

I Semester

COURSE –I GENERAL ENGLISH

Objectives: Today globalization has expanded the horizons of law and the legal profession. Success in the legal profession depends on the proficiency of a legal professional. Legal professionals need to cater not only to their individual clients but also to the society. Thus, he/she needs to be well equipped with English language both in speech and on paper. Keeping this in mind, the course material focuses to enhance the advocacy skills of students, setting a path for legal reasoning, critical thinking and analysis.

The introduction of prose texts has two purposes. Firstly, it introduces a student of law to the intricacies of the legal profession. Secondly, it helps to understand that the relevance of building a strong social structure is the responsibility of a lawyer. The course interalia aims to understand the features of English language, importance of vocabulary, contextual meaning of words and their usage. Comprehension of unseen passages helps to analyze important ideas and issues, in addition to this, gives vent to logical thought, legal reasoning and facilitates in understanding common problems.

PROSE

1. My search for truth- Excerpt from the autobiography of Prof. S Radhakrishnan.
2. Law and Lawyers – M. K Gandhi.

GRAMMAR AND COMPOSITION

1. Tenses, Articles and Prepositions / their usage
2. Types of sentences and transformation of sentences (simple, complex, compound, interrogative, negative etc.)
3. Active/Passive voice
4. Reported speech
5. Idiomatic expressions
6. Formal correspondence: Letters of invitation, request, enquiry, complaint, job application, letters to the editor.

7. Comprehension of unseen passage

8. Legal words and their usage

TEXT AND REFERENCE BOOKS

a) The law and lawyers by M.K. Gandhi, compiled and edited by S.B Kher, Navajivan Publishing House, Ahmedabad.

b) Radhakrishnan Reader –An Anthology.

c) Contemporary English Grammar, David Green, Macmillan Ltd.

d) Developing communication skills by Mohan and Banerji

e) Legal language, legal writing and general English by Dr S. C Tripathi. Central Law Publications.

DETAILED SYLLABUS

1. Prose (refer to the contents in the precise syllabus.)
2. List of idiomatic expressions to be covered:

All and sundry, Alpha and Omega, Apple of discord, Apple of one's eye, As a matter of fact, At sixes and sevens, At one's finger tip, Bone of contention, Be a party to, Bear a grudge against, Beat about the bush, Blow hot and cold, Blow one's own trumpet, Bring to book, Bring to the ground, Bring to a standstill, Burn one's fingers, Burn the midnight oil, Build castles in the air, By leaps and bounds, Cast a spell, Caught red handed, Every now and then, Fair and square, Far and near, Far and wide, Fight tooth and nail, Get off scot-free, Get rid of, Give one's word, Go astray, Hand in hand, Hand in glove, Hang in the balance, Heart and soul, In a nut shell, In black and white, In full swing, In the midst of, In the twinkling of an eye, Keep aloof from, Keep in the dark, Keep one's promise, Leave no stone unturned, Make a mountain out of a mole-hill, Make both ends meet, Move heaven and earth, Nip in the bud, Now and then, Null and void, Nook and corner, Of one's own accord, On the verge of, Over and over again, Part and parcel, Put on paper, Rain cats and dogs, Stand in one's way, Swim with the tide, Take a bird's eye view, Take up arms, To the best of one's ability, To the letter, To the point, To turn a deaf ear, Turn a new leaf, Under the pretext of, Under lock and key, Yeoman's service,

3. List of legal words:

Accused, Accomplice, Arrest, Amendment, Adjournment, Award, Arbitration, Agreement, Approver, bail, bench, bond, breach of contract, consent, contract, contempt, counterclaim, court, counsel, compromise, coercion, claim, damages, decree, defamation, defendant, defense, document, distress, divorce, evidence, estoppel, equity, execution, fraud, hearsay

,homicide, injunction, insolvency, instrument, issue, judgment, jurisdiction, jurisprudence, juri, justice, juvenile, kidnap ,lawyer, liability, litigation, maintenance, minor, murder, mortgage, negligence, notification, notice, oath, objection, partnership, partition, perjury ,petition, petitioner, plaintiff ,plaint, pleadings, privity, pre emptio, proviso, prosecutor, prosecution ,procedure, presumption ,punishment, right, remedy, remand, redemption, respondent, regulation, rule, sentence, settlement, statute, summon, summons, surety, title ,transfer, tort, trespass, trial, vicarious, verdict, void, voidable, warrant, witness, will.

WORDS OFTEN CONFUSED: Refer pages 281 to 287 , Contemporary English Grammar, by David Green, MacMillan Ltd.

COURSE-II: BUSINESS ENVIRONMENT

Objective:

The course is designed to expose the students to the environs of the business and the process of decision making. It also gives an anatomical picture of business concerns with special reference to the Indian business structure, besides the business ethics. Apart from that, responsibility of business organizations and technological impact on the business is also taught.

UNIT – I

Business: Meaning, Scope and Objectives of Business.

Business Environment: Micro and Macro Environment of Business.

Environmental analysis for Business Decision making.

UNIT – II

Forms of Business organizations: Proprietorship, Partnership, Limited Partnership, Co-operatives and Company; Features, Merit and de-merits.

Public Enterprises: Features, merits & demerits.

