



# Shri Vaishnav Vidyapeeth Vishwavidyalaya

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

### SEMESTER I

COURSE CODE	CATEGORY	COURSE NAME	L	T	P	CREDITS	TEACHING & EVALUATION SCHEME				
							THEORY		PRACTICAL		
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
HU101	DC	FOUNDATION ENGLISH	3	0	2	4	60	20	20	0	20

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objectives:

1. Develop the second language learners' ability to enhance and demonstrate LSRW Skills.
2. Enable students to acquire English Language Skills to further their studies at advanced levels.
3. Prepare students to become more confident and active participants in all aspects of their undergraduate programs

#### Course Outcomes:

1. Enhance confidence in their ability to read, comprehend, organize, and retain written information.
2. Write grammatically correct sentences for various forms of written communication to express oneself.

#### Syllabus:

##### UNIT I

Communication: Nature, Meaning, Definition, Process, Functions and importance, Characteristics of Business Communication Verbal and Non Verbal Communication Barriers to Communication.

##### UNIT II

Listening: Process, Types, Difference between Hearing and Listening, Benefits of Effective Listening Barriers to Effective Listening, Overcoming Listening Barriers, and How to Become an Effective Listener

##### UNIT III

Basic Language Skills: Grammar and usage- Parts of Speech, Tenses, S-V Agreement, Preposition, Article, Types of Sentence, Direct - Indirect, Active - Passive voice, Phrases & Clauses.



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### SEMESTER I

#### UNIT IV

Business Correspondence : Business Letters, Parts & Layouts of Business Letter, Resume and Job application , Application Calling/ Sending Quotations/ Orders/ Complaints. E-mail writing

#### UNIT V

Précis Writing, Noting: The Purpose of Notes, Methods of Note-Taking, General Principles of Good Notes. Drafting: Notice, Agenda and Minutes. Advertisement: Importance, Types, Various Media of Advertising. Slogan Writing.

#### Practical:

- Self Introduction
- Reading Skills and Listening Skills
- Linguistics and Phonetics
- Role play
- Oral Presentation – Preparation & Delivery using Audio – Visual Aids with stress on body language and voice modulations.

#### References:

1. Ashraf Rizvi. (2005). *Effective Technical Communication*. New Delhi: Tata Mc Graw Hill
2. A.J. Thomson and A.V. Martinet (1991). *A Practical English Grammar* (4<sup>th</sup> ed). Newyork: Ox- ford IBH Pub.
3. Kratz, Abby Robinson (1995). *Effective Listening Skills*. Toronto: ON: Irwin Professional Publishing.
4. Adair, John (2003). *Effective Communication*. London: Pan Macmillan Ltd.



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							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
<b>BBA1101</b>	<b>DC</b>	<b>PRINCIPLES OF MANAGEMENT</b>	4	0	0	4	60	20	20	0	0

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objectives:

1. This subject is designed to provide a basic understanding to the students with reference to working of business organizations through the process of management.
2. The first part of this course will give a brief understanding of the managerial functions of planning (including decision making) and organizing.

#### Course Outcomes:

1. Understand the major functions of management
2. Describe the interrelationship among the various functions of Management
3. Develop a general management perspective
4. Use analytical skills for decision making.

#### Syllabus:

##### Unit I: Nature and Evolution of Management

- Meaning, Nature and Concept of Management
- Functions and Responsibilities of Managers
- Evolution of Management Thoughts
- Hawthorne study, Principles of Fayol

##### Unit II: Planning

- Planning: Nature and Purpose of Planning
- Planning Process, Types of Planning
- Advantages and limitations of Planning
- MBO



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### SEMESTER I

#### Unit III: Organizing

- Nature and Purpose of Organizing
- Departmentation
- Span of control
- Line and Staff Relationship
- Delegation and Decentralization

#### Unit IV: Directing

- Meaning and Characteristics of Direction
- Elements of Direction
- Principles of effective Direction
- Direction Process

