

Charter of 1874. Provision for enrolment of Advocates, Vakils and Attorneys under the Legal Practitioner's Act, 1853.

Suggested Readings:

1. Herbet Cowall: *The History and Constitution of the Courts and Legislature Authorities in India*, 1936.
2. M.Y. Pylee: *Constitutional History of India, 1600-1950*.
3. M.P. Jain: *Outlines of Indian Legal History*.
4. A.B. Keith: *A Constitutional History of India, 1600-1935*.
5. Rama Jois: *Legal and Constitutional History*.

II SEMESTER

PAPER-I: ENGLISH – II

Unit-I: Vocabulary:

1. Foreign words and phrases (Important Latin and English affixes)
2. Certain set expressions and phrases
3. One word substitution
4. Words often confused

Unit-II: Comprehension Skills:

1. Common logical skills
2. Comprehension of legal texts

Unit-III: Composition of Skills:

1. Use of cohesive devices (legal drafting)
2. Precis-writing, summarising and briefing
3. Brief-writing and drafting of reports
4. Essay writing on topics of legal interest
5. Varieties of sentence structures and verb patterns

Unit-IV: Speech Training:

1. Reading aloud (Knowledge of proper pauses)
2. Key sounds, their discrimination and accent
3. Consulting a pronouncing Dictionary

Unit-V: Speech Making:

1. Rapid reading and debating exercises
2. Writing brief speeches like formally introducing a guest speaker, introducing the themes/topics of a Seminar to the audience, proposing a vote of thanks, etc.

Suggested Readings:

1. M.K. Gandhi: *The Law and Lawyers*
2. Lord Denning: *Due Process of Law* (Parts-I, II and III)
3. Life: *Legal Drafting*
4. David Green: *Contemporary English Grammar, Structure and*
5. *Composition* (Chapters XLI and XLII).
6. Asent: *Rhythm and Intonation of English*, CIEFL.

PAPER-II: HUMAN RESOURCE MANAGEMENT

Objectives : To understand various facets of HRM and to create an understanding of the various policies and practices of HRM. To comprehend the emerging trends in HRM.

Unit – I : Introduction:

Concept – Scope – Basic Philosophy – Importance – Role and Status of HRM – Functions of HRM – Personnel Management Vs HRM – Environmental Influence on HRM. HRD – Concept, Scope – HRD Objectives and Programmes Future of HRD.

Unit – II : Procurement of Human Resources:

Manpower Planning Concepts – Objectives – Process – Job Analysis – Job Description – Job Specification – Uses of Job Analysis – Recruitment – Sources of Recruitment – Selection Process – Test – Placement – Induction – Workplace Adjustment –

Promotion – Demotion – Transfer.

Unit – III : Training, Development and Performance appraisal

Training and Development – Concepts and Importance o Assessing Training Needs – Methods – Management Development – Concept – Techniques, on the job and the off the job training – Evaluating Training Effectiveness. Performance Appraisal – Concept – Appraisal Methods – Traditional and Modern Methods – Problems in Appraisal.

Unit – IV : Compensation – Wages and Salary Administration:

Job Evaluation – Wages and Salary Administration – Objectives – Principles – Essentials of Sound Wage Structure – Methods of Wage payment – Wage Differentials – Wage Concepts – Minimum Wage – Living Wage – Fair Wage – National Wage Policy.

Unit – V : Globalisation and HRM Strategies for New Millennium:

Impact of Globalization on Employment – Trade Union – Collective Bargaining – Participative Management – Diversified Cultures – HRM Strategies for New Millennium - Emotional quotient – Mentoring and Counselling.

Suggested Readings:

1. Robins DeCenzo – “Human Resource Management”.
2. Subba Rao – “Essentials of Human Resource Management and Industrial Relations”.
3. G.B.Gupta – “Human Resource Management” – Sultan Chand & Co New Delhi.
4. R.S.Dwivedi – Managing Human Resources and Personnel Management.

PAPER – III : PRINCIPLES OF MARKETING

Unit – I : Origin of Marketing: Introduction. Definition – Marketing concepts, Marketing management. Difference between Selling and Marketing – Developing marketing. Strategy Marketing planning – Marketing Environment – Indian marketing environment.

Unit – II : Market Segmentation: Segmentation – application of market segmentation Bases for segmentation – Pattern of Market segmentation – segmentation strategy – Target marketing – Product life Cycle – Managing – Product Positioning – Bases for product positioning.

Unit – III : Managing Product: Concept of product – Layers of the product. Classification of products – product Mix decisions – Product Line decisions – New product development Product life Cycle – Managing product Life Cycle.

Unit – IV : Pricing Strategies : Objectives of Pricing policy – factors affecting pricing. Types of Pricing – Pricing Strategies – Distribution Channel decisions – Channel Design – Types of Channels – Physical distribution.

Unit – V : Marketing Communication Process : Integrated marketing Communication Advertising: Objectives of Advertising – Types of Advertising – Sales promotion Personal Selling – Public Relations – Direct marketing – Types of Direct Marketing.

Suggested Readings:

1. Philip Kotler and Garry Armstrong. “Principles of Marketing’ PHI. 10th Edition 2008.
2. William J. Stanton. “Fundamentals of Marketing” , TMH, 2006.
3. Tapan K panda. “Marketing Management – India Context” , 2nd Edition. Excel Books. New Delhi. 2007.
4. Ramaswamy and Namakumari, “Marketing Management”, Mac Millan. New Delhi 2006.
5. Rajan Saxena. “ Marketing Management” TMH. 2006.