UNIT – III

Indian Business Environment: Pre reforms scenario, New Economic Policy, Globalization, Privatization, Liberalization, Multi National Companies (impact) Competitive Market. Trends in International Business and their impact in India.

UNIT – IV

The impact of technology on business making decision.

Social responsibility of Business: Business ethics and the concept of corporate governance, Factors influencing work ethics and work culture.

UNIT – V

Consumerism and Consumer movement in India, Role of voluntary organizations.

Recent Development in Business and Employment opportunities: ITES - BPO, KPO, Call centers and Special Economic Zones.

Reference Books:

1. Essentials of Business Environment – K. Ashwathappa
2. Business Environment – Francis Cherinilum
3. Essentials of Business Environment – Bisht and Sharma
4. Business Policy – Bowl

Course-III ELEMENTS OF RESEARCH

Objectives:

Law is arguably an autonomous discipline and has its own materials and methods. However, law is related to other processes in the society mainly social, political and cultural. This course is designed to familiarize the students with basic research skills, sources of legal materials, to find the law and case law. The course may help the student to think and act like a lawyer and respond to his law studies accordingly. Therefore, the course introduces the students to the basic concepts of law, sources of law, fundamentals in legal research.

Course contents:

UNIT-I

Various types of Law: civil Law, criminal Law, etc.
Case Law Technique.

UNIT-II

Legal materials-Enactments, notification, judgments, reports of commissions, etc. Where to find and how to find these materials, how to check their validity.

UNIT-III

Methods of study.
Technical Terms.
Interpretation of statutes.

UNIT-IV

Elements of Legal Research: Research problem, hypothesis, experimentation, analysis and interpretation of data, report writing.

UNIT-V

Tools of research: Use of Library, observation, questionnaire, interview, sampling, case study, participation.

Book prescribed:

Williams Glanville-Learning the Law.
Good and Hatt- Social Science Research.

COURSE-IV: MICRO ECONOMICS

Objectives:

- To help students acquire knowledge of some of the important principle and theories of microeconomics.
- To provide the foundation for the study of other branches of economics.
- To develop analytical, reasoning and graphical presentation skills.
- To enable the student to appreciate the utility of economics in day-to-day life.

UNIT –I: MICROECONOMICS AND THEORY OF CONSUMPTION

- Scope of microeconomics, limitation and uses. Positive and Normative economics.
- Problem of choice-wants and resources. Basic economic problems common to all economies. Role of price mechanism in a mixed economy.
- Cardinal analysis-Law of diminishing marginal utility, Law of equip-marginal utility. Consumers Surplus (Marshallian).
- Ordinal utility analysis indifference curves-properties, map, price line, consumer equilibrium, price effect, income effect and substitution effect.

UNIT –II: DEMAND AND SUPPLY

- Law of demand, Reasons for the downward slope of demand curve, exception to the law, changes in demand.
- Elasticity-kinds, types price elasticity with diagram, factors determining price elasticity, methods of measurement-percentage method. Arc-method, total outlay-method
- Law of Supply, Changes in supply.

UNIT –III: THEORY OF PRODUCTION

- Production function, Law of variable proportions-short-run and long-run Laws of returns, economies of scale, Iso-quants, locusts, production equilibrium
- Cost-opportunity cost, Real cost, Types-short-run, long-run-Average, Marginal, Fixed, Variable (with diagrams), Long run cost curve
- Revenue-Average, Marginal,

UNIT –IV: PRODUCT PRICING

- Concepts of firms, industry, equilibrium
- Perfect competition, price and output determination and role of time element in the theory of price determination.
- Monopoly, price output determination, price discrimination.

- Monopolistic competition, Price and output determination, Selling costs, Product differentiation, Wastes in monopolistic competition.
- Oligopoly features, Duopoly, Monophony

UNIT –V: FACTOR PRICING

- Nature of factor markets, Marginal productivity theory of distribution.
- Rent-Demand and supply theory, Quasi rent, Transfer earning.
- Wages-Reasons for wage differentials, collective bargaining,
- Interest-Classical, Neo-classical Keynesian
- Profit-Dynamic, Innovation, Risk and Uncertainty theory

PRESCRIBED BOOKS:

1. M.L. Seth, Micro Economics/ Principles of Economics
2. M.L. Jhingan, Micro Economics
3. H.S. Agarwal, Micro Economics

REFERENCE BOOKS:

1. Henderson J and R.E Quandt (1980), Microeconomic Theory: A mathematical approach, McGraw Hill; New Delhi.
2. Koutsoyiannis, A. (1990), Modern Microeconomics, Macmillan.
3. Lipsey, R.G. and K.A. Chrystal (1999), Principles of Economics (9th Ed) Oxford University Press, Oxford.
4. Samuelson, P.A. and W.D. Nordaus (1998), Economics, Tata McGraw Hill, New Delhi.
5. Stonier, A.W. and D.C. Hague (1972), A Textbook of Economic Theory, ELBS and Lognman Group, London.

