

GENERAL PRINCIPLES OF SOCIOLOGY

B.A. L.L.B. (Hons)

1st Semester

- Unit I** : **INTRODUCTION**
(a) Sociology : Nature and scope
(b) Sociology as a scientific discipline
(c) Sociology and common sense
(d) Relationship of sociology with law
- Unit II** : **Basic Concepts - I**
(a) Society and community
(b) Groups : Primary and Secondary
(c) Culture, culture and personality
(d) Status and Role
- Unit III** : **Basic Concepts - II**
(a) Norms and Values
(b) Associations and Institutions
(c) Socialization
(d) Social Stratification
- Unit IV** : **Social Processes**
(a) Cooperation
(b) Accommodation
(c) Integration
(d) Assimilation
- Unit V** : **Major Social Institutions**
(a) Marriage and Family
(b) Political Institutions
(c) Economic Institutions
(d) Religious Institutions

Suggested Readings:

- Jemes Mckee : Introduction to sociology, New York: Holt, Rinehart and Winston

- Horton and Hunt : Sociology, New York: Mcgraw Hill
- Cohen, P. : Modern Social Theory, London: Heineman Education Books, 1968
- Timasheff, N. : Sociological Theory: Its Nature and Growth, New York: Randon House, 1970
- Worsley, P. : Introducing Sociology, Harmonds Worth: Penguin Books, 1970
- Linton, R. : The Study of Man, New York: Appleton Century Croffs, 1936
- Wells, A. : Social Institution
- Shapiro : Man, Culture and Society
- Young, K. : Human Society
- Bottomre, T.B. : Sociology: A Guide to Problems and Literuature, London: Unwin Books
- Davis, Kingsley : Human Society, New York, 1959
- Johnson, H.M. : Sociology - A Systematic Introduction, Bombay, 1967

1. INTRODUCTION

- a. History - Its subject matter and purpose.
- b. Relationship between History and Law.

2. POLITY, STATE AND ADMINISTRATION

- a. Ancient India : Vedic Polity, Mauryan state/ Arthashastra of Kautilya, Gupta Polity, Harsha's administration.
- b. Medieval Period :- Chola administration, Delhi Sultanate, Mughal state, Manasabdari and Sher Shah administration.
- c. Theory of Kingship and Nature of State (Ancient and Medieval India): Brahmanical, Buddhist, Kautilyan, Balban, Alauddin Khilji.
- d. Modern India: Political Movements, Non Co-operation Movement, Civil Disobedience Movement, Quit India Movement.

3. SOCIETY AND ECONOMY

- a. Social Structure (Stigma): Varna, Jati, Gotra, Family, Position of Women.
- b. Economic Structure: Feudalism, Post-Mauryan Economy, Gupta Economy, Alauddin Khalji and Muhammed Bin Tughlaq - Agrarian reforms, Alauddin Khalji - Market reforms, Iqtadari system.
- c. Drain of Wealth.

4. LEGAL SYSTEMS AND INSTITUTIONS (ANCIENT AND MEDEIVAL INDIA)

- a. Sources: Vedic Texts, Brahmanas, Dharma Sutras, Dharma Shastra, Arthashastra.
- b. Thinkers - Manu, Brihaspati, Yajnavalkya, Narada, Katyayana.
- c. Sources of Islamic Law - Sharia and Hadis.
- d. Law with regards to non-muslims.
- e. Evolution of judicial set-up (Changes introduced by Akbar).

5. ADMINISTRATION OF JUSTICE IN ANCIENT INDIA

- a. Courts, Judges, Panchayats, Trial, Withness, Plead, Spies and Punishments.

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LAW OF TORTS, CONSUMER PROTECTION ACT & MOTOR VEHICLES ACT

NAME OF FACULTY – **NIDHI KUMARI**

Total Lectures – 60

Objective:

To understand the nature of torts and conditions of civil liability with the help of established case laws along with Consumer Protection Act and Motor Vehicles Act.

