

Part-II
B.B.A. LL.B. (HONS.) SEMESTER - III
Paper - 2
LEGAL LANGUAGE/LEGAL WRITING INCLUDING
GENERAL ENGLISH

UNIT - I Introduction to Legal Language

- Characteristics of Legal Language
- History of Legal Language
- Legal Language in India
- 4 English as a medium of communication for legal transaction in India

Introduction to oral communication skills

- Passive and active listening - questioning - non-verbal communication
- Listening comprehension
- Passive and active listening - questioning - non-verbal communication

UNIT -II Vocabulary

- Consulting a dictionary - consulting a thesaurus
- Synonyms and antonyms - related words - regular vocabulary exercises

Phonetics Theory and Practice

- The phonetic script
- Consulting a dictionary for pronunciation - exercise with audio aids
- Reading exercises - stress, accent and intonation suitable for Indian speaker with emphasis on clarity of speech and felicity of expression
- Reading comprehension principles and practice

UNIT -III Legal terminology

- Terms used in civil law and criminal law
- Latin words and expressions - law register

UNIT -IV Fundamental principles of Report writing and Legal

Writing

- Concision - clarity - cogency - simplicity of structure
- Attention and awareness of practical legal import of sentences
- Brief writing and drafting of report writing viz-Road accident, convocation held in University, Decision of Court (Civil and Criminal), Minutes of meeting, Complaint to police regarding offence

27/5/16
Amal Das
A. Paro

UNIT -V General Legal writings in English

- Writing of case comments
 - Ashby v/s White and others 2 Id Rayon 938
 - Donoughe v/s Stevenson, House of Lords (1932) Ac 562 (1932) All Er Rep.-1
 - Keshvananda Bharti v/s State of Kerala (AIR 1973 SC 1461)
 - Mohiri Biwi v/s Dharmdas Ghosh Privy Council (1903) 30 IA114.
 - Balfour v/s Balfour (1919) 2 KB 57.
 - Menka Gandhi v/s Union of India AIR 1978 SC 597.
 - Subhagwanti v/s Delhi Municipal Corporation AIR 1966 SC 1750
- Essay writing on topics of legal interest
- General guidelines relating to legal writing

SELECT BIBLIOGRAPHY

- Abbet Parry, Seven Lamps of Advocacy
- Mogha's, Conveyancing
- Mogha's, Forms and Precedents
- Mogha's, Pleadings
- Law and Language
- Bhatnagar, R.P. & R. Bhargava, Law and Language, New Delhi: Macmillan,
- Brown, Gordon W. Legal Terminology, New Jersey: Prentice Hall, 1990
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- Cross, fan et al. Skills for Lawyers, Jordan Publishing Co., Bristol.
- Cutts, Martin, The Plain English Guide, Oxford University Press, 1995
- Garner, Bryan, A Dictionary of Modern Legal Usage, New York: OUP, 1987
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- Gibbons, John, (ed.) "Language and the Law", Annual Review of Applied
- Linguistics (1999) 19, 156-173.
- Kelkar, Ashok R. "Communication and Style in Legal Language", Indian Bar Review Vol.10 (3) 1993.
- Lord Denning, "Command of Language", The Discipline of the Law, New Delhi: Aditya 1993.
- Lord Denning, "Plain English", The Closing Chapter, New Delhi: Aditya Books, 1993.
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- Herbert Brown, A Selection of Legal Maxims (Reprint 1998) Sweet and Maxwell.
- M.C.Setalvad, My Life, Law Other things, (2000), Universal, Delhi.
- Olivercrona, K. "Legal Language and Reality" In M.D.A. Freeman, Introduction to Jurisprudence
- Riley, Alison, English for Law, London: Macmillan, 1991.

- Williams, Glanville, "Language and the Law" in Freeman, pp.1350-53.
- Thomson, A.J. & A.V. Martinet, A Practical English Grammar, Oxford: OUP
- N.D.7 J.B. Heaton, Longman Dictionary of Common Errors
- Williams, Glanville, Language and the Law, in Freeman. PP.1350-53.
- Williams, Glanville, Learning The Law, (2000), Universal, New Delhi:
- Black & Law Dictionary, (2000). Universal, New Delhi.
- Broom's Legal Magazines (2000), Universal, New Delhi.
- James and Stebbings, A Dictionary of Legal Quotations(1997) Universal, New Delhi.
- Latin For Lawyers, (1997), Sweet and Maxwell, Universal, New Delhi.
- Trayner's Latin Magazines, (1997) University, New Delhi.

