

FACULTY OF LAW, OSMANIA UNIVERSITY  
SYLLABUS OF  
**BBA., LL.B. (5-YDC)**  
(WITH EFFECT FROM ACADEMIC YEAR **2024-2025**)

**SEMESTER-I**

**PAPER-I: ENGLISH-I**

**Unit-I:**

Simple Sentences (One Clause) (their phrase structure)

- (a) Tense and concord
- (b) Noun Modifiers (Determiner, propositional phrases, clauses)
- (c) Basic transformations:
  - (i) Passives (ii) Negatives (iii) Questions

**Unit-II:** (a) Complex and Compound sentences (use of connectives); (b) Conditionals ;(c) Reported Speech ; (d) Question-tags and short responses ; (e) Some common errors.

**Unit-III:** Vocabulary (Communication skills) — (a) Legal terms and idiomatic expressions.

**Unit-IV:** (a) Reading Comprehensions (Principles and Practice); (b) Listening Comprehension.

**Unit-V:** (i) Paragraph writing; (ii) Formal correspondence; (iii) Note taking.

**Suggested Readings:**

1. Wren and Martin: *English Grammar and Composition*
2. J.E. Eroform, Home Macmillan: *Essay, Precis, Composition and Comprehension*
3. T.E.Bery: *The Most Common Mistakes in English*
4. Ishtiaque Abidi: *Law and Language*
5. Central Institute of English: *Indian Language Speech Reading*

## **Paper-II: Principles of Management**

**Unit-1:** forms of Business Organization-Sole proprietorship, Partnership, Cooperative Societies and Joint Stock Companies - Characteristics, strengths and limitations of the various business organizations. Distinction between partnership and firm, firm and reconstituted firm - kinds of partners, Formation of a joint stock company -Contents of Articles of Association and Memorandum of Association. Kinds of Companies. Difference between private company and public company.

**Unit-II :** Management-Meaning, nature and significance, Management -an art, science or profession, Management vs Administration. Levels of management, Management as a process, Contribution of Fredrick Taylor and Henri Fayol to management thought, human Relations School.

**Unit -III :** Planning -Nature of Planning -Types of Planning -Planning premises -Steps in comprehensive planning -Contingency planning -Limitations of planning. The MBO process - Benefits and problems of MBO -Factors essential to MBO process.

**Unit -IV :** Nature and significance of organization structure – Types of organization structure Concept of line and staff. Nature and user of authority – Authority vs Power – Sources of Power – Delegation of Authority – barriers to delegation. Merits and demerits of Centralization and Decentralization.

**Unit – V :** Motivation – definition – elements – process. Need Hierarchy theory. Two factor theory and Theory X and Theory Y. Leadership – Distinction between leaders and managers – Traits, Behavioral and Contingency theory of leadership. Decision making – steps, types and limitations of decision making – Communication – elements, types and barriers to communication. Overcoming barriers to communication.

### **Suggested Readings:**

1. Harold Koontz & Heinz Weihrich, ' "Essentials of Management" Tata McGraw Hill 7<sup>th</sup> ed.
2. Hellriegel, Jackson & Slocum, - Thomson, "Management" 9<sup>th</sup> ed.
3. Parag Divan – "Management – Principles and Practices", Excel – 2008
4. Stoner – "Management" – PHI, 2008
5. T. Ramaswamy, "Principles of Management", Himalaya Publishing House (2008)
6. Robbins – "Management" – PHI, 2008
7. Dr. Anand Pawar and Prof. Nageswar Rao. "Contemporary Management", 1<sup>st</sup> edition 2011. Himalaya publishing House.
8. Business Organization : YK Bhushan.

## **PAPER – III: BUSINESS ECONOMICS**

**Unit – I:** Business Concepts, Precepts and economic rationale of optimization. Nature and scope of Business economics. Basic problems of an economy – basic concepts and precepts Marginalism, equimarginalism opportunity cost, time perspective, discounting, risk and uncertainty, Efficiency, externality, and trade off, Constrained and unconstrained optimization.

**Unit – II :** Theory of demand. Factors affecting demand. Demand Function. The law of demand. Demand Schedule – Individual demand schedule and demand curve, market demand schedule and market demand curve. Exceptions to the law of demand. Measurement of elasticity. Point elasticity of demand. Price elasticity, income elasticity and cross elasticity of demand. Factors determining elasticity of demand and demand forecasting.

**Unit – III :** Meaning of Supply. Law of supply. Elasticity' of supply. Measurement of elasticity of supply. The theory of production. Production function. Equal production curves of isoquants. Marginal rate of technical substitution. Law of diminishing returns. Law of variable proportions. Returns to scale. Meaning of cost of production. Prime and supplementary costs. Opportunity cost. Total average and marginal costs.

**Unit-IV:** Short run and long run price determination under perfect, monopoly, monopolistic and oligopoly markets (competition). Criterion of pricing under various market structures. Pricing strategies and practices.

