

**Chanakya National Law University, Patna**  
**B.A., LL.B. (H) 2023-24; SEMESTER- I**

**Course Title: General Principles of Sociology (3 Credits)**

### Course Overview

The course familiarizes undergraduate students with key sociological concepts and perspectives that enable them to develop a sociological imagination and its application. The first module intends to foster sociological interest among the students. This module focuses on the emergence of Sociology and how it enables us to understand society in distinction with our everyday common-sense. After establishing the distinction, the second and third modules provision students with the necessary concepts and perspectives to appreciate sociological imagination and its diversity. The last module encourages students to apply sociological imagination in understanding complex processes of continuity and change in a society.

### Learning Outcomes

The course will:

1. Enable students to apply sociological perspectives in understanding the impact of society on individual behaviour.
2. Lay foundation for specialized courses in sociology.
3. Read complex texts and express thoughts and ideas effectively in writing.

### List of Topics/ Modules

Topic/ Module	Contents	Sessions / Lectures
<b>Module I:</b> <i>Sociology as a Discipline</i>	<ul style="list-style-type: none"><li>• Society and Sociological Imagination</li><li>• Emergence of Sociology</li></ul>	1-10
<b>Module II:</b> <i>Basic Concepts</i>	<ul style="list-style-type: none"><li>• Institutions, Groups, Organization, and Networks</li><li>• Culture, Values and Norms</li><li>• Identity, Status, and Roles</li><li>• Social Stratification</li><li>• Socialization and Social Control</li></ul>	11-25

<b>Module III:</b> <i>Sociological Perspectives</i>	<ul style="list-style-type: none"> <li>• Structural-Functionalism</li> <li>• Conflict Perspective</li> <li>• Interpretive Sociology</li> </ul>	26-33
<b>Module IV:</b> <i>Social Change</i>	<ul style="list-style-type: none"> <li>• Approaches to Social Change</li> <li>• Processes of Social Change in India</li> </ul>	34-45

### **Suggested Reading Material:**

#### ***Module I***

1. Giddens, A., & P.W. Sutton (2014). *Essential Concepts in Sociology*. Cambridge: Polity Press. (Pp. 46-51)
2. Beteille, A. (2002). *Sociology: Essays on Approach and Method*. New Delhi: Oxford University Press. (Chapter: Sociology and Common Sense)
3. Mills, C.W. (2000). *The Sociological Imagination*. New York: Oxford University Press. (Chapter: The Promise).
4. Ritzer, G., & S. Jeffrey. (2018). *Classical Sociological Theory (7<sup>th</sup> Ed.)*. New Delhi: Sage Publications. (Chapter: A Historical Sketch of Sociological Theory- The Early Years).
5. Bhambra, G.K. (2007). *Rethinking Modernity: Postcolonialism and the Sociological Imagination*. New York: Palgrave Macmillan. (Chapter: European Modernity and the Sociological Imagination).

#### ***Module II***

6. Giddens, A., & P.W. Sutton (2014). *Essential Concepts in Sociology*. Cambridge: Polity Press. (Selected Parts)
7. Gupta. D. (2004). 'Social Stratification', in V. Das (ed.) *Handbook of Indian Sociology*. New Delhi: Oxford University Press.
8. Turner, S. B. (Ed.). (2006). *The Cambridge Dictionary of Sociology*. Cambridge: Cambridge University Press. (Selected Parts)

#### ***Module III***

9. Durkheim, E. (1982). *The Rules of Sociological Method*, New York: Free Press. (Chapter: What is a Social Fact?)
10. Marx, K., & F. Engels. (2008). *The Manifesto of the Communist Party*. London: Pluto Press. (Pp. 31- 66).
11. Weber, M. (1978). *Economy and Society: An Outline of Interpretive Sociology, Vol. 1*, University of California Press. (Pages 4-26).
12. Haralambos, M., & M. Holborn. (2021). *Sociology: Themes and Perspectives*. Harper Collins Publishers. (Chapter 1, 'Sociological Perspectives')