Module I: Introduction and Principles of Liability in Torts

- i. Origin and development of Torts, Definition of Torts, Distinction between Tort and Crime, Tort and Breach of Contract and Tort and Breach of Trust
- ii. Foundations of Tortious liability, Essential conditions for liability in Tort, Injuria sine damno, Damnum sine injuria
- iii. Mental element in Tortious liability, Malice in law and Malice in fact
- iv. Fault as an essence of liability in Tort, Fault based liability and No-fault liability

Module II: General Defences in Torts

- i. Volenti non fit injuria
- ii. Plaintiff the wrong doer
- iii. Act of God
- iv. Inevitable accident
- v. Necessity
- vi. Private defence
- vii. Mistake
- viii. Statutory authority

Module III:

- i. Parties and their capacity to sue: Minors, Married women, Joint and Independent tortfeasor
- ii. Remoteness of damage: Test of directness and Test of reasonable foreseeability, Novus Actus Interveniens

Module IV: Vicarious Liability

- i. Vicarious Liability: Principles of vicarious liability, master-servant, master-independent contractor, principal-agent, course of employment, close-connection test, doctrine of common employment
- ii. Vicarious Liability of State: Doctrine of sovereign immunity

Module V: Strict and Absolute Liability

- i. Strict Liability: Principle of Strict liability and its exceptions, Rule in Ryland vs. Fletcher
- ii. Absolute Liability: Principle of Absolute liability, Rule in M. C. Mehta vs. Union of India, Bhopal Gas Tragedy

Module VI: Specific Torts

- i. Trespass to Person: Assault, Battery and False Imprisonment
- ii. Defamation: Libel and Slander, Defences to defamation, Position in India and in England
- iii. Negligence: Meaning and essential constituents of negligence, Medical negligence, Res ipsa loquitur, Contributory and composite negligence
- iv. Nuisance: Public and private nuisance
- v. Trespass to goods and property: Detinue and Conversion
- vi. Malicious Prosecution & Malicious Falsehood

Module VII: Remedies under Law of Torts

- i. Damages
- ii. Injunctions
- iii. Extra-judicial remedies

Module VIII:

- i. Consumer Protection Act: Meaning of Consumer, deficiency in services, working and constitution of consumer protection redressal agencies.
- ii. Compensation under Motor Vehicles Act: Insurer's liability for third party risk, extent of liability of insurer, claim tribunals.

SUGGESTED READINGS

- i. V. H. Rogers, *Winfield and Jolowicz on Tort*
- ii. Ratanlal & Dhirajlal, *The Law of Torts*
- iii. Bangia, *Law of Torts including Compensation under Motor Vehicles Act and Consumer Protection Laws*
- iv. Ramaswamy Iyer's, *The law of Torts*

PROPOSED LECTURE PLAN

NAME OF FACULTY – NIDHI KUMARI

SUBJECT – LAW OF TORTS, CONSUMER PROTECTION ACT & MOTOR
VEHICLES ACT

MODULE NUMBER	NAME OF THE MODULE	NO. OF LECTURES ALLOTTED	AREA OF UNDERSTANDING
I	Introduction and Principles of Liability in Torts	4	<ul style="list-style-type: none">➤ To explain the meaning of tortious liability and tortfeasor.➤ The conflicting opinions of eminent jurists on the nature of tortious liability.➤ The constituent elements of tortious liability.➤ Origin and development of law of torts, definition of law of torts, foundations of tortious liability➤ The difference between<ul style="list-style-type: none">a) <i>injuria sine damno</i> and <i>damnum sine injuria</i>b) fault based liability and No fault liability
II	General Defences	4	<ul style="list-style-type: none">➤ The nature of defences which can be pleaded by the defendant to avoid liability.
III	Capacity to Sue Remoteness of Damages	6	<ul style="list-style-type: none">➤ Can a minor, a married woman, a convict and a corporation sue or be sued under law of torts➤ To understand the difference between<ul style="list-style-type: none">a) independent and joint tortfeasorb) test of directness and test of reasonable foreseeabilityc) proximate damage and remote damage

IV	Vicarious Liability	4	<ul style="list-style-type: none"> ➤ Relationship between master and servant, principal and agent etc. ➤ Historical background of the master-servant relationship ➤ Reasons why responsibility is fixed upon the master ➤ Master-servant and master-independent contractor ➤ Contract of service and Contract for services ➤ <i>Qui facit per alium facit per se</i> ➤ <i>Respondeat superior</i> ➤ Close-connection test/Salmond Test ➤ Meaning of the term ‘course of employment’ ➤ Liability of the master for the criminal acts of the servant
V	Rules of Absolute and Strict Liability	5	<ul style="list-style-type: none"> ➤ Ryland vs. Fletcher – An analysis ➤ M. C. Mehta vs. Union of India – An analysis ➤ Bhopal Gas Tragedy – Case Study
VI	Specific Torts	20	<ul style="list-style-type: none"> ➤ The elements of Specific Torts like assault, battery, false imprisonment, defamation and its defences, principle of negligence, professional negligence, nuisance and its types, trespass to goods and property, tort of malicious prosecution and malicious falsehood will be discussed individually.
VII	Remedies	2	<ul style="list-style-type: none"> ➤ Remedies for tortious liability like damages, extra judicial remedies, injunctions etc

VIII	Consumer Protection Act Motor Vehicles Act	5	<ul style="list-style-type: none"> ➤ Constitution of consumer courts, their jurisdiction and working procedure in these courts ➤ Third party risk under Motor Vehicles Act.