Part - II
B.B.A.LL.B III- Semester
Financial Accounting- Major , Paper-II

Unit-I – Definition nature and objectives of financial accounting basic concepts and principles of accounting double entry system- maintenance of journal and ledger, subsidiary books and preparation of trial balance.

Unit-II- Errors and their rectification, preparation of final accounts. Manufacturing , trading profit and loss account and balance sheet with adjustment . methods of depreciation (As per accounting standard-6)

Unit-III- Hire purchase and installment purchase system bank, reconciliation statement . consigned accounts.

Unit –IV- Branch Accounts Departmental Accounts, Bill of Exchange Discounting of Bills, Royalty Accounts

Unit-V- Partnership Accounts : meaning partnership, partnership deed, Accounting for admission, Retirement death of partners. Dissolution of partnership firm.

Books Recommended :

- P.V. Rathnam : Financial Accounting Starling Books
- Shukla and Grewal : Advanced Accountancy , schanda Sones new Delhi
- Dhaneja and Shastri : Finance and Accounting , Wheeler publication
- Ghosh, Banerjee and Bansal : Principles and Practice of Accounting- Galgotia Publishing Company Delhi
- R.L. Gupta Radhaswamy : Advanced Accounting New Delhi
- Jain & Narang : Advanced Accountancy Volume -2 Kalyani New Delhi

part-II
B.B.A.LL.B III- Semester
FUNDAMENTALS OF COMPUTERS

Paper-III

UNIT- I : Introduction of Computer: Computer and its components; Characteristics of Computer, Generation of Computer, Software, Hardware and Firmware. Types of Computer, Language data processing, Number system; Binary, Octal, Hexadecimal and decimal number system and their conversion, Binary Arithmetic: Addition, subtraction, multiplication, Division and I/O devices.

UNIT- II : Storage devices: Semiconductor Memory and its types – Primary V/s Secondary memory, Registers, RAM, DRAM, SRAM, ROM, PROM, EPROM, EEPROM, CACHE Memory, Secondary Memory, Magnetic tape, Magnetic disk, Compact disk.

UNIT- III: PC Package: Introduction to Word Processing, Advantages of word processing, Creating, Saving and Editing a document: Selecting, Deleting, Replacing Text, Copying text to another file. Formatting Text and Paragraph: Using the Font Dialog Box, Paragraph Formatting using Bullets and Numbering in Paragraphs, Checking Spelling, Line spacing, Margins, Space before and after paragraph.

UNIT- IV : Introduction to spreadsheet, Entering information: Numbers, Formula, Editing Data in a cell, Excel functions, Using a Range with SUM, Moving and copying data, Inserting and Deleting Row and Columns in the worksheet, Using the format cells Dialog box, Using chart wizard to create a chart.

UNIT: V : Introduction of slide presentation, Slide show, Formatting, Creating a Presentation, Inserting clip Arts, Adding Objects, Applying Transitions, Animation effects, formatting and checking text. Database: Introduction to database, Functions of Database, creating and manipulating database.

REFERENCE BOOKS:

1. Xavier, C "Introduction to Computers and Basic Programming" New age International,
2. Sinha P. K. "Computer Fundamentals, BPB.
3. Will Train, Gini Corter, Annette Marquis "Microsoft Office" BPB
4. R. K. TAXALI "PC Software for Windows 98, Made Simple" TMH.
5. Sanjay Saxena, "MS Office 2000 for every one" Vikas Publishing House PVT LTD.

Part-II
B.B.A. LL.B. (HONS.) SEMESTER - III
FAMILY LAW I HINDU LAW
Paper-IV

UNIT-I Introduction

- Nature of Hindu Law
- Hinduism, Origin and Development, Definitions.
- Schools and Sources.

UNIT-II Marriage and Divorce

- Marriage
- Kinds, nullity of marriage.
- Hindu marriage Act, 1955.
- Special marriage Act, 1954.
- Divorce
- Judicial separation, Restitution of conjugal rights.
- Grounds for matrimonial remedies.

UNIT-III Hindu Undivided Family

- Joint family (Hindu undivided family)
- Coparcenaries, property under *Mitakshara* and *Dayabhag*.
- Partition and Re-union, women estate, stridhan.