#### **Module IV**

13. Singh, Y. (1997). *Social Stratification and Change in India*. New Delhi: Manohar. (Chapter: Concepts and Theories of Social Change).
14. Deshpande, S. (2003). *Contemporary India: A Sociological View*. New Delhi: Penguin Books. (Chapter: Mapping a Distinctive Modernity)
15. Thakur, G. B. (2010). 'Globalization and Cultural Imaginary: Constructions of Subjectivity, Freedom and Enjoyment in Popular Indian Cinema', in Mehta, R. B., & Pandharipande, R.V. (Eds.) *Bollywood and Globalization: Indian Popular Cinema and Diaspora*. Delhi: Anthem Press.
16. Sarkar, J. (2014). *Nayantara's Necklace*. Large Short Films (A 20 minute Short Film, available at YouTube) <https://www.youtube.com/watch?v=L1TTNOBbN2k>

#### **Faculty Details**

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**Chanakya National Law University, Patna**  
**B.B.A., LL.B. (H) 2023-24; SEMESTER- I**

<b>Course Title: Human Resource Management &amp; Organizational Behaviour</b>
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**Course Overview**

The curriculum is designed to focus on the Human Resource aspect of the Management System. The course is combination of various pertinent topics from Organisational Behaviour and Human Resource Management. These concepts will be used by the future managers to shape the human behaviour in an organisational setting, for the purpose of extracting/ensuring the desired behaviour from the employees. This course will help the student to understand and manage themselves in the best possible way apart from analysing the behaviour of others and in this way build a strong and long term relationships with others in their life as well as workplace.

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**Module one** deals with introduction to Organisational Behaviour and understanding the foundation of Human Behaviour. It helps the student to know the importance of studying O.B. and about the various contributing Disciplines to OB. This chapter will also acquaint the students with the challenges Faced by Management. Whereas, the second part of the module will deal with the basic of human behaviour and its causation.

**Module two** focuses on introduction to Human Resource Management, its definition and a brief history. Through this module the students will learn importance of human resources & human resource management, its scope, functions as well as the objectives. Whereas, in the second part of the module revolves around the meaning and definition of human resource planning, its importance & objectives and lastly, the process of Human Resource Planning.

**Module three** has four different sections where it deals with the individual factor of human behaviour viz., Personality, Perception & Attitude. These topics are crucial to fulfil the basic objective of O.B., which is to be able to explain, predict, evaluate and modify the human behaviour. So, the first section deals with Personality, its concept & determinants, types & theories of Personality. Second section deals with the idea of Perception, perception vs. sensation. This module also deals with major concepts of O.B. such as Attitudes, Values and Job satisfaction as well as Employee Morale.

**Module four** covers definition and characteristics of group, types of groups and stages of group development. Secondly, it covers another topic of O.B. which is organisational culture, types of cultures, functions of culture, creating, sustaining, and changing a culture. Thirdly, last section of this module covers the essential element for organisational success, viz., communication, its nature, process and channels of communication.

**Module five** of the course is focused on key concepts of O.B., which are Learning, Motivation and Leadership. These are critical concepts of O.B. and have great relevance for modifying the human behaviour, which is the major objective of both the disciplines OB. and HRM.

**Module six** deals with major HRM Functions and the various steps involved, which are , Procurement Function, Human Resource Training and Employee Development , Performance Appraisal and Management System and Appraisal Process.

**Module seven** covers another set of HRM Functions which are, Job Analysis, Job Description, Job Specification, Job evaluation. The objective of the module is to acquaint the students with the retention functions of HRM. The module covers the objectives of these functions along with the steps involved. The

last section of this module also deals with other pertinent practices of HRM such as Job Design, Job Enlargement, Quality of Work Life (QWL), Goal Setting and Management by objectives (MBO). It also covers the process involved in Internal Mobility and disciplinary actions.

**Module Eight** focuses on few other topics from O.B. which are Emotions and Moods Transactional Analysis (TA) and Organizational Citizenship Behaviour (OCB).

### Learning Outcomes

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.

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

1. Understand different concepts of Organisational Behaviour and Process involved in managing Human Capital
2. Analyse the three key elements of Organisational Behaviour i.e., individual, group and the organisation
3. Critically analyse the concepts of Human Resource Management
4. Design and develop HR Plans, Training Programs, Recruitment functions etc.
5. Work upon their own personalities, interpersonal relationships and develop the sense of organisational citizenship behaviour