LIST OF CASES

1. Bhim Singh vs. State of Jammu and Kashmir
2. Gloucester grammar School case
3. Ushaben vs. Bhagyalaxmi Chitra Mandir
4. Hall vs. brooklands Auto Racing Club
5. Smith vs. Baker
6. Dann vs. Hamilton
7. Haynes vs. Harwood
8. Baker vs. T. E. Hopkins and Son
9. Nichols vs. Marsland
10. Bird vs. Holbrook
11. Cope vs. Sharpe
12. Vaughan vs. Taff Valde Rail Co.
13. Smith vs. London and South Western Railway Co.
14. Johnson vs. Pye
15. Burnard vs. Haggis
16. Brook vs. Bool
17. Merryweather vs. Nixan
18. Lloyd vs. Grace, Smith & Co.
19. Ormrod vs. Crosville Motor Service Ltd.
20. State bank of India vs. Shyama Devi
21. Mersey Docks & Harbour Board vs. Coggins & Griffiths (Liverpool) Ltd.
22. Cassidy vs. Ministry of Health
23. Beard vs. London General Omnibus Co.
24. Ricketts vs. Thomas Tilling Ltd.
25. Limpus vs. London General Omnibus Co.
26. Twine vs. Beans Express Ltd.
27. Conway vs. George Wimpey & Co. Ltd.

28. Peninsular and Oriental Steam Navigation Company vs. Secretary of State for India
29. State of Rajasthan vs. Vidyawati
30. Kasturilal Ralia Ram Jain vs. State of U.P.
31. Chairman Railway Board vs. Chandrima Das
32. N. Nagendra Rao & Co. vs. State of A.P.
33. Rudal Sah vs. State of Bihar
34. Saheli vs. Commissioner of Police, Delhi
35. Re Polemis and Furness, Withy & Co. Ltd. case
36. Overseas tankship (U.K.) Ltd. Morts Dock and Engg. Co. Ltd. (Wagon Mound Case I & II)
37. Stephens vs. Myers
38. Bird vs. Jones
39. Herring vs. Boyle
40. Meering vs. Grahame-white Aviation Co.
41. Ram Jethmalani vs. Subramaniam Swamy
42. D. P. Choudhary vs. Manjulata
43. Cassidy vs. Daily Mirror Newspaper Ltd.
44. Newstead vs. London Express Newspaper Ltd.
45. T. J. Ponnen vs. M.C. Verghese
46. Campbell vs. Paddington Corporation
47. Robinson vs. Kilvert
48. Christie vs. Davey
49. Noble vs. Harrison
50. Jacob Mathew vs. State of Punjab
51. Syad Akbar vs. State of Karnataka
52. Donoghue vs. Stevenson
53. Winterbottom vs. Wright
54. Glasgow Corporation vs. Muir
55. Rural Transport Service vs. Bezlum Bibi
56. Sushma Mitra vs. Madhya Pradesh State Road Corp.
57. Municipal Corporation of Delhi vs. Subhagwanti
58. The Municipal Board, Jaunpur vs. Brahm Kishore
59. Cates vs. Mongini Bros.
60. Nihal Kaur vs. Director, P.G.I., Candigarh
61. Mrs. Aparna Dutta vs. Apollo Hospital Enterprises Ltd.
62. A. H. Khodwa vs. State of Maharashtra
63. Bolam vs. Friern Hospital Management Committee
64. Eckesley vs. Binnie
65. Maynard vs. West Midlands Regional Health Authority
66. Indian Medical Association vs. V. P. Shantha and Ors.
67. Poonam Verma vs. Ashwin Patel and Ors.