#### Unit V: Controlling

- Concepts and Process of Controlling
- Controlling Techniques
- Feedback and Feed Forward Controls
- Profit and Loss Control
- Budgetary Control
- Return on Investment Control

#### References:

1. Frederick S. and Hillier, M. (2008). *Introduction to Management Science: A Modeling and Case Studies Approach with Spreadsheets*. McGraw Hill, India.
2. Koontz, H. and Wehrich, H. (2008). *Essentials of Management*. Tata McGraw-Hill Education, India, Latest Edition.
3. Robbins and Coulter (2007). *Management*. Prentice Hall of India, Latest Edition.
4. Tripathi, P.C. and Reddy, P.N.(2012). *Principles of Management*. Tata McGraw Hill Education, New Delhi, India, Latest Edition.
5. Wehrich, H. and Koontz, H. (2011). *Management: A Global and Entrepreneurial Perspective*. McGraw-Hill Education, New Delhi, India.



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### SEMESTER I

COURSE CODE	CATEGORY	COURSE NAME	L	T	P	CREDITS	TEACHING & EVALUATION SCHEME				
							THEORY		PRACTICAL		
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
<b>BBAI103</b>	<b>DC</b>	<b>PRINCIPLES OF COMMUNICATION</b>	4	0	0	4	60	20	20	0	0

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objective:

The objective of this course is to develop communication skills, discover what business communication is all about and to learn how to adapt communication experiences in life and college to the business world.

#### Course Outcomes:

1. To have proficiency in written and verbal communication.
2. To understand the dynamics of communication and correspondence.
3. To have the ability to recognize and appreciate quality written pieces.

#### Syllabus:

##### UNIT I: Introduction

- Defining Communication
- Process of communication
- Principles of effective communication
- Importance of business communication and Importance of feedback
- Barriers to communication

##### UNIT II: Communication Networks

- Formal : Upward, Downward, Lateral
- Informal : Grapevine; Advantages and Disadvantages of the grapevine
- Verbal Communication
- Non-Verbal Communication



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### SEMESTER I

#### UNIT III: Business Letters and Reports Writing:

- Introduction to business letter, Types of Business Letters , Writing routine and persuasive letters
- Writing Reports: Purpose, Kinds and Objectives of reports,
- Preparing reports, Short and Long reports

#### UNIT IV: Writing Proposals, Memos, Resumes and Applications

- Writing Proposals: Structure and preparation
- Writing Memos
- Writing Resumes
- Application letters

#### UNIT V: Employment Communication

- Interview skills: Interviewing and being interviewed
- Group Discussions
- Presentation Skills

#### References:

1. Chaturvedi, P.D. (2004). *Business Communication Concepts Cases and Applications*. Pearson Education, India, Latest Edition.
2. Courtland, L. (1989). *Techniques of Writing Business Letters, Memos and Reports*. Jaico Publishing House, Latest Edition.
3. Jawadekar, W. S. (2009). *Management Information Systems: Text and Cases*. Tata McGraw Hill, Latest Edition.
4. Kaul, A. (2015). *Business Communication*. PHI Learning, Latest Edition.
5. Krizan (2008). *Effective Business Communication*. Cengage Learning, India, Latest Edition.
6. Loudon, K.C. and Loudon, J. P. (2013). *Management Information Systems*. Pearson Education Limited, Latest Edition.
7. Penrose (2003). *Business Communication for Managers*. Cengage Learning, India, Latest Edition.



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

### SEMESTER I

COURSE CODE	CATEGORY	COURSE NAME	L	T	P	CREDITS	TEACHING & EVALUATION SCHEME				
							THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
<b>BBAI104</b>	<b>DC</b>	<b>PRINCIPLES OF MICRO ECONOMICS</b>	4	0	0	4	60	20	20	0	0

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objectives:

1. To become familiar with the basics of Economic system and the process of economic reforms.
2. To Guide students importance of Economics in Modern Business.

#### Course Outcomes:

1. Understand microeconomics concepts like demand, consumer behaviour and consumption function.
2. Understand the relationships across different microeconomic variables.