II Semester

ಕನ್ನಡ

KANNADA/SPECICAL ENGILSH/ FRENCH (KANNADA IS COMPULORY FOR ALL THOSE WHO HAVE STUIED KANNADA AT A SUBJECT AT THE SSLC LEVEL)

ಉದ್ದೇಶಗಳು:

ಕಾನೂನು ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಸಾಹಿತ್ಯಕ್ಕಿಂತ ಹೆಚ್ಚಾಗಿ ಭಾಷೆಯಲ್ಲಿ ಪ್ರಾವೀಣ್ಯತೆ ಸಾಧಿಸಬೇಕಾಗುತ್ತದೆ. ಆ ದೃಷ್ಟಿಯಿಂದ ಭಾಷೆ, ಭಾಷೆಯ ಅಗತ್ಯ ಪ್ರಯೋಜನಗಳು, ವಾಕ್ಯಗಳ ರಚನೆ, ವ್ಯಾಕರಣ ಶುದ್ಧತೆ ಇವುಗಳಿಗೆ ಆದ್ಯತೆ ನೀಡಲಾಗಿದೆ, ಅನ್ಯದೇಶಿಯ ಕಾನೂನು ಪಾರಿಭಾಷಿಕ ಪದಗಳ ಬಗೆಗೂ ಅವು ಮೂಡಿಸುವ ಪ್ರಯತ್ನ ಮಾಡಲಾಗಿದೆ. ಕನ್ನಡ ಭಾಷಾ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಭಾಷಾಂತರದ ಅನಿವಾರ್ಯತೆಯನ್ನು ಗುರುತಿಸಲಾಗಿದೆ. ಸರಕಾರಿ ಪತ್ರಗಳ, ಕಾನೂನು ಪತ್ರಗಳ ರಚನೆ ಹಾಗೂ ಸ್ವರೂಪದಲ್ಲಿ ಗಮನಿಸಬೇಕಾದ ಸಂಗತಿಗಳನ್ನು ತಿಳಿಸಲು ಪ್ರಯತ್ನಿಸಲಾಗಿದೆ.

ಘಟಕ - 1

ಭಾಷೆ ಎಂದರೇನು? ಭಾಷೆಯ ಸ್ವರೂಪ, ಭಾಷೆಯ ಅಗತ್ಯಗಳು ಮತ್ತು ಪ್ರಯೋಜನಗಳು, ಅನ್ಯದೇಶಿಯ (ಹೆಚ್ಚು ಕಾನೂನಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ), ಪಾರಿಭಾಷಿಕ ಪದಗಳು,

ಕನ್ನಡ ಭಾಷೆ ಬೆಳೆದು ಬಂದ ದಾರಿ

ಘಟಕ - 2

ಪತ್ರ ರಚನೆ, ಪತ್ರ ರಚನೆಯ ವಿವಿಧ ಅಂಗಗಳು

ಪ್ರಬಂಧ ರಚನೆ, ವಾಕ್ಯಗಳ ರಚನೆ, ಅರ್ಥದ ದೃಷ್ಟಿಯಿಂದ ವಾಕ್ಯಗಳ ರಚನೆ, ರಚನೆಯ ದೃಷ್ಟಿಯಿಂದ ವಾಕ್ಯದ ರಚನೆ, ವಾಕ್ಯದ ವಿವಿಧ ಅಂಗಗಳು, ಶಬ್ದಕೋಶದ ರಚನೆ, (ಶಬ್ದಗಳ ಸ್ವೀಕಾರ) ಬಳಕೆ, ಬೆಳವಣಿಗೆ ಕಾನೂನು ಪದಕೋಶ ಕೆಲವು ಪದಗಳ ಪ್ರಾಯೋಗಿಕ ಬಳಕೆ

ಘಟಕ - 3

ಕನ್ನಡ ಭಾಷೆಯ ವಿವಿಧ ಮಜಲುಗಳು - ಹಳಗನ್ನಡ, ನಡುಗನ್ನಡ, ಹೊಸಗನ್ನಡ, ಅಧೀಕೃತಪತ್ರ, ಆರೆ ಸರಕಾರಿ ಪತ್ರ, ಜ್ಞಾಪನಾ ಪತ್ರ, ಗೆಜೆಟ್ ಅಧಿಸೂಚನೆ, ಸಭೆಯನಡಾವಳಿ, ನೋಟಿಸು, ಲೇಖನಚಿಹ್ನೆಗಳು ಭಾಷೆ ಬಗೆಗೆ ಸಂವಿಧಾನಿಕ ನಿಯಮಗಳು.

ಘಟಕ - 4

ವಚನಸಾಹಿತ್ಯ - ಬಸವಣ್ಣ, ಅಕ್ಕಮಹಾದೇವಿ ವಿಶೇಷವಾಗಿ ಕೇಂದ್ರೀಕರಿಸಿ ಸಾಮಾಜಿಕ ನ್ಯಾಯ ಕುರಿತು ರಚನೆಗಳು, ದಾಸಸಾಹಿತ್ಯ - ಸರ್ವಜ್ಞನ ವಚನಗಳು, ನುಡಿಗಟ್ಟು, ಗಾದೆಗಳು, ಅರ್ಥಸಂಕೋಚಕ, ಅರ್ಥವಿಸರಣೆ, ಅರ್ಥವ್ಯತ್ಯಾಸಗಳು.