- 68.** Davies vs. Mann
- 69.** Klaus Mittlebachert vs. East India Hotels Ltd.
- 70.** Rylands vs. Fletcher
- 71.** Read vs. Lyons & Co.
- 72.** Ponting vs. Noakes
- 73.** Cartair vs. Taylor
- 74.** M. P. Electricity Board vs. Shail Kumar
- 75.** M.C. Mehta vs. Union of India
- 76.** Indian Council for Enviro-Legal Action vs. Union of India
- 77.** Union Carbide Corporation vs. Union of India
- 78.** Richardson vs. Atkinson
- 79.** Behrens vs. Bertram Mills Circus Ltd.
- 80.** Morgan vs. Scoulding
- 81.** K. Gopalakrishnan vs. Sankara Narayanan
- 82.** B. P. Venkatappa vs. B. L. Lakshmiah
- 83.** Bihar School Examination Board vs. Suresh Prasad Sinha
- 84.** Satish bagdoria vs. Airdoot International
- 85.** Vasantha P. Nair vs. Smt V. P. Nair
- 86.** Department of Posts vs V.C Seethamma

SYLLABUS

Legal Language and Communication skills

Academic year (2021-2022)

Subject Teacher- **Dr. Pratyush Kaushik**

Objective of study:

The relation of English Language and literature is integrally attached to the history and development of Common Law System in the world, commonly known as Anglo Saxon Legal System. The System is transplanted in India during the early British rule along with English language and literature in the European Education introduced in India. Naturally today, one of the strength of Indian Students is the natural strength in English language and literature.

Words are bricks and grammar is the mortar of law and justice system that is how the relation is expressed in lucid and succinct term. Indian Legal system heavily imbedded in English language and literature naturally calls for strong grounding and expertise in language and literature, the first skill that an Indian lawyer has to earn. This course in English language and literature strives to scientifically relate the Language and Literature as the means and methods of effective communication, reading; writing; and speaking.

Methodology of teaching-learning:

The effective method of teaching-learning and developing language skill is, loving to read literature voraciously. However, the English language has greater degree of subtleties and nuances in legal expression, often mentioned as Legal English, though there is nothing like Legal and Illegal English. That is only a pedagogical exercise. The best way to learn and assimilate such English is to read more and more English literature especially literatures created by Judges and Jurists in the name of Autobiography or biography or in special lecture-series. Indian students like students from any other continents have a distinct style of expression. Listening speaking and writing—are three straight ways of -learning language. The analytical skill is developed with critical interpretations and explanation. So the best way to learn language is to work in tutorials and peer group participation.

The proposed course curriculum is likely to be tentatively completed in **55** lectures and any topic may take more classes.

1-Features of legal English- 2 Classes

2-English language and Law; with reference to various constitutional provisions where English becomes language of the court.-3 Classes

3-Legal Phraseology- 4 Classes

4-legal maxims-4 Classes

5- Case law of Plessey v. Ferguson (1896) & Brown v. Board of Education (1954)-2 Classes

- 6-Paragraph writing and its types with its applications in judgement writings.-2 Classes
- 7-Precis writing- 1 Classes
- 8-Essay writings based on socio legal issues.-4 Classes
- 9- Borrowings in English-2 Classes
- 10-Norman Conquest and its impact on English Language.-2 Classes
- 11-Word Formation and its types-2 Classes
- 12-Punctuation marks and its paramount significance in legal writing.-2 Classes
- 13-Group of languages such as indo European-2 Classes
- 14-Some all-time great speeches of Edmund Burke, Edward -8, Martin Luther King Junior speech- I have a dream-4 Classes
- 15-Technical Presentation skill-2 Classes
- 16-Speech and its types-2 Classes
- 17-Selected Essays of Krishna iyer, Prof. Upendra Bakshi, Francis Bacon's of judicature-3 Classes
- 18- Tools of legal drafting.-2 Classes
- 19-Art of Judgement writing-3 Classes
- 20-Problem of Drafting- 2 Classes
- 21- Legal Notice and Affidavit Writing. 2 Classes
- 22-Literary Readings- my own Boswell/ Ignited Minds-3 Classes

Suggested Readings-

- 1-Complete Plain words- Sir Earnest Gower-(Penguin Pub.)
- 2-Black's law Dictionary/Lexpedia- The Law students' Companion Guide- Showick Thorpe
- 3-Overseas Students Companion to English Studies (Longman)
- 4-Fowler's Modern English Usage (Oxford pub.)
- 5-Developing Communication Skills-Krishna Mohan & Meera Banerji(Macmillan Pub.)
- 6-The Concise Usage & Abusage-A modern Guide to Good English (Hamish Hamilton & Penguin Pub.)
- 7-The Story of Language-C.L Barber (Pan Books LTD. London)
- 8 –Professional English in use-law-Gillian D.Brown & Sally Rice (Cambridge Pub.)
- 9-Golden Rules of Advocacy-(Keith Evans)
- 10-Outlines of legal Language in India-Dr.AnirudhPrasad(Central Law Publications)

11-Hundred Maxims-Rupin Pahwa(Universal Law Publishing)

CURRICULAM/ LECTURE PLAN OF LEGAL METHOD & RESEARCH METHODOLOGY

(1st SEMESTER)

LEGAL METHOD

I. INTRODUCTION TO LAW (5-6 LECTURES)

- a. How Law Works?
- b. Various Sources of Law
- c. Role of Legislature, Executive and Judiciary.