#### Syllabus:

##### UNIT I: Nature and Scope of Managerial Economics

- Meaning and Characteristics
- Scope of Micro Economics for Managerial purpose
- Economics in Business Decision Making

##### UNIT II: Demand

- Determinants of Demand
- Law of Demand-Demand Curve
- Elasticity of Demand and its types and Measurement

##### UNIT III: Theory of Consumer Behaviour

- Cardinal and Ordinal Utility Theory
- Consumer's equilibrium, income consumption curve
- Price consumption curve, income and substitution effects of normal goods

##### UNIT IV: Demand Forecasting and Theory of Production

- Purpose, Techniques



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### SEMESTER I

- Production Function (meaning)
- Law of Diminishing Returns
- Three stages of Production in Short Run

#### UNIT V Theory of Cost and Market Structure

- Types of Cost Curves
- Economies and Diseconomies of scale
- Perfect Competition
- Monopoly
- Monopolistic Competition

#### References:

1. Dholakia and Oza(2012). *Microeconomics for Management Students*. Oxford University Press:New Delhi. Latest Edition.
2. Dwivedi, D. N (2009). *Managerial Economics*. Vikas Publishing House: New Delhi..
3. Samuelson and Nordhaus (2009).*Economics*. Tata-McGraw Hill: New Delhi. Latest Edition
4. Udipto Roy. *Managerial Economics*. Asian Book: Kolkata. Latest Edition.
5. Varshney and Maheshwari(2009). *Managerial Economics*. Sultan Chand and Sons: New Delhi, Latest Edition.





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### SEMESTER I

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							THEORY		PRACTICAL		
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
LLB101	DC	LAW OF TORTS INCLUDING MV ACT AND CONSUMER PROTECTION LAWS	4	0	0	4	60	20	20	0	0

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\***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objectives:

1. To teach tortious Acts objectives of tort nature and scope etc.
2. To teach Doctrine of Sovereign Immunity, Negligence, Nuisance and the provision of Consumer Protection Act.

#### Course Outcomes:

After completion of this course the students are expected to be able to:

1. Understand the concepts of tortious liability and defences.
2. To demonstrate the Various Maxims of tort, negligence, nuisance and rights of consumers.

#### Syllabus:

##### UNIT I: Evolution of Law of Torts

England - Forms of action, specific remedies from case to case, India - principles of justice equity and good conscience-unmodified, character- advantages and disadvantages

##### Definition, Nature, Scope and Objects of Tort

A wrongful act- violation of duty imposed by law, duty which is owed to people generally (in rem) - damnum sine injuria and injuria sine damnum-doctrine and applicability, Tort distinguished from crime and breach of contract and trusts, The contract of unliquidated damages, Changing scope of law of torts : expanding character of duties owed to people generally due to complexities of modern society, Objects-prescribing standards of human conduct, redressal of wrongs by payment of compensation, proscribing unlawful conduct by injunction.



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### SEMESTER I

#### **UNIT II: Justification in Tort**

- Volenti non fit injuria
- Necessity, private and public
- Plaintiffs default
- Act of God
- Inevitable accident
- Private defense
- Statutory authority
- Judicial and quasi-judicial acts
- Parental and quasi-parental authority
- Extinguishment of liability in certain situations

#### **UNIT III: Doctrine of sovereign immunity and its relevance in India**

- Vicarious Liability
- Torts against persons and personal relations
- Defamation
- Parental relations, master and servant relation
- Malicious prosecution, wrongful confinement
- Wrongs affecting property
- Trespass to land
- Constitutional torts and Public liability for victim's compensation.

#### **UNIT IV: Negligence**

- Basic concepts
- Theories of negligence
- Contributory negligence
- Special situations of negligence – Hazardous Substance and Machinery product liability, liability towards ultimate transferee.