ಘಟಕ - 5

ಕನ್ನಡ ಅಡುನುಡಿ ಮತ್ತು ಶಿಷ್ಟಪದಗಳ ಪರಿಚಯ ವ್ಯತ್ಯಾಸ ಧ್ವನಿವ್ಯತ್ಯಾಸ (ಅರ್ಥವ್ಯತ್ಯಾಸಗಳು - ಸ್ವರ - ವ್ಯಂಜನ, ಮಹಾಪ್ರಕಾಶರಗಳು) ಅಂಗ್ಲರ ಅಡಳಿತದಲ್ಲಿ ಕನ್ನಡ - ಕಛೇರಿ ಅಡಳಿತದ ಕನ್ನಡ ಪದಗಳ ಪರಿಚಯ

ಗ್ರಂಥಗಳು:

ಭಾಷಾ ವಿಜ್ಞಾನದ ಮೂಲತತ್ವಗಳು - ಡಾ|| ಎಂ. ಚಿದಾನಂದ ಮೂರ್ತಿ

ಸಾಮಾನ್ಯ ಭಾಷಾ ವಿಜ್ಞಾನ - ಡಾ|| ಕೆ. ಕೆಂಪೇಗೌಡ

ಪರಾಮರ್ಶನ ಗ್ರಂಥಗಳು:

ಆಡಳಿತ ಕನ್ನಡ - ಎಚ್. ಎಸ್. ಕೆ

ಕನ್ನಡ ಸಾಹಿತ್ಯ ಚರಿತ್ರೆ - ರಂ. ಶ್ರೀ. ಮುಗುಳಿ

ವ್ಯವಹಾರಿಕ ಕನ್ನಡ - ಎಚ್. ಎಸ್. ಕೆ

SPECIAL ENGLISH

Objectives : The Legal profession involves aspects like addressing a judge, reading sections of statutes and paragraphs in regulations, drawing up contracts or will, issuing notices, writing briefs, advising clients, etc. Keeping the above essentials in mind , the course material is designed to embark and carry on the course and profession with ease. Good advocacy calls for effective communication. Unity of thought, order, coherence, brevity, clarity, accuracy, simplicity and appropriateness are the relevant tools of effective communication. Precis writing, report writing, and refutation directly contribute and help to acquire and strengthen the tools of advocacy. Familiarizing with legal terms, legal maxims and foreign words lays a strong foundation to the subject matter of law .

PART –I

1. The Language of the Law/ Urban A Lavery
2. Cross-Examination of Pigott before the Parnell Commission./Sir Charles Russell
3. The five functions of the Lawyer./Arthur T. Vanderbilt
4. On the Entirely Reasonable Murder of a Police Constable./George Bernard Shaw
5. In the court./Anton Chekhov
6. The Law is a Jealous Mistress.-A Popular Fallacy Joseph Planck

PART-II

1. Legal maxims
2. Foreign words and their usage.
3. Precis writing.
4. Report writing .
5. Dialogue writing.
6. Refutation of statements.

TEXT- R P. Bhatnagar and R Bhatnagar, Law and Language, Macmillan India Ltd.

Broom's Legal Maxims.

Black's law dictionary.

Anirudh Prasaad, Legal language and General English.

DETAILED SYLLABUS

LEGAL MAXIMS

1. Actus non facit reum nisi mens sit rea.
2. Actio personalis moritur cum persona.
3. Actus dei nemini facti injuriam
4. Audi alteram partem.
5. Communis error facit jus.
6. Cessante ratione legis cessat ipsa lex.
7. Delegatus non potest delegare.
8. Damnum sine injuria; injuria sine damnum.
9. Ex nudo pacto non oritur actio.
10. Ex turpi causa non oritur actio.
11. Generalia specialibus non derogant .
12. In pari delicto poitur et conditio defendantis.
13. Ignorantia facti excusat; ignorantia juris non excusat.
14. Omnia prae sumuntur contra spoliatorem.
15. Respondeat superior.
16. Res ipsa loquitur.
17. Salus populi suprema lex.
18. Ut res magis valeat quam pereat.
19. Ubi jus ibi remedium .
20. Volenti non fit injuria.

FOREIGN WORDS

Ab initio, ad idem, ad infinitum, ab intra, ad intrin, ad finem, ad nauseam, a fortiori, a posteriori, a priori, ad hoc, ad valorem, alibi, bonafide, carpe diem, causus belli, cur ad vult, corpus delicti, corpus juris, de nova, en masse, en bloc, ex parte, ex facto, ex gratia, ex officio, fait accompli, faux pas, de facto, de jure, in absentia, in camera, in memoriam, in principio, in rem, in situ, in transit, inter alia, intra vires, inter vivos, ipso facto, in limine, in personam, in toto, laissez-faire, lex loci, lis pendens, locus standi, malafide, mea culpa, mens rea, ~~modus operandi, modus Vivendi~~, mutatis mutandis, nudum pactum, nota bene, obiter dictum, onus probandi, pari passu, per curiam, per incuriam, per se, per capita, prima facie, quid pro quo, raison d'être, ratio decidendi, res nullis, res judicata, res gestae, sine die, sine qua non, stare decisis, status quo, sujudice, sui generis, sui juris, suo moto, tour de force, ultra vires, vice versa, vis major, vis-à-vis, viva voce, vox populi.

REPORT WRITING: i) Court case reporting.
ii) Crime reporting.
iii) News paper reporting.