II. LAW IS LIMITATION IN CONTEXT OF INDIAN CONSTITUTION.(3 LECTURES)

(Freedom of Speech & Expression)

III. SOCIAL ORDER AND LAW (6-8 LECTURES)

- a. Definition
- b. Relationship
- c. Principle of Extensiveness
- d. Common Law & Civil Law
- e. Law as an Instrument of Social Order.

IV. CUSTOM (6-8 LECTURES)

- a. Definition
- b. Types
- c. Habit, Custom & Convention (Differences)
- d. Relationship of Custom & Law.

V. PRECEDENT (6-8 LECTURES)

- a. Definition
- b. Indian Approach (Article 141)
- c. Types
- d. Circumstances under which “Precedent” not considered as “Precedent”.

VI. LOK ADALAT(6-8 LECTURES)

- a. History
- b. Jurisdiction
- c. Organization
- d. Powers
- e. Legal Services Authority Act, 1987
- f. Permanent Lok Adalat.

VII. LEGAL AID (6 LECTURES)

- a. Article 39 A (Indian Constitution)
- b. Statutory Laws (Section 304,Crpe)
- c. Important Judgments of Courts
- d. Duties of Aided Person
- e. Right to Free Legal Aid.

RESEARCH METHODOLOGY

I. LEGAL RESEARCH (NATURE & SCOPE) (5-6 LECTURES)

- a. Meaning of Research
- b. Definition of Research
- c. Characteristics
- d. Objectives

II. TYPES OF RESEARCH(6-8 LECTURES)

- a. Descriptive or Analytical
- b. Applied or Fundamental
- c. Quantitative or Qualitative
- d. Conceptual or Empirical.

III. DOCTRINAL/TRADITIONAL/NON-EMPIRICAL RESEARCH.(8-10 LECTURES)

IV. NON-DOCTRINAL OR EMPIRICAL LEGAL RESEARCH (Same as above).

V. LEGAL RESEARCH PROCESS (STEPS INVOLVED) (4-6 LECTURE)

- a. Formulation of Problem
- b. Formulation of Hypothesis
- c. Analysis of Concepts
- d. Research Design
- e. Collection of Data
- f. Data Analysis.
- g. Conclusion/Generalization
- h. Reporting

VI. QUALITIES OF GOOD RESEARCH (4 LECTURES)

VII. COLLECTION OF DATA (3-4 LECTURES)

- a. By Observation
- b. Through Personal Interview
- c. By Telephonic Interview
- d. By Mailing Questionnaires
- e. Through Schedules

VIII. POWER POINT PRESENTATIONS (Moot Court Hall/ Combined Classes) (2-3 LECTURES)

- a. Preparation of Project Report
- b. Case Law Search on Manupatra, SCC Online, West Law, Lexisnexis etc.

Vijayant Sinha
Faculty, Legal Method and Research Methodology
C.N.L.U, Patna

Syllabus of Political Science - I

B.A., LL.B. (Hons.) Course

Course Module	Topics	Proposed Lectures
1.	Meaning and Nature of Political Science and Political Theory.	02
2.	Political Thinkers : (i) Plato, (ii) Aristotle, (iii) Machiavelli (iv) Chanakya, (v) M. K. Gandhi, (vi) Dr. B. R. Ambedkar .	12
3.	State : Definition, Elements of State. Theories of the Origin of State with Special reference to : (i) Divine Theory, (ii) Social Contract Theory, (iii) Evolutionary/Historical Theory.	06
4.	Sovereignty : Meaning, Characteristics and its types : Monistic and Pluralistic theory of Sovereignty.	03
5.	Forms of Government : (i) Parliamentary and Presidential (ii) Federal and Unitary	05
6.	Constitution : Meaning and its Classification.	02
7.	Organs of Government : (i) Legislature, (ii) Executive and, (iii) Judiciary	06
8.	Fundamental Rights and Directive Principles of State Policy in Indian Constitution	08
9.	Concept of Democracy and Contemporary Theories of Democracy.	03
10.	Concept of Ideology : (i) Liberalism, (ii) Socialism, (iii) Marxism, (iv) Anarchism, (v) Fascism, (vi) Feminism.	05
11.	Concept of : (i) Justice, (ii) Equality, (iii) Liberty	05
12.	Constitutional Commissions of India : (i) UPSC, (ii) Election Commission, (iii) Finance Commission	04
	TOTAL	61

CHANAKYA NATIONAL LAW UNIVERSITY

Mithapur, PATNA.