**Unit-V:** Macro economics and business – Nature, concepts and measurements of national income. Determination of national income. Classical and Keynesian approaches. Types of inflation – Demand pull and cost push inflation. Phillips curve, stagflation. Concepts of economic growth and development. Factors determining growth of an economy Obstacles to development.

### **References**

1. Dominik Salvatore, "Management Economics" Thomson Asia Pvt. Ltd. Singapore. 4<sup>th</sup> edition, 2001.
2. Dominic Salvatore, "Micro Economics" Theory and Practice. Oxford levi press. 4<sup>th</sup> edition, 2003.
3. 3.Joseph G.Nellis and David Parket, " Principles of Business Economics". Pearson education Ltd. 2<sup>nd</sup> edition, 2009.

## **PAPER – IV: FINANCIAL ACCOUNTING**

**Unit – I:** Financial Accounting – origin, meaning, objectives, users and limitations of financial accounting, Financial accounting – a science of art. Accounting versus accountancy Branches of accounting. Classification of expenditure – Terms used in financial accounting. Types of accounts. Rules for journalizing. Preparing a journal Accounting equation. Accounting concepts and Conventions.

**Unit – II :** Ledger – Posting from journal to ledger, preparation of two and three columnar cash book. Petty cash book, Preparation of Subsidiary books – Purchases Book, Purchases returns book, Sales book, Sales returns book, Bills receivable book and Bills payable book: Determining ledger balances and preparation of trial balance.

**Unit – III :** Bank Reconciliation Statement – Causes of difference in bank balance according to pass and cash book – Techniques of preparing a bank reconciliation statement ( including problems on overdraft). Types of accounting of errors. – Accounting entries for rectification of errors – location of errors – Suspense account – effect on profit.

**Unit – IV :** Capital profit vs revenue profit. Capital loss vs revenue loss. Provisions and Reserves. Secret reserves, general reserves and special reserve. Preparation of final accounts, of sole proprietor – Trading account, Profit and loss account and Balance Sheet.

**Unit – V :** Depreciation – definition, causes and need for providing depreciation – depreciable assets – methods of recording depreciation – depreciation methods – straight line method. Reducing balance method, annuity method and depreciation fund method.

### **References**

1. P.C. Tulsain, “Financial Accounting”. Pearson Education, 2003.
2. S.P.Jain, K.L.Narang, “Advanced Accountancy, Principles of Accounting”, Volume I, Kalyani Publishers, 2007.
3. T.P.Ghosh, “Fundamentals of Accounting” , Sultan Chand & Sons
4. S.N. Maheswari, “ Financial Accounting” , Vikas Publishing Pvt. Ltd.,2005.
5. T.S.Grewal, S.C.Gupta, :Introduction to Accountancy”, Sultan Chand &Co

## **PAPER-V: HISTORY OF COURTS, LEGISLATURES AND LEGAL PROFESSION IN INDIA**

### **Unit-I:**

**COURTS:** Administration of Justice in the Presidency Towns (1600-1773) and the development of courts and judicial institutions under the East India Company. Warren Hastings' Plan of 1772 and the Adalat System of Courts; Reforms made under the Plan of 1774 and reorganization in 1780. Regulating Act of 1773 — The Supreme Court at Calcutta, its composition, power and functions and failure of the Court -- Act of 1781 - Supreme Court *vis-a-vis* Mofussil Courts. Judicial measures of Cornwallis 1787, 1790, 1793 - Progress of Adalat System under Sir John Shore.

**Unit-II:** Indian High Courts Act, 1861- Conflicts arising out of the dual judicial system - Tendency for amalgamation of the two systems of Courts - the Indian High Courts Act, 1911 - the Government of India Act, 1915 - High Courts under the Government of India Act, 1935 - High Courts under the Indian Constitution. Development of Rule of Law, Separation of Powers, Independence of Judiciary -- Judicial Committee of Privy Council as a Court of Appeal to hear appeals from Indian decisions — Abolition of the jurisdiction of the Privy Council to hear appeals from Indian decisions.

**Unit-III:** LEGISLATURE: Legislative authority of the East India Company under the Charter of Queen Elizabeth, 1600 -- Changes under the Regulating Act, 1773 -- Act of 1781 -- Act of 1813 -- Act of 1833 — Establishment of Legislature of an all India character in 1834.

**Unit-IV:** The Indian Council Act, 1861 — Central Legislative Council and its composition, powers and functions. Government of India Act of 1900 - Government of India Act of 1919 — Setting up of bicameral system of legislature at the Centre in place of Imperial Council consisting of one House. The Government of India Act, 1935 -- the Federal Assembly and the Council of States, its composition, powers and functions — Legislative Assemblies in the Province. Law Reform and Law Commission.

**Unit-V:** LEGAL PROFESSION: Legal Profession in Pre-British India — Principles in ancient Indian system. Law practitioners in the Mayor's Courts established under the Charter of 1726. Organisation of Legal Profession under the

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