COURSE-II FINANCIAL ACCOUNTING

Objective:

The need of scientific accounting being focal point in the day to day business, the fundamental accounting concept is introduced with double entry book keeping. The basics of accounting system such as maintenance of journal, ledger, cash book and trial balance are taught. The final accounts of trading and non-trading concerns are explained with examples to enable the students appreciate the principles of Accountancy.

UNIT – I

Accounting: Meaning and Definition, Accounting Concepts and Conventions, Double Entry Systems of Book – Keeping and Types of Accounts.

Introduction of Accounting Standards.

UNIT – II

Preparation of Journal and Subsidiary Books – (Problems on Purchase Book, Sales Book, Three Column Cash Book only). Ledger and Ledger postings, Trial Balance.

UNIT – III

Preparation of Final Accounts of Sole Trading Concerns (Manufacturing, Trading, P & L A/C and Balance Sheet)

UNIT – IV

Preparation of Final Accounts of Non-Trading Concern: Capital and Revenue Expenditure, Final Accounts – Receipts and Payment Account, Income and Expenditure and balance sheet.

UNIT – V (SKILL DEVELOPMENT)

Computerized Accounting and Accounting Softwares (Tally Etc.,)

Reference Books:

1. Advanced Accountancy – R. L. Gupta
2. Advanced Accountancy – B. S. Raman
3. Advanced Accountancy – S. N. Maheshwari
4. Advanced Accountancy – M. C. Shukla

Course-III PRINCIPLES AND PRACTICES OF MANAGEMENT

Objective:

The course intends to appreciate the importance of 'Management'. The Planning, Monitoring and organization aspects are emphasized. Staffing and managerial controls along with recruitment techniques such as selection, training, promotion and penalties for dereliction are examined.

UNIT – I

Concept of Management: Meaning, Nature, Scope and Importance, Evolution of Management thought, Taylor's Scientific Management, Fayol's theory, Elton Mayo and Hawthorne experiments, Peter Drucker, Management process, Functions of Management.

UNIT – II

Planning: Concept and Significance, Planning Process, Types of Plans, Different approaches to planning, Strategies, Objectives and policies, Decision making and Forecasting.

UNIT – III

Organization: Line, Staff and Functional organization, Formal and informal organization, Organizational structure, Authority and responsibility, Delegation and decentralization, divisionalisation and Departmentalization, Span of control, Chain of command, Co-ordination as an essence of Management.

UNIT – IV

Staffing and Control: Recruitment, Selection, Training, Promotion, Transfers and Demotion.

Performance Evaluation, Retention and Attrition.

UNIT – V

Leadership: Meaning and importance, Features , Styles, Motivation theories, Maslow's theory, McGregor's theory.

Communication: Importance, Features of good communication, Types, Barriers, Steps to overcome barriers.

Managerial control: Need for control, Step in control, Features of effective control system.

Reference Books:

1. Essentials of Management – Hethel & Cyril O Donnel
2. Principles of Management – C. B. Gupta
3. Principles of Management – T. N. Chakravarthy
4. Principles of Management – L. M. Prasad
5. Principles of Management – Stoner

III Semester

Course-I: MACRO ECONOMICS

Objectives:

- To enable the student to learn the well formulated principles of macro economics
- To help the student to understand the integrated working of modern economy.
- To provide the basis for the study of other branches of economics with their applicability to law discipline
- To help the student to appreciate the role of government in the economic functioning of a nation.

UNIT –I: MACRO ECONOMICS AND NATIONAL INCOME

- Macro economies, micro-macro paradox, importance and uses of macroeconomics.
- Circular flow of income and wealth
- National income-concepts, methods of calculating national income, problems in the estimation of national income

UNIT –II: CLASSICAL AND KEYNESIAN ECONOMICS

- Classical theory of income-output and employment Say's law of market. Wage price flexibility, critical evaluation
- Keynesian theory of income, output and employment. Effective demand and supply. Consumption function, average and marginal propensity to consume. Factors affecting consumption function, investment function-Marginal efficiency of capital. Multiplier, Accelerator, comparison between Classical and Keynesian theories

UNIT –III: MONETARY ECONOMICS

- Value of money-cash transaction, cash balance approach-Marshall, Keynes index numbers-simple weighted.
- Commercial banking-portfolio management, credit creation.
- Central banking, methods of credit control-quantitative, qualitative.

UNIT –IV: PUBLIC FINANCE

- Public finance meaning, branches, Principle of maximum social advantage. Sources of public revenue. Concepts of taxation-Direct and Indirect taxes. Impact and incidence.

- Effects of taxation on production, consumption and distribution.
- Public expenditure-causes of growth of public expenditure, Effects of public expenditure on production, consumption and distribution.
- Public debt-Sources of public borrowing Methods of debt redemption
- Budget-types.

UNIT –V: ECONOMIC FLUCTUATIONS AND BUSINESS CYCLES

- Inflation meaning, approaches-demand-pull and cost push. Effects of inflation on production. Consumption and distribution.
- Inflationary gap
- Methods to control inflation-fiscal, monetary and administrative measures
- Trade cycles-phases-causes and theories of trade cycles.