UNIT-IV Gift, Wills and Adoption

- Gifts, wills.
- Hindu adoption and maintenance Act, 1956.
- Hindu Minority and Guardian Ship Act, 1956.

UNIT-V Inheritance

- General rules of Succession
- Disqualification relating to Succession
- Hindu Succession Act, 1956
- Religious Endowment.

SELECTED BIBLIOGRAPHY

- Paras Diwan, Law of Intestate and Testamentary Succession (1998), Universal.
- Basu, N.D. Law of Succession (2000), Universal.
- Kusum, Marriage and Divorce Law Manual (2000), Universal.
- Manchanda, S.C. Law and Practice of Divorce in India (2000), Universal.
- P.V. Kane, History of Dharmasastra Vol. 2 pt. 1 at 624-632 (1974).

- Kuppaswami (ed.) Mayne's Hindu Law and Usage Ch. 4 (1986).
- B. Sivaramaya, Inequalities and the law, (1985).
- K.C. Daiya, "Population control through family planning in India." Indian Journal of Legal Studies, 85 (1979).
- J.D.M. Derrett, Hindu Law : Past and Present.
- B.M. Gandhi – Hindu Law
- U.P.D. Kesari – fgUnw fof/k
- Dr. Paras Diwan – vk/kqfud fgUnw fof/k

Part-II
B.B.A. LL.B. (HONS.) SEMESTER - III
HUMAN RIGHTS LAW & PRACTICE
Paper-V

UNIT – I Concept

- Historical Development and concept of Human Right
- Human Right in India ancient, medieval and modern concept of rights
- Human Right in Western tradition
- Concept of natural law and natural rights
- Human Right in legal tradition: International Law and National Law
- UN and Human Rights
- Universal Declaration of Human Rights (1980) - individual and group rights
- Covenant on political and Civil Rights (1966)

UNIT - II Conventions

- Convention on economic social and cultural Rights 1966
- Convention on the elimination of all forms of discrimination against women
- Convention on the rights of the child

UNIT – III Impact and Implementation

- Impact and Implementation of International Human Rights Norms in India
- Human rights norms reflected in fundamental rights in the constitution
- Directive principles: legislative and administrative implementation of international human rights norms through judicial process

UNIT –IV Disadvantaged Groups

- Human Rights and disadvantaged Groups – women, prisoners, child, Dalits, Aid victims, and Minorities
- Enforcement of Human Right in India

UNIT-V Remedies

- Role of courts: the Supreme Court, High Courts and other courts
- Statutory commissions- human rights, women, minority and backward class

SELECT BIBLIOGRAPHY

- S.K. Awasthi and R.P. Kataria. Law Relating to Human Rights, Orient New Delhi.
- Human Rights Watch women's Rights Project, The Human Rights Watch Global Report on women's Human Rights (2000) Oxford.
- Ermacora, Nowak and Tretter. International Human Rights (1993), Sweet
- Maxwell.
- Wallace, International Human Rights: Text & Materials (1996), Sweet & Maxwell.
- Human Rights and Global Diversify (2001), Frank Cass, London.
- Nirmal. B.C., The Right to Self determination in International (1995). Deep
- P.R. Gandhi. International Human Rights documents (1999) Universal, Delhi.
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Part-4
B.B.A.LL.B Semester-III
Constitution law
Paper-VI

Unit-I : Legislature & Judiciary

Parliament, council of Ministers, State Legislature

Union Judiciary –Supreme court, Appointment, Power,

High Court- Appointment, Transfer of Judges, Powers, Independence of Judiciary.

Unit-II : Centre & State Relation

Legislative Powers of centre & State territorial nexus, Harmonious Construction, Pith & Substance, Doctrine of Repugnancy, Administrative Relations, Freedom of trade, commerce & intercourse.

Unit-III : Civil Service

Service under union and states; Doctrine of pleasure, restrictions, constitutional safeguard to civil servants, Public commission.

Unit-IV Emergency & Amendments

Emergency – National, State & Financial, Amendment of Constitution, basic structure theory, Liability of state contractual and Tortious.

Unit-V

Election, Administration of Union territories, Schedule & tribal areas, Right to Property, Tribunals- A- 323 (A) & (B), Difference b/w tribunal & courts.