### List of Topics/ Modules

Topic/ Module	Contents/ Concepts	Sessions / Lectures
<b>Module I:</b>	<p><b>I.1 Introduction to Organizational Behaviour</b></p> <ul style="list-style-type: none"> <li>• Definitions and Key Elements of OB</li> <li>• Nature and Scope OB</li> <li>• Need For Studying Organisational Behaviour</li> <li>• Contributing Disciplines to OB</li> <li>• The Challenges Faced by Management</li> <li>• Organisational Behaviour Process</li> </ul> <p><b>I.2 Foundation of Individual Behaviour</b></p> <ul style="list-style-type: none"> <li>• Introduction: The Individual and Individual Differences</li> <li>• Human Behaviour and Its Causation</li> </ul>	1-5
<b>Module II:</b>	<p><b>II.1 Introduction to HRM</b></p> <ul style="list-style-type: none"> <li>• Meaning and Definition</li> <li>• Brief History of Human Resource Management</li> </ul>	6-14

	<ul style="list-style-type: none"> <li>• Importance of Human Resources &amp; Human Resource Management,</li> <li>• Scope of HRM, Functions and Objectives of HRM ,</li> <li>• Qualities of an HR Manager</li> </ul> <p><b>II.2 Human Resource Planning</b></p> <ul style="list-style-type: none"> <li>• Introduction: Meaning and Definition of HRP,</li> <li>• Importance of HRP, Objectives of HRP,</li> <li>• Human Resource Planning Process- Meaning and Steps Involved</li> </ul>	
<b>Module III:</b>	<p><b>III.1 Personality</b></p> <ul style="list-style-type: none"> <li>• Concept &amp; Determinants</li> <li>• Types &amp; Theories of Personality</li> </ul> <p><b>III.2 Perception</b></p> <ul style="list-style-type: none"> <li>• What is Perception?</li> <li>• Perception Vs. Sensation</li> <li>• Perceptual Process &amp; Factors Affecting</li> </ul> <p><b>III.3 Attitudes, Values and Job Satisfaction</b></p> <ul style="list-style-type: none"> <li>• Attitudes: Concept of Attitudes&amp; Types of Attitudes,</li> <li>• Values: Concept,&amp; Values Vs. Behaviour</li> <li>• Job Satisfaction: Concept &amp; Measuring Job Satisfaction</li> </ul> <p><b>III.4 Morale</b></p> <ul style="list-style-type: none"> <li>• Meaning of Morale</li> <li>• Difference between Motivation and Morale</li> <li>• Factors Affecting Employee Morale</li> </ul>	15-21
<b>Module IV:</b>	<p><b>IV.1 Foundation of Group Behaviour</b></p> <ul style="list-style-type: none"> <li>• Definition and Characteristics of Group</li> <li>• Why Do People Form and Join Groups?</li> <li>• Types of Groups</li> <li>• Stages of Group Development</li> </ul> <p><b>IV.2 Organisational Culture</b></p> <ul style="list-style-type: none"> <li>• Definition of Organisational Culture</li> <li>• Types of Cultures</li> <li>• Functions of Culture</li> <li>• Creating, Sustaining, and Changing a Culture</li> </ul> <p><b>IV.3 Communication</b></p> <ul style="list-style-type: none"> <li>• What is meant by Communication?</li> <li>• Nature of and Need for Communication</li> <li>• Process of Communication</li> <li>• Channels of Communication</li> </ul>	22-29
<b>Module V:</b>	<b>V.1 Learning</b>	29-35