PRESCRIBED BOOKS:

M.L Seth, Macro Economics
 M.L. Jhingan, Macro Economics
 H.L Ahuja, Advanced Economic Theory
 K.K. Dewett, Modern Economic Theory

REFERENCE BOOKS:

Ackley, G. (1976) Macroeconomics, Theory and Policy, Macmillan Publishing Company, New York.
 Gupta, S.B. (1994), Monetary Economics, S. Chand and Co, Delhi.
 Higgins, B (1963), Economic Development; Principles, Problems and Policies, Central Book Depot, Allahabad.
 Keynes, J.M. (1963), The General Theory of Employment, Interest and Money, Macmillan, London.
 Meier, G.M. and R.E Baldwin (1957), Economic Development: Theory, History and Policy, Wiley & Sons Inc., New York.
 M.L. Seth, Money Banking Trade and Public Finance
 M.C. Vaish, Monetary Theory

COURSE-II: CORPORATE ACCOUNTING

Objectives:

The objective of this subject is to enable the students to have a comprehensive awareness about the provisions of the **Company's Act** and Corporate Accounts.

UNIT I: UNDERWRITING OF SHARES

Meaning – Underwriting Commission – Underwriter – functions - Advantages of Underwriting, Types of Underwriting – Marked and Unmarked Applications Problems

UNIT II : ISSUE OF SHARES

Meaning of Share, Types of Shares – Preference shares and Equity shares-Debentures- Issue of Shares at par, at Premium, at Discount, Pro- rata Allotment – Journal Entries and Bank Account – Preparation of Balance Sheet in the Vertical form.

UNIT III : PROFIT PRIOR TO INCORPORATION

Meaning – calculation of sales ratio – time ratio – weighted ratio – treatment of capital and revenue expenditure – Ascertainment of pre-incorporation and post-incorporation profits by preparing Profit and Loss Account and Balance Sheet in the Vertical form.

UNIT IV VALUATION OF GOODWIL AND SHARES

Meaning – Circumstances of Valuation of Goodwill – Factors influencing the value of Goodwill –Methods of Valuation of Goodwill: Average Profit Method, Super Profit Method, Capitalization of average Profit Method, Capitalization of Super Profit Method, and Annuity Method - Problems.

Meaning of valuation of shares – Need for Valuation – Factors Affecting Valuation – Methods of Valuation: Intrinsic Value Method, Yield Method, Earning Capacity Method, Fair Value of shares.

UNIT V: COMPANY FINAL ACCOUNTS

Statutory Provisions regarding preparation of Company Final Accounts –Treatment of Special Items – Tax deducted at source – Advance payment of Tax – Provision for Tax – Depreciation – Interest on debentures – Dividends – Rules regarding payment of dividends – Transfer to Reserves – Preparation of Profit and Loss Account and Balance Sheet in vertical form (As per 2011 revised format)

BOOKS FOR REFERENCE

Arulanandam & Raman ; Corporate Accounting –II

Anil Kumar – Financial Accounting, HPH

Dr. S.N. Maheswari, Financial Accounting.

Soundarajan. A & K. Venkataramana, Corporate Accounting, SHBP.

S. P. Jain and K. L. Narang – Corporate Accounting

S. Bhat- Corporate Accounting.

S P Iyengar, Advanced Accountancy, Sultan Chand

R L Gupta, Advanced Accountancy.

Shukla and Grewal – Financial Accounting.

Course-III: MARKETING & SERVICES MANAGEMENT

Objectives:

The objective is to familiarize the students with the principles of marketing and focus them towards Marketing and Management of Services

Course Contents:

UNIT 1: INTRODUCTION TO MARKETING

Meaning and definition - Goals – Concepts of Marketing – Approaches to Marketing – Functions of Marketing. Recent Trends in Marketing - e-business – Tele-marketing – M-Business – Green Marketing – Retailing, Relationship Marketing – Customer Relationship Management.

UNIT 2: MARKETING ENVIRONMENT

Meaning – demographic- economic – natural – technological – political – legal – socio cultural environment. Market Segmentation and Consumer Behaviour - Meaning & Definition - Bases of Market Segmentation – Consumer Behaviour – Factors influencing Consumer Behaviour.

UNIT 3: MARKETING MIX

Meaning – elements – PRODUCT – product mix, product line – product life cycle – product planning – new product development – branding - packing and packaging. PRICING – factors influencing pricing, methods of pricing (only Meaning), and pricing policy - PHYSICAL DISTRIBUTION,

Meaning, factors affecting channels, types of marketing channels, PROMOTION –Meaning and significance of promotion – personal selling and advertising.

UNIT 4: INTRODUCTION TO SERVICES MANAGEMENT

Meaning of services – characteristics of services – classification of services – marketing mix in service industry – growth of service sector in India. Service processes – Designing the service process service blueprint – back office & front office process.

UNIT 5: SERVICE SECTOR MANAGEMENT

Tourism and Travel Services – concept, nature, significance and marketing. Health Care services –concept, nature, significance and marketing. Educational services - concept, nature, significance and marketing.

BOOKS FOR REFERENCE

Dr. Shajahan. S; Service Marketing (Concept, Practices & Cases); Himalaya Publishing House; Mumbai; First Edition – Financial Service in India.

Philip Kotler - Marketing Management, PHI

Sunil B. Rao - Marketing & Services Mgt – VPH.

J.C. Gandhi - Marketing Management, TMH

Stanton W.J. et al Michael & Walker, Fundamentals of Management, TMH

Jayachandran ; Marketing Management. Excel Books.

