

5 year BBA LLB

SYLLABUS

1/5 B.B.A.,LL.B., Second Semester Paper-V General English -II

- 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.
- II. Comprehension skills
 1. Common Logical Fallacies.
 2. Comprehension of Legal Texts.
- III. Composition skills
 1. Use of cohesive devices (Legal drafting).
 2. Precise 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.
 6. Translation (from English to regional languages and from regional languages to English).
- IV. Speech Training:
 1. Reading aloud (Knowledge of proper pauses).
 2. Key sounds, their discrimination and accent .
 3. Consulting a pronouncing Dictionary.
 4. Rapid reading and debating exercises.

Recommended Source Materials:

1. Selected materials drawn from renowned Judgements.
2. Materials drawn from legal notices, petitions, appeals, court orders, statutes, bills, rules etc.
3. Hindi-English Glossary. Vidhi Sahitya Prakashan, Ministry of Law, New Delhi.
4. M.C. Chagla - Roses in December, Bharatiya Vidya Bhavan, Bombay.

PAPER -VI : PRINCIPLES OF FINANCIAL ACCOUNTING

- Unit – I : Meaning and scope of Accounting – need book keeping and Accounting – Objectives of Accounting – Branches of Accounting – Accounting Principles – International Accounting Standards and accounting standards in India – Accounting Transactions.
- Unit – II : Capital and Revenue – Classification of Income, Expenditure and Receipts – Accounting concepts and Income Measurement – Expired cost and Income measurement – Penal Accounts – Manufacturing and Trading Accounts, Profit and Loss Account – Balance Sheets – Suspense Account – Classification location and Rectification of Errors.
- Unit – III: Concept of Depreciation – Causes – Depletion, amortization and dilapidation – Depreciation accounting methods of according depreciation – Depreciation Accounting - Difference between Trading and non-trading instructions.
- Unit – IV : Hire Purchase – Meaning of hire-purchase contract – Legal provision regarding hire-purchase contract – Installment purchase system – After sales service.
- Unit – V : Partnership Accounts – Essential characteristics of partnership – Partnership deeds – final Accounts – Joint Life Policy – Reconstitution of a partnership firm – admission of a partner – retirement of a partner – modes of dissolution of a firm

Reference Books:-

1. S.P.Jain and K.L.Narang – Financial Accounting
2. R.L.Gupta and M.R\$adhasway – Advanced Accounts
3. T.S.Greol – Financial Accounting

PAPER – VII : BUSINESS ETHICS

Unit 1 _ Nature of Morality – Ethics and Business Ethics – Moral Development and Reasoning – Dements for and against Business Ethics.
Utilitarianism – weighing social costs and benefits – Rights and Duties – Moral rights – negative and positive rights – Contractual rights – distributive Justice

Unit – II Ethics and the Environment – dimensions of pollution and Resource Depletion – Ethics of pollution control.

Unit – III Markets and consumer protection – Business firm’s duties to consumer, due case theory – Advertisement ethics – consumer Privacy – Employees obligation to the firm – Firm’s duties to Employees : Employee Rights.

Unit – IV Ethics of Job Discrimination - its nature and extent – Management Integrity in Ethical Decision making – Management Judgement/Process/Developmental Integrity

Reference Books :

1. Business Ethics – Concepts and Cases, Manual G Velasquez
Pearson.
2. Cases in Ethics and the conduct of Business – Jain P Beatright.
3. Perspectives in Business Ethics by Laura P Hartman
4. Business Ethics – an Indian Perspective-Bajaj and Agarwal
5. Business Ethics : A state holder and issues Management Approach
– Joseph W Waiss.

PAPER – VIII : Business Environment

- Unit-1 : Business and its Environment: Meaning – Scope and Characteristics – Significance for economic policies and decisions in Organisation.
- Unit-2 : Global Environment: Nature of Globalisation – Manifestations of globalization – Challenges of international business – Strategies for going global – India, WTO and trading blocks
- Unit-3 : Technological Environment: Meaning – Features – Impact of Technology – Technology and Society – Management of Technology.
- Unit-4: Political Environment: Political institutions – Legislature – Executive – Judiciary – The Constitution of India – The Preamble – The Fundamental Rights – Rationale and extent of State Intervention – Role of Government in business.
- Unit-5 : Economic Environment: Characteristics of Indian Economy, Factors affecting economy, Economic resources (Natural, industrial and technological) Impact of Liberalisation Privatisation and Globalisation on Indian Business.
- Unit-6 : Government Policies: Impact of Fiscal, Monetary, Exim Policy and Industrial Policy on Business (Latest Policy Measures)
- Unit-7 : Natural Environment: Meaning and influence on business.

BOOKS FOR REFERENCE:

1. Dr. K. Aswarthappa, Business Environment
2. Francis Cherunilam, Business Environment
3. S.Adhikari, Business Environment.
4. Misra 7 Puri, Economic Development.
5. Ruddar Dutt & Sundaram KPS, Indian Economy
6. Chidambaram, K. Business Environment.
7. Rosy Walia, Business Environment.