	<ul style="list-style-type: none"> <li>• Meaning and Definition</li> <li>• Determinants of Learning</li> <li>• Learning Theories</li> <li>• Learning and Behaviour</li> </ul> <p><b>V.2 Motivation: Concepts</b></p> <ul style="list-style-type: none"> <li>• Meaning of Motivation</li> <li>• Nature of Motivation</li> <li>• Motivation Cycle or Process</li> <li>• Need for Motivation</li> <li>• Theories of Motivation</li> </ul> <p><b>V.3 Leadership</b></p> <ul style="list-style-type: none"> <li>• What is Leadership?</li> <li>• Leadership Differs from Management</li> <li>• Functions of Leadership</li> <li>• Leadership Styles</li> </ul>	
<b>Module VI:</b>	<p><b>VI.1 Procurement Function</b></p> <ul style="list-style-type: none"> <li>• Recruitment: a) Concept &amp; Objectives, b) Process c) Sources</li> <li>• Selection: a) Meaning &amp; Objectives, b) Process c) GD-PI</li> <li>• Placement &amp; Induction (Concept and Objectives)</li> </ul> <p><b>VI.2 Human Resource Training and Employee Development</b></p> <ul style="list-style-type: none"> <li>• Training: a) Meaning/Concept, b) Objectives, c) Steps Involved in Training Process d) Methods &amp; Types of Training, Internship</li> <li>• Employee Development: a) Meaning/Concept b) Objectives c) Importance</li> <li>• Differences between Training and Development</li> </ul> <p><b>VI.3 Performance Appraisal and Management System</b></p> <ul style="list-style-type: none"> <li>• Introduction: a) Meaning/Concept, b) Objectives</li> <li>• Appraisal Process Methods of Performance Appraisal: a) Concept Advantages and Disadvantages of Various Methods/Techniques</li> </ul>	36-43
<b>Module VII:</b>	<p><b>VII.1 Job Analysis</b></p> <ul style="list-style-type: none"> <li>• Job Analysis: a) Introduction: Meaning and Concept, b) Objectives, c) Process- Steps involved</li> <li>• Job Description: a) Introduction: Meaning and Concept, b) Objectives, c) Process- Steps involved</li> <li>• Job Specification: a) Introduction: Meaning and Concept, b) Objectives, c) Process- Steps involved</li> <li>• Job evaluation, a) Introduction: Meaning and Concept, b) Objectives, c) Method/ Process- Steps involved</li> </ul> <p><b>VII.2 Job Design</b></p>	44-51

	<ul style="list-style-type: none"> <li>• Job Enlargement</li> <li>• Quality of Work Life (QWL)</li> <li>• Goal Setting</li> <li>• Management by Objectives (MBO)</li> </ul> <p><b>VII.3 Internal Mobility</b></p> <ul style="list-style-type: none"> <li>• Promotion: a) Concept b) Objectives c) Importance</li> <li>• Demotions: a) Concept b) Objectives c) Importance</li> <li>• Transfer: a) Concept b) Objectives c) Importance</li> <li>• Separation: a) Concept b) Objectives c) Importance</li> <li>• Disciplinary Actions</li> </ul>	
<b>Module VIII:</b>	<p><b>VIII.1 Emotions and Moods</b></p> <ul style="list-style-type: none"> <li>• Meaning of Emotions and Moods</li> <li>• Types of Emotions</li> <li>• Sources of Emotions and Moods</li> <li>• Emotional Intelligence</li> </ul> <p><b>VIII.2 Transactional Analysis (TA)</b></p> <ul style="list-style-type: none"> <li>• Meaning of Transactional Analysis (TA)</li> <li>• Ego States</li> <li>• Types of Transactions</li> <li>• Life Positions</li> </ul> <p><b>VIII.3 Organizational Citizenship Behaviour (OCB)</b></p> <ul style="list-style-type: none"> <li>• Introduction, OCB Defined</li> <li>• Theoretical Perspective of OCB</li> <li>• Determinants of OCB</li> </ul>	52-60

### Evaluation Criteria

Components	Description	Weightage in %
Attendance		
Project Report		
Presentation		
Mid-Semester Examination		
End-Semester Examination		



**Recommended/Reference Text Books and Resources:**

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

**Instructor Details**

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Signature

**Chanakya National Law University, Patna**  
**B.A., LL.B. (H) & B.B.A., LL.B. (H) 2023-24; SEMESTER- First**

**Course Title: Legal language & communication skills**

**Course Overview**

The curriculum is structured to focus on the enhancement of learner's thoughts, ideas and vision for practical application in their professional life. Apart from developing legal language of learners, this paper with the help of communication skills further intends to hone, and enrich critical, expressive, and analytical skills among the learners.

**Learning Outcomes**

The course aims to acquaint students of law with basic lexicons of law that are frequently employed by legal professionals to discharge their duties. Acquaintance of learners with common lexicon of law would enable them to have a better understanding of law subjects. On completion of the course, students will be able to have better understanding, and analytical skills. Through this course curriculum their expressive and presentation skills too would be improved.