P N Reddy & Appanniah, Essentials of Marketing Management, HPH

Sontakki, Marketing Management, HPH

Ramesh and Jayanthi Prasad : Marketing Management I.K. International Publishers

Davar: Marketing Management

COURSE-IV: COST ACCOUNTING

Objectives:

The objective of this subject is to familiarize students with the various concepts and element of cost and managerial decision making.

UNIT 1: INTRODUCTION TO COST ACCOUNTING

Introduction – Meaning & Definition of Cost, Costing and Cost Accounting – Objectives of Costing -Comparison between Financial Accounting and Cost Accounting – Application of Cost Accounting –Designing and Installing a Cost Accounting System – Cost Concepts - Classification of Costs – Cost Unit – Cost Center – Elements of Cost – Preparation of Cost Sheet – Tenders and Quotations.

UNIT 2: MATERIAL COST

Meaning – Types – Direct Material – Indirect Material - Material Control – Purchasing Procedure – Store Keeping – Techniques of Inventory Control – Setting of Stock Levels – EOQ – ABC Analysis – VED Analysis – Just In-Time – Perpetual Inventory System – Documents used in Material Accounting – Methods of Pricing Material Issues – FIFO – LIFO – Weighted Average Price Method and Simple Average Price Method.

UNIT 3: LABOUR COST

Meaning – Types – Direct Labour – Indirect Labour – Timekeeping – Time booking – Idle Time –Overtime – Labour Turn Over. Methods of Labour Remuneration - Time Rate System – Piece Rate System– Incentive Systems – Halsey plan – Rowan Plan – Taylors differential Piece Rate System and Merricks Differential Piece Rate System – Problems

UNIT 4: OVERHEAD COST

Meaning and Definition – Classification of Overheads – Procedure for Accounting and Control of Overheads – Allocation of Overheads – Apportionment of Overheads – Primary Overhead Distribution Summary – ~~Secondary Overhead Distribution Summary~~ – Repeated Distribution Method and Simultaneous Equations Method – Absorption of Factory Overheads – Methods of Absorption – Machine Hour Rate –Problems

.UNIT 5: MARGINAL COSTING AND BUDGETORY CONTROL

Marginal Costing: Meaning, Features and Assumptions - Calculation of P/V ratio, Break Even Point Margin of safety, desired profit and desired sales–, Problems.

Budgetary Control: Introduction – Meaning & Definition of Budget and Budgetary Control – Objectives of Budgetary Control – Classification of Budgets –Functional Budgets – Problems on Flexible Budgets and cash budget.

BOOKS FOR REFERENCE

M. N. Arora: Cost Accounting, HPH

KhannaPandey&Ahuja : Practical Costing, Sultan Chand.

K. S. Thakur: Cost Accounting, New Century Book House Pvt. Ltd.

M.L. Agarwal: Cost Accounting, Sahithya Bhawan Publications.

Palaniappan & Harihara : Cost Accounting I.K. International

Jain &Narang: Cost Accounting, Kalyani Publishers..

S.N. Maheshwari: Cost Accounting, Mahaveer Publishers.

Horngren: Cost Accounting – A Managerial Emphasis, Prentice Hall. , SHBP.

IV Semester

COURSE-I: PRINCIPLES AND PRACTICE OF AUDITING

Objectives:

This subject aims at imparting knowledge about the principles and methods of auditing and their applications.

Course Contents:

UNIT 1: INTRODUCTION TO AUDITING

Introduction – Meaning - Definition – Objectives – Differences between Accountancy and Auditing – Types of Audit - Advantages of Auditing – Preparation before commencement of new Audit – Audit Notebook – Audit Working Papers – Audit Program, Recent Trends in Auditing: Nature & Significance of Tax Audit – Cost Audit - Management Audit.

Unit 2: INTERNAL CONTROL

Internal Control: Meaning and objectives. Internal Check: Meaning, objectives and fundamental principles. Internal Check as regards: Wage Payments, Cash Sales, Cash Purchases. Internal Audit: Meaning - Advantages and Disadvantages of Internal Audit – Differences between Internal Check and Internal Audit.

UNIT 3: VOUCHING

Meaning - Definition – Importance – Routine Checking and Vouching – Voucher -Types of Vouchers– Vouching of Receipts: Cash Sales, Receipts from debtors, Proceeds of the sale of Investments. Vouching of Payments: Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure.

UNIT 4: VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES

~~Meaning and Objectives of verification and valuation– Position of an Auditor as regards the~~ Valuation of Assets – Verification and Valuation of different Items: Assets: Land & Building, Plant & Machinery, Goodwill – Investments - Stock in Trade. Liabilities: Bills Payable - Sundry Creditors –Contingent Liabilities.

UNIT 5: AUDIT OF LIMITED COMPANIES AND OTHERS

Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor. Audit of Educational Institutions – Audit of Insurance Companies- Audit of Cooperative societies.

BOOKS FOR REFERENCE:

P N Reddy & Appannaiah, Auditing, HPH

T.R Sharma, Auditing, Sahitya Bhavan

B.N Tandon, Practical Auditing, Sultan Chand

K. Venkataramana, Principles And Practice Of Auditing, SHBP.

MS Ramaswamy, Principles and Practice of Auditing.