SYLLABUS- BBA. LL.B (2021-2022)

Principles of Accounting and Auditing.

Level of Knowledge: Basic Knowledge

Objective: *To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles applicable of Law.*

PART A: FUNDAMENTALS OF ACCOUNTING

UNIT 1. Theoretical Framework: **10**

Meaning and Scope of Accounting; Important Terminology, GAAP, Accounting Principles- Concepts and Conventions.
Accounting Standards – Concepts, Objectives, Benefits.
Accounting Policies; Accounting as a Measurement.
Accounting Discipline – Valuation Principles, Accounting Estimates.

UNIT 2. Accounting Process: **10**

Documents & Books of Accounts: Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance
Capital and Revenue: Expenditures and Receipts; Contingent Assets and Contingent Liabilities
Rectification of Errors

UNIT 3. Bank Reconciliation Statement **6**

Meaning; Causes of difference between Balance as per Cash Book and Balance as per Bank Passbook /Bank Statement; Need of Bank Reconciliation Statement.
Procedure for Preparation of Bank Reconciliation Statement

UNIT 4. Accounting for Non-Trading Organisations. **4**

Meaning, types,
Process of Accounting and preparation.

UNIT 5. Preparation of Financial Statement **6**

Preparation and understanding of Profit & Loss Account, Balance Sheet With Case Study.

UNIT 6. Financial Statement Analysis: **8**

Meaning |
Usage, Limitations,
Methods/Techniques

UNIT 7. Introduction to Company Accounts: **6**

Types of Share Capital and Shares, Financial Statement- Income Statement, Balance Sheet and Cash Flow Statement.

PART B: FUNDAMENTALS OF AUDITING

UNIT 8. Auditing: **6**

– Concepts and Objectives
– Principles of Auditing
– Types of Audits
– Evidence in Auditing i.e. Vouching.

– Audit Programs

UNIT 9. Audits and Auditor's Reports:

8

– Internal Audit

– Statutory Auditor: Appointment, Qualification, Rights and Duties

– Auditor's Report: Meanings, Contents, Types,

--Introduction and Significance of Forensic Accounting.

PRINCIPLES OF ACCOUNTING AND AUDITING

READINGS

1. M. C. Shukla, Advanced Accounts Vol. I, S. Chand & Company Ltd., Ram Nagar, New Delhi-55.
2. T. S. Grewal Accountancy; Sultan Chand & Sons. (P) Ltd. NEW DELHI.
2. R. L. Gupta & V. K. Gupta Financial Accounting, Sultan Chand & Sons, New Delhi - 2.
3. J. R. Monga Financial Accounting – Concepts & Applications; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.)
4. S. N. Maheshwari & Advanced Accounting, Volume I; Vikas Publishing House (Pvt.) Ltd., Jang Pura, New Delhi-14.
5. S. P. Jain & K. L. Narang Advanced Accounting, Volume I; Kalyani Publishers, Darya Ganj, New Delhi - 2.
6. Ashok Sehgal & Deepak Sehgal, Advanced Accounting (Financial Accounting); Taxman's, New Delhi.
7. Aruna Jha Student's Guide to Auditing & Assurance, Taxman Publications Pvt. Ltd., New Rohtak Road, New Delhi.
8. S. D. Sharma Auditing Principles & Practice, Taxman Publications Pvt. Ltd., New Rohtak Road, New Delhi.
9. Anand G. Srinivasan Auditing, Taxman Publications Pvt. Ltd., New Rohtak Road, New Delhi.
10. S. Sundharasanam and B.N. Tondon, A Handbook of Practice Auditing, S. Chand, & Company, New Delhi

REFERENCES

1. T. P. Ghosh & K.M. Bansal, A. Banerjee Principles and Practice of Accounting, Galgotia Publishing Company, New Delhi-5.
2. P. C. Tulsian Financial Accounting, Sultan Chand & Company, New Delhi.
3. R. Narayanaswamy Financial Accounting – A Managerial Prospective; PHI Learning Pvt. Ltd.
4. Ashish K. Bhattacharyya Essentials of Financial Accounting; PHI Learning Pvt. Ltd.