**List of Topics/ Modules**

<b>Topic/ Module</b>	<b>Contents/ Concepts</b>	<b>Sessions / Lectures (Tentative Classes)</b>
<b>Module I: salient features of legal English</b>	<ul style="list-style-type: none"><li>• Traits/ Characteristics of Legal English</li></ul>	3
<b>Module II: English language and Legal provisions</b>	<ul style="list-style-type: none"><li>• English as Language of court</li><li>• Constitutional provisions.</li></ul>	4

	<ul style="list-style-type: none"> <li>• .Linguistic diversity</li> <li>• .classical languages of India</li> <li>• .Second official language</li> <li>• Landmark case laws based on language issues</li> </ul>	
<b>Module III: Legal Maxims</b>	<ul style="list-style-type: none"> <li>• Features of Legal maxims</li> <li>• Indispensability of legal maxims</li> <li>• Legal maxims pertaining to natural justice</li> <li>• Important legal maxims</li> <li>• Land mark case laws where maxims have been used</li> </ul>	5
<b>Module IV: Legal lexicons/Legal Phraseology</b>	<ul style="list-style-type: none"> <li>• Uncle judge syndrome</li> <li>• Cab rank rule in Advocacy</li> <li>• Pro bono publico</li> <li>• Doli incapax</li> <li>• Writ Mechanism</li> <li>• Useful and commonly used legal terms</li> </ul>	7
<b>Module V: Gattysburg speech of Abraham Lincoln Martin Luther King Junior speech- I have a dream</b>	<p>Analysis of Speech &amp; Emancipation proclamation</p> <ul style="list-style-type: none"> <li>• Analysis of I have a dream speech</li> </ul> <p>Jim Crow Laws</p> <ul style="list-style-type: none"> <li>• Case law of Plessey v. Ferguson (1896)</li> </ul> <p>Case Law of Brown v. Board of Education (1954)</p>	5
<b>Module VI: The Great Debate: Edmund Burke, Thomas Paine, and Birth of Right and Left</b>	<ul style="list-style-type: none"> <li>• Edmund Burke's impeachment speech against warren Hastings</li> <li>• Burke as an evolutionary force</li> <li>• Thomas Paine as a revolutionary force</li> </ul>	3
<b>Module VII: Norman Conquest</b>	<ul style="list-style-type: none"> <li>• Linguistic Chauvinism</li> <li>• Norman conquest and its impact on English Language</li> <li>• Contributions made by Normans for development</li> </ul>	3

	<p>of English</p> <ul style="list-style-type: none"> <li>• Statute of Pleading</li> </ul>	
<b>Module VIII:</b> legal Writings	<p>Tools of legal drafting</p> <ul style="list-style-type: none"> <li>• problem of Drafting</li> <li>• Judgment writing</li> <li>• Affidavit Writing</li> <li>• Legal Notice writing</li> </ul>	7
<b>Module ix</b> <b>Communicative Skills</b>	<ul style="list-style-type: none"> <li>• <b>Speech and its types</b></li> <li>• <b>Pros and cons of different types of speeches</b></li> <li>• <b>Paralinguistic features</b></li> <li>• <b>Verbal &amp; non verbal communication skills</b></li> </ul>	5
<b>Module –x</b> <b>Compositional practices</b>	<ul style="list-style-type: none"> <li>• <b>Paragraph writing with its types features and applicability in judgment writing</b></li> <li>• <b>Precis writing</b></li> <li>• <b>Various Punctuation marks and its applications</b></li> <li>• <b>Essays on Socio legal issues</b></li> </ul>	5
<b>My Own Boswell</b>	<ul style="list-style-type: none"> <li>• <b>As an autobiography Justice M. Hidayatullah Its Linguistic analysis</b></li> </ul>	5

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### Evaluation Criteria

Components	Description	Weightage in %
Attendance	On continuity and punctuality of Attendance	5
Project Report	Final written Submission of Project	16
Presentation	Oral Presentation based on submitted project	4
Mid-Semester Examination	Written Exam till portion covered up to Mid Sem.	15
End-Semester Examination	Written Exam covering whole syllabus	60

### Instructor Details

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**Chanakya National Law University, Patna**  
**B.A. LL.B. (Hons.)/B.B.A., LL.B. (Hons.) 2023-24; SEMESTER- I**

**Course Title: Legal Method & Research Methodology**

**Course Overview**

The curriculum is designed to focus on the basic introduction to law with jurisprudential approach on one hand and on another it also focuses on the research part which is equally very important for the students to get prepared themselves for different aspects of law through many modes. Overall the present curriculum will entirely be beneficial in understanding and remembering the relationship between the Legal Method & Research Methodology.