PAPER – IV :ELEMENTS OF FINANCIAL MANAGEMENT

Unit – I : Nature of Financial Management – Introduction, Scope of Finance. Finance functions – Financed Manager’s Role. Goal of Financial Management Profit Maximization Vs. Wealth Maximization. Organization of Finance Function. Agency problems, Managers Vs. Shareholders goals. Emerging Role of Finance Managers in India.

Unit – II : Time Preference for Money – Introduction – Future Value of a single cash flow annuity – perpetuity continuous compounding. Present Value – Present Value of a single cash flow annuity, perpetuity continuous discounting, Practical Applications of Compounding and present Value Techniques.

Unit – III : Sources of Finance – Long term Finance: Shares. Debentures and Term Loans ordinary shares. Rights issue and equity share issue convertible debenture venture capital mutual funds. Short Term Finance – Money market instruments – commercial paper. Certificates of Deposit. Bills. Intercompany deposits.

Unit – IV : Determining cash flows for investment analysis – Cash Flow Vs Profit. Flows Calculation of Depreciation for tax purposes, cash flows. Components of Cash Flows. Calculation of Depreciation for tax purpose cash flow Replacement decision. Break even analysis.

Unit – V : Valuation of Bonds & Shares – Introduction to Risk & Return – Concept of value. Features of a Bond. Bond Values & Yields. Features and valuation of Ordinary Shares and Preference Shares. Significance of P/E Ratio.

Suggested Readings:

1. I.M. Panday "Financial Management" 9th Edition. Vikas Publishing Pvt. Ltd.
2. Prasanna Chandra "Financial Management. Theory and Practice" , 6th edition t tala Hi ii iariid
3. Brigham and Houston. "Fundamentals of Financial Managements", 10th edition. Thomson South – Western.
4. M. Y. Khan and P K Jain. "Financial Management", 3RD edition, YMH.
5. James C Van Horne. Fundamentals of Financial Management". 10th edition. I F.

PAPER-V: LAW OF TORTS INCLUDING MOTOR VEHICLE ACCIDENTS AND CONSUMER PROTECTION LAWS**Unit-I :**

Nature of Law of Torts - Definition of Tort - Elements of Tort - Development of Law of Torts in England and India - Wrongful Act and Legal Damage - *Damnum Sine Injuria* and *Injuria Sine Damno* - Tort distinguished from Crime and Breach of Contract - General Principles of Liability in Torts - Fault - Wrongful intent - Malice - Negligence - Liability without fault - Statutory liability - Parties to proceedings.

Unit-II

General Defences to an action in Torts – Vicarious Liability - Liability of the State for Torts – Defense of Sovereign Immunity – Joint Liability – Liability of Joint Treadors – Rule of Strict Liability (*Ryland's V Fletcher*) – Rule of Absolute Liability (*MC Mehta vs. Union of India*) – Occupiers liability – Extinction of liability – Waiver and Acquiescence – Release – Accord and Satisfaction - Death.

Unit-III

Specific Torts - Torts affecting the person - Assault - Battery - False Imprisonment – Malicious Prosecution - Nervous Shock - Torts affecting Immovable Property - Trespass to land - Nuisance - Public Nuisance and Private Nuisance - Torts relating to movable property – Liability arising out of accidents (Relevant provisions of the Motor Vehicles Act).

Unit-IV

Defamation - Negligence - Torts against Business Relations - Injurious falsehood - Negligent Misstatement - Passing off - Conspiracy - Torts affecting family relations - Remedies - Judicial and Extra-judicial Remedies – Damages – Kinds of Damages – Assessment of Damages – Remoteness of damage - Injunctions - Death in relation to tort - *Action personalis moritur cum persona*.

Unit-V

Consumer Laws: Common Law and the Consumer - Duty to take care and liability for negligence - Product Liability - Consumerism - Consumer Protection Act, 1986 - Salient features of the Act - Definition of Consumer - Rights of Consumers - Defects in goods and deficiency in services – Unfair trade practices- Redressal Machinery under the Consumer Protection Act - Liability of the Service Providers, Manufacturers and Traders under the Act – Remedies.

Suggested Readings:

1. Winfield & Jolowicz : *Law of Tort*, Sweet and Maxwell, London.
2. Salmond and Heuston : *Law of Torts*, edition, 2nd Indian reprint, Universal Book traders, New Delhi.
3. Ramaswamy Iyer: *The Law of Torts*, LexisNexis Butterworths, New Delhi.
4. PSA Pillai's: *Law of Tort*, Eastern Book Company, Lucknow.
5. Durga Das Basu: *The Law of Torts*, Prentice Hall of India, New Delhi.
6. Ratanlal & Dhirajlal: *The Law of Torts*, LexisNexis.
7. R.K.Bangia: *Law of Torts*, Allahabad Law Agency, Allahabad.
8. Vivienne Harpwood: *Law of Torts*, Cavendish Publishing Ltd. London.
9. Hepple & Mathews: *Tort - Cases and Materials*, Butterworth, London.
10. D.N.Saraf: *Law of Consumer Protection in India*, Tripathi, Bombay.
11. G.B.Reddy, *Law of Consumer Protection in India*, Gogia Law Agency