*This study material sufficient from the point of view of syllabus. The students may refer latest edition of these books for further knowledge and study of the subject.

CHANAKYA NATIONAL LAW UNIVERSITY PATNA

SYLLABUS

Subject	Fundamentals of Management				
Batch	BBA LLB	Year	1 st	Semester	1 st
Faculty	Dr. Shweta Vats				
SN	Modules				No. of Lectures
1	Nature of Management				15
2	Planning and Decision Making				15
3	Organizing				15
4	Directing, Leadership, Co-ordination and Controlling				15
Total					60
Objectives:					
<ul style="list-style-type: none"> • To provide an understanding of basic concepts, principles and practices of management. • To inculcate the ability to apply multifunctional approach to organizational objective. 					
SN	Modules				
1	Nature of Management				
	<ul style="list-style-type: none"> • Management: Concept, Significance, Role & Skills, Levels of Management, Concepts of PODSCORB, Managerial Grid. • Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach. 				
2	Planning and Decision Making				
	<ul style="list-style-type: none"> • Planning: Meaning, Importance, Elements, Process, Limitations and MBO. • Decision Making: Meaning, Importance, Process, Techniques of Decision Making. 				
3	Organizing				
	<ul style="list-style-type: none"> • Organizing: Concepts, Structure, Meaning, Advantages and Limitations • Departmentation: Meaning, Basis and Significance • Span of Control: Meaning, Factors affecting span of Control, Centralization vs Decentralization • Delegation: Authority & Responsibility relationship 				
4	Directing, Leadership, Co-ordination and Controlling				
	<ul style="list-style-type: none"> • Directing: Meaning and Process • Leadership: Meaning, Styles and Qualities of Good Leader • Co-ordination as an Essence of Management • Controlling: Meaning, Process and Techniques • Recent Trends: Green Management & CSR 				

SUGGESTED READINGS:

1. **Essentials of Management, Harold Koontz & Heinz Welhrich, 10th edition, Mc Graw Hill Publisher**
2. **Management-Tasks, Responsibilities, Practices, Peter F Drucker, HarperCollins Publishers**
3. Principles of Management, Ramasamy, Himalaya Publishing
4. Management Text & Cases , VSP Rao , Excel Books, Delhi
5. Management Concepts and OB , P S Rao & N V Shah , Ajab Pustakalaya
6. Principles of Management-Text and Cases –Dr. M. Sakthivel Murugan, New Age Publications

CHANAKYA NATIONAL LAW UNIVERSITY PATNA

YEAR-1st

SEMESTER - 1

COURSE- B.B.A.-L.L.B. (Batch 2021-26)

NO. OF LECTURES: 50

PAPER: HRM & ORGANISATIONAL BEHAVIOUR

Objective: The course aims at providing an understanding and in depth analysis of the HRM Functions along with human behavior in an organization both individually and in group and the impact of this behavior on the organizational effectiveness. The course also offers the students the knowledge of various HRM & OB theories and Concepts and their application at different managerial levels.

Text Book	Author/Publication
Organisational Behaviour	Dr. S.S. KHANKA (S.Chand Publication)
Human Resource Management	K. Ashwathapa
Reference Books	Author/Publication
Organisational Behaviour	Robbins, Judge, Sanghi (Pearson)
Organisational Behaviour	McShane, Glinow (TMH)
Organisational Behaviour	Luthans, Fred (MGH)
Organisational Behaviour	Newstrom (TMH)
Organisational Behaviour: Text, Cases & Games	K. Ashwathappa (Himalya)
Organisational Behaviour	L. M. Prasad (S. S. Chand & Co.)
Human Resource Management (9th Edition)	Gary Dessler
Human Resource Management, 11th Edition International Student Version.	David A. DeCenzo, Stephen P. Robbins and Susan L. Verhulst
Personnel management and industrial relations	Dale Yoder
Personnel Management	E. B. Flippo

PART ONE: FOUNDATION FOR ORGANISATIONAL BEHAVIOUR

1. Introduction to Organisation

- Meaning of Organisation
- Characteristics & Types of Organisations
- Organisational Goals and Their Determination

- Organisational Structure
- Division of Labour
- Departmentalization
- Span of Control
- Delegation of Authority
- Centralisation and Decentralisation
- Formalisation

2. Introduction to HRM

- Meaning and Definition
- Brief History of Human Resource Management
- Importance of Human Resources & Human Resource Management,
- Scope of HRM, Functions and Objectives of HRM ,
- Qualities of an HR Manager