Module one deals with **INTRODUCTION TO LAW**

Module two focuses on **LAW IS LIMITATION IN CONTEXT OF INDIAN CONSTITUTION**

Module three deals with **SOCIAL ORDER AND LAW**

Module four covers **CUSTOM**

Module five deals with **PRECEDENT**

Module six deals with **LOK ADALAT**

Module seven covers **LEGAL AID**

Module eight focuses on **LEGAL RESEARCH (NATURE & SCOPE)**

Module nine deals with **TYPES OF RESEARCH**

Module ten covers **a) DOCTRINAL/TRADITIONAL/NON-EMPIRICAL RESEARCH**  
**b) NON-DOCTRINAL OR EMPIRICAL LEGAL RESEARCH**

Module eleven deals with **LEGAL RESEARCH PROCESS**

Module twelve deals with **QUALITIES OF GOOD RESEARCH**

Module thirteen covers **COLLECTION OF DATA**

Module fourteen deals with **POWER POINT PRESENTATIONS**

**Learning Outcomes**

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

1. Understand basic introduction to law with jurisprudential approach.
2. Students get the basic idea of doing research related to Law using different modes.
3. Preparation of Project Report.
4. Critically analyze Case Law Search on Manupatra, SCC Online, West Law, Lexisnexis etc.

## List of Topics/ Modules

<b>Topic/ Module</b>	<b>Contents/ Concepts</b>	<b>Sessions / Lectures</b>
<b>Module I: INTRODUCTION TO LAW</b>	<ul style="list-style-type: none"> <li>a. How Law Works?</li> <li>b. Various Sources of Law</li> <li>c. Role of Legislature, Executive and Judiciary.</li> </ul>	1-5
<b>Module II: LAW IS LIMITATION IN CONTEXT OF INDIAN CONSTITUTION</b>	<ul style="list-style-type: none"> <li>a. Freedom of Speech &amp; Expression</li> </ul>	6-8
<b>Module III: SOCIAL ORDER AND LAW</b>	<ul style="list-style-type: none"> <li>a. Definition</li> <li>b. Relationship</li> <li>c. Principle of Extensiveness</li> <li>d. Common Law &amp; Civil Law</li> <li>e. Law as an Instrument of Social Order.</li> </ul>	9-14
<b>Module IV: CUSTOM</b>	<ul style="list-style-type: none"> <li>a. Definition</li> <li>b. Types</li> <li>c. Habit, Custom &amp; Convention (Differences)</li> <li>d. Relationship of Custom &amp; Law.</li> </ul>	15-22
<b>Module V: PRECEDENT</b>	<ul style="list-style-type: none"> <li>a. Definition</li> <li>b. Indian Approach (Article 141)</li> <li>c. Types</li> <li>d. Circumstances under which "Precedent" not considered as "Precedent".</li> </ul>	23-31
<b>Module VI: LOK ADALAT</b>	<ul style="list-style-type: none"> <li>a. History</li> <li>b. Jurisdiction</li> <li>c. Organization</li> <li>d. Powers</li> <li>e. Legal Services Authority Act, 1987</li> <li>f. Permanent Lok Adalat.</li> </ul>	32-38
<b>Module VII: LEGAL AID</b>	<ul style="list-style-type: none"> <li>a. Article 39 A (Indian Constitution)</li> <li>b. Statutory Laws (Section 304, Crpc)</li> </ul>	39-42

	<ul style="list-style-type: none"> <li>c. Important Judgments of Courts</li> <li>d. Duties of Aided Person</li> <li>e. Right to Free Legal Aid.</li> </ul>	
<b>Module VIII: LEGAL RESEARCH</b>	<b>(NATURE &amp; SCOPE)</b>	43-45
<b>Module IX : KINDS OF RESEARCH</b>	<b>MODES OF RESEARCH</b>	46-51
<b>Module X :</b> <ul style="list-style-type: none"> <li>a) DOCTRINAL/TRADITIONAL/NON-EMPIRICAL RESEARCH</li> <li>b) NON-DOCTRINAL OR EMPIRICAL LEGAL RESEARCH</li> </ul>		52-54
<b>Module XI : LEGAL RESEARCH PROCESS</b>	<ul style="list-style-type: none"> <li>a. Formulation of Problem</li> <li>b. Formulation of Hypothesis</li> <li>c. Analysis of Concepts</li> <li>d. Research Design</li> <li>e. Collection of Data</li> <li>f. Data Analysis.</li> <li>g. Conclusion/Generalization</li> <li>h. Reporting</li> </ul>	55-58
<b>Module XII : QUALITIES OF GOOD RESEARCH</b>	<ul style="list-style-type: none"> <li>a. General</li> <li>b. Specific</li> </ul>	59
<b>Module XIII : COLLECTION OF DATA</b>	<ul style="list-style-type: none"> <li>a. By Observation</li> <li>b. Through Personal Interview</li> <li>c. By Telephonic Interview</li> <li>d. By Mailing Questionnaires</li> <li>e. Through Schedules</li> </ul>	60-61
<b>Module XIV : POWER POINT PRESENTATIONS</b>	<ul style="list-style-type: none"> <li>a. Preparation of Project Report</li> <li>b. Case Law Search on Manupatra, SCC Online, West Law, Lexisnexis etc.</li> </ul>	Combined Class 62-64