#### **Nuisance**

- Definition essentials and types
- Acts of obstructions (view and formation of queues)
- Absolute and Strict liability
- Legal remedies
- Award of damages
- Injunction
- Extra-legal remedies



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### SEMESTER I

#### UNIT V: Consumer Protection Act

- Concept and definition of Consumer and service
- Unfair trade practices
- Supply of essential commodities and services
- Enforcement of consumer rights

#### Motor Vehicles Act

- Types of Accident, At road intersections, collision, involving children, excessive speed, in floods, pedestrian, Running over cyclist and Hit and run case.
- Compensation and Right to Just Compensation.
- Claims and Claim Tribunal – Composition, Powers, Procedure and appeal against its orders.
- Liability – Insurance company, Third Party, Vicarious Liability Fault and no Fault liability, Right to fixed compensation. Motor Vehicle Amendment Act, 2019.

#### References:

1. Salmond and Heuston (2000). On the Law of Torts. Universal: Delhi.
2. Basu, D.D. (1982). The Law of Torts. Kamal: Calcutta.
3. Gandhi, B.M. (1987). Law of Tort. Eastern Book Company: Lucknow.
4. Pillai, P.S.A. (2008). The law of Tort. Eastern Book Company: Lucknow.
5. Ratanlal and Dhirajal (1997). The Law of Torts. Universal: Delhi.



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							THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
LLB102	DC	LAW OF CONTRACT - I (GENERAL CONTRACT)	4	0	0	4	60	20	20	0	0

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\***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objectives:

1. To teach basic principles of general contract, contractual obligations etc.
2. To teach the provision of Specific Relief Act.

#### Course Outcomes:

After completion of this course the students are expected to be able to:

1. Understand the concepts of common laws and Indian laws of contract and contractual obligations thereof.
2. To demonstrate the provisions of specific relief Act.

#### Syllabus:

##### UNIT I: Introduction

- History and nature of contracted obligations
- Agreement and contract: definitions, elements and kinds of contract.
- Proposal and acceptance
- Consideration
- Theories of Contract

##### UNIT II: Capacity to contract

- Free consent
- Undue Influence
- Misrepresentation
- Fraud
- Mistake
- Unlawful considerations and objects
- Fraudulent.



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### SEMESTER I

#### UNIT III: Void and void able agreements

- Injurious to person or property
- Immoral
- Against public policy
- Void and void able agreements
- Contract without consideration
- Agreements in restraint of marriage, trade etc
- Contingent contract, Wagering contract and its exception.

#### UNIT IV: Contractual obligations

- Contractual obligations – remedies, discharge of
- Damages, remoteness of damages, ascertainment of damages
- Government Contracts.
- Quasi Contract - Obligations

#### UNIT V: Specific Relief Act

- Specific performance of contract and Specific Relief Act
- Contract that can be specifically enforced & that cant be enforced
- Persons against whom specific enforcement can be ordered
- Rescission and cancellation of contracts and documents
- Injunctions, temporary, perpetual, Mandatory, Obligatory
- Declaratory Decree
- Discretion and powers of court

#### References:

1. Beasten (1998). Anson's Law of Contract. Universal: Delhi.
2. Atiya, P.S. (1992). Introduction to the Law of Contract 1992 reprint (Clare don Law Series).
3. Singh, A. (2000). Law of Contract. Eastern: Lucknow.
4. Cheshire, Fifott and Furmston (1992). Law of Contract. Butterworth: London.
5. Nair, M.K. (1998). Law of Contracts. Orient Longman: Jaipur.
6. Triltet, G.H. (1997). Law of Contracts. Sweet & Maxwell: United Kingdom
7. Abhichandani, R.K. (1999). Pollock & Mulla on the Indian Contract and the Specific Relief Act. Tripathi: Bombay.
8. Banerjee, S.C. (1998). Law of Specific Relief. Universal: Delhi.
9. Saharay, H.K. (2000). Dutt on Contract 1872. Universal: Delhi
10. Anand and Iyer (2017). Commentary on The Specific Relief Act 1963. Universal: Delhi
11. Rai, K. (2019). Contract I & Specific Relief Act. Edition: 4<sup>th</sup>. Central Law Publication: Allahabad.