Dinakar Pagare, Practice of Auditing, Sultan Chand

Kamal Gupta, Practical Auditing, TMH

R.G Sexena - Principles and Practice of Auditing, HPH

COURSE-II: BUSINESS STATISTICS

Objective:

The course intends to spell out the statistical methods of calculation and analysis with appropriate expressions. The fundamentals of the subjects such as data collection and classification are introduced. The measuring of Central Tendencies, Dispersion and Correlations are taught to enable the students for research activities.

UNIT – I

Meaning, Definition & Scope of statistics, collection of data, primary & secondary, Methods collecting primary data.

Classification & tabulation: Graphs, Histogram & Ogive curves, Pie & Bar diagrams (single dimensional only)

UNIT – II

Measures of central tendency: Arithmetic Mean Median, Quartiles & Mode (without grouping), Geometric Mean. & Harmonic Mean.

UNIT – III

Measures of Dispersion: Range, Quartile deviation, Mean deviation & standard deviation with coefficients, coefficient of variation.

Skewness: Bowly's & Karl Pearson's methods only.

UNIT – IV

Correlation: Meaning, Utility, Karl Pearson's coefficient of correlation (raw data only), Spearman's Rank Correlation, Regression & Estimation

UNIT – V

Index Numbers: Meaning, Uses, Steps involved in computing index numbers, Methods: simple, weighted, Laspeyre's Index number, Pasche's Index Number, Fisher's Ideal Index Number (Including TRT & FRT), Consumer Price Index under family budget method.

Reference Books:

1. Business Statistics – S. P. Gupta
2. Business Statistics – B. N. Gupta
3. Business Statistics – S. C. Gupta
4. Business Statistics – D. N. Elhance
5. Business Statistics for Business and Economics – Leonard J Kazmier
6. Practical Business Statistics – Andrew F Siegel

COURSE-III: FINANCIAL MANAGEMENT

Objective:

The course intends to highlight capital structure and market with long term and short term debts. The nerve centre of every business set up is its financial management. Fundamentals of Financial Management are examined in its entirety. The course also tries to explain the Financial Management. of MNCs, besides, mergers and acquisitions.

UNIT - I

Cost of Capital: Cost of Equity, Short and Long Term Debts, Cost of Short Term Borrowing.

Capital Market Hypothesis: Derivation of Sharpe Lintner, Empirical Evaluation of the Model.

UNIT - II

Capital Structure Hypothesis: Traditional Proposition V/s. Modigliani Proposition, Empirical Evaluation of Propositions, Dividend Policy Decisions, Factors Affecting Dividend Policy, Traditional Proposition V/s M Hypothesis, Empirical Evaluation of Different Hypothesis, Types of Dividend Policies.

UNIT - III

Working Capital Management: Optimal Investment in Short Term Assets like Inventory, Debtors, Securities and Cash, Determination of Optimal Sources of Funds.

UNIT - IV

Financial Management of Multi-National Corporations: Factors Peculiar to Multi-Nationals, Decision Areas, Working Capital, Management Accounting, Capital Budgeting, Capital Structure and Dividend Policies, Case Studies.

UNIT - V

Mergers and Acquisitions: Types of Characteristics, Valuation, Deed Structuring, Managerial State – Regulation, Environment, case Studies.

Reference Books:

1. Mao, James C. T – Quantitative Analysis of Financial Decisions – (Mc. Milan)
2. Khan, M. V. and Jain – Financial Management – Tata Mc Graw Hill
3. Paney. I. M. – Financial Management – Delhi, Vikas Publishing House.

COURSE-IV: *INTERNATIONAL BUSINESS*

Objective:

The course intends to focus on 'International Marketing'. The onset of globalization and its inevitable legal consequences are required to be appreciated by legal fraternity. The concepts of MNCs and the global market with international business environment and the intricacies involved with it are highlighted.

UNIT – I

Introduction: International Marketing, Trends in International Trade, Reasons for going International, Global Sourcing and Production Sharing, International Orientations, Internationalization Stages and Orientations, Growing Economic Power of Developing Countries, International Decision, Case Studies.

UNIT – II

International Business Environment: Trading Environment, Commodity Agreements, Cartels, State Trading, Trading Blocks and Growing Intra-Regional Trade, Other Regional Groupings, SAARC, GATT / WTO and Trade Liberalization, The Uruguay Round, Evaluation, UNCTAD.

UNIT – III

Multinational Corporations: Definition, Organizational Structures, Dominance of MNC's, Recent Trends, Code of Conduct, Multinationals in India and Indian Multinationals, Case Studies.

UNIT – IV

India in the Global Setting: India an Emerging Market, India in the Global Trade, Liberalization and Integration with Global Economy, Obstacles in Globalization, Globalization Strategies, Case Studies.

UNIT – V

Trade Policy and Regulation in India: Trade Strategies, Trade Strategy of India, Export - Import Policy, An Evaluation of the Policies, Regulation and Promotion of Foreign Trade in India, Export Incentive, Product Assistance/Facilities, Marketing Assistance, Import Facilities for Exporters, Export Units and Export Processing Zones, Export Houses and Trading Houses, Case Studies.

Reference Books:

1. Chanda. G. K. – WTO and Indian Economy
2. G. S. Batra & R. C. Dangwal – International Business: New Trends
3. Jean Pierre & H. David Hennessay – Global Marketing Strategies