3. Human Resource Planning

- Introduction: Meaning and Definition of HRP,
- Importance of HRP, Objectives of HRP,
- Human Resource Planning Process- Meaning and Steps Involved

4. Introduction to Organizational Behaviour

- Definitions and Key Elements of OB
- Nature and Scope OB
- Need For Studying Organisational Behaviour
- Contributing Disciplines to OB
- The Challenges Faced by Management
- Organisational Behaviour Process

PART TWO: INDIVIDUAL PERSPECTIVE

5. Foundation of Individual Behaviour

- Introduction
- The Individual and Individual Differences
- Human Behaviour and Its Causation

6. Personality

- Concept of Personality
- Determinants of Personality
- Types of Personalities
- Theories of Personality

- How Personality Develops?
- How Personality Influences Organisational Behaviour?

7. Perception

- What is Perception?
- Perception Differs from Sensation
- Perceptual Process
- Factors Affecting Perception

8. Attitudes, Values and Job Satisfaction

- Attitudes: Concept of Attitudes, Formation of Attitudes, Types of Attitudes, Measurement of Attitude, Attitude Change
- Values: Concept of Value, Types of Values, Formation of Values, Values and Behaviour
- Job Satisfaction: Concept of Job Satisfaction, Determinants of Job Satisfaction, Measuring Job Satisfaction, Effects of Job

9. Learning

- Meaning and Definition
- Determinants of Learning
- Learning Theories
- Learning and Behaviour

10. Organizational Citizenship Behaviour (OCB)

- Introduction, OCB Defined
- Theoretical Perspective of OCB
- Determinants of OCB

11. Emotions and Moods

- Meaning of Emotions and Moods
- Types of Emotions
- Sources of Emotions and Moods
- Emotional Intelligence

12. Transactional Analysis (TA)

- Meaning of Transactional Analysis (TA)
- Ego States
- Types of Transactions
- Life Positions

13. Motivation: Concepts

- Meaning of Motivation

- Nature of Motivation
- Motivation Cycle or Process
- Need for Motivation
- Theories of Motivation

14. Job Analysis

- Job Analysis: a) Introduction: Meaning and Concept, b) Objectives, c) Process- Steps involved
- Job Description: a) Introduction: Meaning and Concept, b) Objectives, c) Process-Steps involved
- Job Specification: a) Introduction: Meaning and Concept, b) Objectives, c) Process-Steps involved
- Job evaluation, a) Introduction: Meaning and Concept, b) Objectives, c) Method/ Process- Steps involved

15. Job Design

- Job Enlargement
- Job Enrichment
- Job Simplification
- Job Rotation
- Quality of Work Life (QWL)
- Goal Setting
- Management by Objectives (MBO)

16. Procurement Function

- Recruitment: a) Meaning/Concept & Objectives, b) Process of Recruitment c) Sources of Recruitment
- Selection: a) Meaning/Concept & Objectives, b) Process of Selection & Steps involved (CV Preparation, GD-PI)
- Placement & Induction (Concept and Objectives)

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17. Human Resource Training and Employee Development

- Training: a) Meaning/Concept, b) Objectives, c) Steps Involved in Training Process d) Methods & Types of Training, Internship
- Employee Development: a) Meaning/Concept b) Objectives c) Importance
- Differences between Training and Development

18. Performance Appraisal and Management System

- Introduction: a) Meaning/Concept, b) Objectives
- Appraisal Process Methods of Performance Appraisal: a) Concept Advantages and Disadvantages of Various Methods/Techniques

19. Internal Mobility

- Promotion: a) Concept b) Objectives c) Importance
- Demotions: a) Concept b) Objectives c) Importance
- Transfer: a) Concept b) Objectives c) Importance
- Separation: a) Concept b) Objectives c) Importance
- Disciplinary Actions

20. Morale

- Meaning of Morale
- Difference between Motivation and Morale
- Factors Affecting Employee Morale

PART THREE GROUP DYNAMICS

21. Foundation of Group Behaviour

- Definition and Characteristics of Group
- Why Do People Form and Join Groups?
- Types of Groups
- Stages of Group Development

22. Organisational Culture

- Definition of Organisational Culture
- Types of Cultures
- Functions of Culture
- Creating, Sustaining, and Changing a Culture

23. Communication

- What is meant by Communication?
- Nature of and Need for Communication
- Process of Communication
- Channels of Communication

24. Leadership

- What is Leadership?
- Leadership Differs from Management
- Functions of Leadership
- Leadership Styles