**Recommended/Reference Text Books and Resources:****Text Books**

1. **Legal Method by Dr.G.P. Tripathi & Dr.Ajay Kumar (Central Law Publications)**
2. **Legal Research Methodology by Dr.S.R. Myneni (Allahabad Law Agency)**

**Web Resources**

Case Law Search on Website of Manupatra, SCC Online, West Law, Lexisnexis etc.

**Instructor Details**

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# Syllabus of Political Science – I (2023-24)

## **B.A., LL.B. (Hons.) Course (1<sup>st</sup> Semester)**

### **Objective of the Study of Political Science :**

Political science is the systematic study of the state as well as its important organ i.e. Government. It deals with the theory and practices of politics and analyses the political systems, processes and behaviour. It is also concerned in addressing some of the core problems faced by the society at large such as in achieving world peace or at a more national level, how to achieve and sustain economic growth and stability. In the 21st Century the role of Political Sciences has increased tremendously. It doesn't just concern only the government or the political group who is ruling a particular state or country but every citizen and every man on the street.

### **Methodology of Teaching :**

The effective method of teaching and learning is through dialogue process between teacher and the student. The student should be encouraged to think analytically the subject and should be in position to evaluate the subject critically. In order to develop all these things student should be encouraged to read original text books of reputed authors. Group discussion/seminar on the subject topics will also play a pivotal role in enriching the fertile mind of the students.

<b>Course Module</b>	<b>Topics</b>	<b>Proposed Lectures</b>
1.	Meaning and Nature of Political Science and Political Theory.	02
2.	<b>Political Thinkers</b> : (i) Plato, (ii) Aristotle, (iii) Machiavelli (iv) Chanakya, (v) M. K. Gandhi, (vi) Dr. B. R. Ambedkar .	12
3.	<b>State</b> : 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.	<b>Sovereignty</b> : Meaning, Characteristics and its types : Monistic and Pluralistic theory of Sovereignty.	03
5.	<b>Forms of Government</b> : (i) Parliamentary and Presidential (ii) Federal and Unitary	05
6.	<b>Constitution</b> : Meaning and its Classification.	02
7.	<b>Organs of Government</b> : (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.	<b>Concept of Ideology</b> : (i) Liberalism, (ii) Socialism, (iii) Marxism, (iv) Anarchism, (v) Fascism, (vi) Feminism.	05
11.	<b>Concept of</b> : (i) Justice, (ii) Equality, (iii) Liberty	05
12.	<b>Constitutional Commissions of India</b> : (i) UPSC, (ii) Election Commission, (iii) Finance Commission	04
	<b>TOTAL</b>	<b>61</b>

### **Suggested Readings :**

1. A History of Political Theory by George Holland Sabine
2. Principles of Political Science by Anup Chand Kapur
3. An Introduction To Political Theory by O. P. Gauba
4. A History of Political Thought: Plato to Marx by Subrata Mukherjee and Sushila Ramaswamy
5. V.N. Shukla's Constitution of India by Prof (Dr.) Mahendra Pal Singh

**S. P. Singh**

Faculty of Political Science

**Chanakya National Law University, Patna**  
**B.B.A., LL.B. (H) 2023-24; SEMESTER- I**

**Course Title: Principles of Accounting and Audit**

**Credit- 3**

**Course Overview**

**Learning Outcomes**

The corporate legal advisor by virtue of their expertise in the corporate laws and procedure are in eminently suitable position to: (a) Present to the Board of Directors, the financial, legal and personnel aspects of modernisation, expansion, diversification of the existing business, and new projects; (b) The legal aspects of finance are becoming increasingly important, and a Corporate Legal Advisor is expected to successfully and effectively handle,

The successful completion of this course shall enable the student:

- a. To understand the fundamental concepts and principles of financial accounting and apply in business activities using accounting software.
- b. To analyze and compare the financial statements of an organization with the help of different ratios and how these ratios help users in decision making.
- c. To understand the concepts and objectives of audit process and forensic audit

**List of Topics/ Modules**

<b>Topic/ Module</b>	<b>Contents/ Concepts</b>	<b>Sessions / Lectures</b>
<b>Module I:</b> Theoretical Framework	<ul style="list-style-type: none"><li>• Meaning and Scope of Accounting; Important Terminology,</li><li>• GAAP, Accounting Principles- Concepts and Conventions.</li><li>• Accounting Standards – Concepts, Objectives, Benefits.</li><li>• Accounting Policies; Accounting as a Measurement.</li><li>• Accounting Discipline – Valuation Principles, Accounting Estimates.</li></ul>	1-8
<b>Module II:</b> Accounting Process	<ul style="list-style-type: none"><li>• Documents &amp; Books of Accounts: Invoice, Vouchers, Debit &amp; Credit Notes,</li><li>• Day books, Journals,</li><li>• Ledgers and Trial Balance</li></ul>	9-15

	<ul style="list-style-type: none"> <li>• Capital and Revenue: Expenditures and Receipts;</li> <li>• Contingent Assets and Contingent Liabilities</li> <li>• Rectification of Errors</li> </ul>	
<b>Module III: Bank Reconciliation Statement</b>	<ul style="list-style-type: none"> <li>• Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Passbook /Bank Statement;</li> <li>• Need of Bank Reconciliation Statement,</li> <li>• Procedure for Preparation of Bank Reconciliation Statement</li> </ul>	16-20
<b>Module IV: Accounting for Non-Trading Organisations.</b>	<ul style="list-style-type: none"> <li>• Meaning, types,</li> <li>• Process of Accounting and Preparation..</li> </ul>	21-24
<b>Module V: Preparation of Financial Statement</b>	<ul style="list-style-type: none"> <li>• Concept of Financial Statement</li> <li>• Usage and Limitations</li> <li>• Legal Applications</li> <li>• Preparation and understanding of Profit &amp; Loss Account, Balance Sheet</li> </ul>	25-30
<b>Module VI: Financial Statement Analysis:</b>	<ul style="list-style-type: none"> <li>• Meaning, Usage, and Limitations,</li> <li>• Legal Applications</li> <li>• Methods/Techniques</li> </ul>	31-36
<b>Module VII: Introduction to Company Accounts</b>	<ul style="list-style-type: none"> <li>• Types of Share Capital and Shares,</li> <li>• Financial Statement- Income Statement, Balance Sheet</li> <li>• Usage</li> <li>• Cash Flow Statement.</li> <li>• Application of Cash Flow Statement</li> </ul>	37-45
<b>Module VIII: Auditing:</b>	<ul style="list-style-type: none"> <li>• Concepts and Objectives</li> <li>• Principles of Auditing</li> <li>• Types of Audit</li> <li>• Evidence in Auditing i.e. Vouching.</li> <li>• Audit Programs</li> <li>• Internal Audit and Internal Control</li> <li>• Statutory Auditor: Appointment, Qualification, Rights and Duties</li> <li>• Auditor's Report: Meanings, Contents, Types,</li> <li>• Qualifications of an Auditor</li> <li>• Introduction and Forensic of Forensic Accounting.</li> </ul>	46-60

**Recommended/Reference Text Books and Resources:****Text Books**

1. M Y Khan & P K Jain : **Basic Financial Management ; McGraw Hill Education (India) Pvt Ltd.**
2. R. P. Rustagi : **Financial Management – Theory, Concepts and Problems; Taxmann Publications (P) Ltd.**
3. Prasanna Chandra : **Investment Analysis and Portfolio Management ; McGraw Hill Education (India) Pvt Ltd.**
4. I M Pandey : **Financial Management; Vikas Publication House Ltd.**
5. J Van Horne & : **Fundamentals of Financial Management ; Pearson Education Ltd. John M. Wachowicz**

**References**

- **Aswath Damodaran: Applied Corporate Finance; WILEY Publication**
- **Ravi M. Kishore: Financial Management; TAXMANN’S Publication**
- **Eugene F Brigham & : Financial Management – Theory and Practice; Cengage Learning (India) Michael C Ehrhardt Pvt Ltd.**

**Instructor Details**

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Signature