4

OBJECTIVE: This paper aims at providing conceptual knowledge of Economic Theories and their application to Managerial Decisions. Also To introduce students to the basic elements of commerce and economics.

OUTCOMES-

1. Students will be able to understand and identify the economic variables in a general business atmosphere.
2. Learners will comprehend the relationship between various policies of the business.
3. Students will accomplish the identical Short Run and Long Run Equilibrium of a firm and industry and also about different market structures and various pricing techniques

Unit--I: Introduction:

12 Hours

Nature and scope of Business Economics: Wealth Definition. Scarcity Definition. Growth Definition. Production Possibility Curve. Circular Flow of Economic Activity. Economics as Science and as Art. Application of Economic Theory to a Firm's Level. Business Problems.

Unit-II: Demand analysis and Forecasting:

8 Hours

Meaning of Demand. Determinants of Demand. Assumptions of Law of Demand. The elasticity of Demand. Demand Forecasting. Law of Supply. The elasticity of Supply.

Unit-III: Cost and Production Analysis:

8 Hours

Different concepts of Costs. Production Function. Cost-Output Relationship. Law of Variable Proportion and Determining the Level of Production Cost. Law of Increasing Returns. Law of Decreasing Returns.

Unit-IV: Pricing Under Different Market Conditions:

8 Hours

Nature of Market. Pricing under Perfect, Monopoly and Monopolistic Market Conditions. Pricing in Actual Practice. Cost Plus Pricing. Transfer Pricing.

Unit-V: Profit Measurement and Appropriation:

12 Hours

Economic vs Accounting Profit. Concept of True Profit. Factors in Profit Measurement. Appropriation of Profit Policy and Capitalization of Profit. Business Cycle: Causes and Effects of Inflation and Recession. Measures of Economic Stabilization.

RECOMMENDED READINGS

1. Managerial Economics--- Varshney R.L. and Maheshwary.
2. Managerial Economics--- Joel Dean.
3. The Economics in Business--- Alexander, KJW and Kemp, A.J.
4. Economic Analysis--- Normal, N. Parsh.
5. Business Economics--- Mankar and Dinkar.



SEMESTER-II

Syllabus

FINANCIAL ACCOUNTING (ILM-204)

L:T:P:: 4:1:0

Credits-4

OBJECTIVE: This paper aims at understanding the basic concepts of the double entry system. The students will get a detailed grounding on the recording of transactions and preparation of final accounting statements for business organizations. It also provides an understanding of the basics of financial statement analysis and statement of cash flow statement and a detailed understanding of company accounts.

OUTCOME- By the end of the programme, students will be able to:

1. Know and apply accounting and finance theory
2. Explain and apply international accounting standards
3. Critically evaluate financial statement information
4. Evaluate and compare different investments

Unit-I:

12 Hours

- a) Introduction to Accounting: Understanding the meaning, nature, functions and usefulness of accounting. Branches of accounting. The accounting equation, accounting concepts and Generally Accepted Accounting Principles.
- b) Recording of Transactions: Concept of double entry. Understanding the Accounting cycle. Preparation of voucher, journal, ledger and trial balance and numerical on the same.

Unit-II:

12 Hours

Subsidiary Books: Preparation of subsidiary books including purchase books, sales books and sales return books and numerical on the same. Cash book, types of cash book and balancing of cash book. Numerical on single column cashbook, double column cashbook, triple column cashbook and petty cash book.

Unit-III

8 Hours

- a) Financial Statements: Preparation of trading account, manufacturing account, profit and loss account and balance sheet along with adjustments and numerical on the same.
- b) Financial Statement Analysis: Introduction. Objectives of financial statement analysis. Techniques- Ratio analysis. Comparative analysis and Limitations of financial statement analysis. (No numerical).

Unit-IV: 8 Hours

Statement of Cash Flows: Purpose, use and structure of the Statement of Cash Flows. Preparation of the statement of cash flows. Reporting cash flows and interpreting the statement of cash flows. (No numerical).

Unit-V:8 Hours

Company Accounts: Characteristics and types of shares. Accounting for issue of shares at par, premium and discount. Numerical on calls in arrear, calls in advance, forfeiture of shares, reissue of forfeited shares in case of pro rata allotment and determining the amount to be transferred to capital reserve.

RECOMMENDED READINGS

1. Advanced Accountancy--- R.L. Gupta and M. Radhaswamy. Sultan Chand & Sons.
2. Advanced Accountancy--- S.N. Maheshwari.
3. Advanced Accountancy--- Jain and Narang.
4. Advanced Accountancy--- M. C. Shuklaand T.S. Garewal.
5. Financial Accounting--- P.C. Tulsian.
6. Modern Accountancy--- Mukherjee and Hanif.



SEMESTER-II

Syllabus

BUSINESS ENVIRONMENT (ILM-205)

L:T:P:: 4:1:0

Credits-4

OBJECTIVE: The aim of the course is to orient the students towards the basic concepts of the Indian and Global Business Environment. Emphasis is placed on the significant relationship which exists between business and the social, legal, political, economic, financial and fiscal environment in India.

OUTCOMES-

1. Students would be acquainted with business objectives, dynamics of business and environment, various types of the business environment and its analysis.
2. Students would describe and discuss Corporate Social Responsibility, Corporate Governance and Social Audit.
3. Students would recall and relate various concepts like business ethics, ethical dilemmas, corporate culture and ethical climate. They would also be acquainted with the development of various acts applicable to business in India

Unit-I:Overview of Business Environment:

12 Hours

Definition. Nature and significance of Business Environment, Social Responsibility of business, Business ethics. Types of environment, internal environment, external environment, micro-environment, macro-environment.

Unit-II: Theoretical Foundations:

8 Hours

Classical theory of international trade: Absolute cost advantage theory, comparative cost theory, and Modern theory of international trade. Michael Porter Model of competitive advantage.

Unit-III:Business and Legal Environment in India:

12 Hours

- a) Trade problems of developing countries.
- b) Economic Planning: Needs and objectives of various plans, Role of Government in Economic Planning in India

- c) Green Revolution, White Revolution, Industrial policy Resolution of 1956 and 1991 (LPG), New Economic Policy and implications on Indian economy.
- d) MRTPACT 1969, Competition Act 2002. Foreign investment policy - FERA, FEMA.

Unit IV: Factors Affecting Business Environment:

8 Hours

Culture and International Business, Political, Technological, Social, Ecological and Legal environment, Eurocurrency- market, International investments: FDI and FII.

Unit-V: Trade Policy and Economic Integration:

8 Hours

Free trade and protection, Tariff, Optimum tariff, Quota, Dumping, Export promotional measures, Meaning and Levels of Economic Integration, European Union, NAFTA, EFTA, SAARC, ASEAN, Cartels, MNC's and international trade.

Unit-VI: International Institutions: IMF, The Brettenwood system, World Bank (IBRD), GATT, Role and Functions of WTO, Salient features of Uruguay Round, TRIPS and TRIMS, UNCTAD (United Nation's Conference on Trade & Development).

SUGGESTED READINGS

- 1) Francis Cherunillum, International Economics, Himalaya Publication.
- 2) Bhatia H.L., International Economics, Vikas Publication.
- 3) Mishra S.K. and V.K. Puri, Indian economy, Himalaya Publishing House.
- 4) Sundharam, K.P.M. Money, Banking and International Trade, S.Chand& Co, New Delhi.
- 5) RudraDutta&Sundaram, Indian economy, S. Chand & Co., New Delhi.
- 6) Czinkota, R. Michael, International Business, Thomson Publication.
- 7) Mithani, D. International Economics, Himalaya Publication.
- 8) Luthans, Comparative International Management, Tata McGraw-Hill.