

**FACULTY OF LAW
COURSE OF STUDY**

**INTEGRATED DEGREE OF BACHELOR OF ART / BUSINESS
ADMINISTRATION & LAW**

B.B.A. LL.B. (INTEGRATED)

(Under Choice Based Credit Scheme Semester Degree Programme)

Semester –II

Course Type	Subject Code	Subject	T/P	Credit	Exam Duration in hrs.	Component of Marks		
						Internal	External	Total
						Total Passing %	Total Passing %	Total Passing
Compulsory Courses	UL02CBBA21	Special Contract	T	4	3	12/30	28/70	40/100
	UL02CBBA22	Law of Crimes Paper - II: Indian Penal Code	T	4	3	12/30	28/70	40/100
	UL02CBBA023	English-II: Legal English (Major)	T	4	3	12/30	28/70	40/100
	UL02CBBA24	Business Communication	T	4	3	12/30	28/70	40/100
Elective Courses	UL02EBBA21	Human Resource Management	T	4	3	12/30	28/70	40/100
	UL02EBBA22	Production & Materials Management	T	4	3	12/30	28/70	40/100
				24				240/600

Sardar Patel University
Programme: B.B.A.,LL.B (5 Year) Integrated Degree of Bachelor of
Business Administration & Law
Semester:II
Syllabus with effect from June-2019
Subject: Special Contract

Objectives of the course:-

This course is to be taught after the students have been made familiar with the general principles of contract in which the emphasis is on understanding and appreciating the basic essentials of a valid contract and on the existence of contractual relationship in various instances. Obviously, a course on special contracts should initiate the students to different kinds of contracts with emphasis on the intricacies therein. This course also should provide an insight into the justification for special statutory provisions for certain kinds of contracts. The Indian Contract Act, 1872 came into force with effect from 1st September 1872. Special Contract Act is the part of the Indian Contract Act, 1872. It includes some specially issues like Bailment, Pledge, Sales of Goods, Partnership etc

Paper Code: UL02CBBA21	Total Credit: 4
Title Of Paper: Special Contract	

Unit	Description In Detail	Weightage (%)
1	Contract of Indemnity and Guarantee 1.1 The Concept, Definition & elements of Indemnity 1.2 Difference between Indemnity and Guarantee 1.3 The Concept, Definition & elements of Guarantee 1.4 Rights of Surety 1.4.1 Discharge of Surety 1.4.2 Extent of Surety's liability, kinds of Guarantee 1.5. Revocation of Continuing guarantee 1.6 Bailment and Pledge 1.6.1 Definition, Elements of Bailment 1.6.2 Classification of Bailment 1.6.3 Rights of Bailor 1.6.4 Rights of Bailee 1.6.5 Termination of Bailment 1.6.6 Lien, Kinds of Lien 1.6.7 Finders of the Goods, Rights and duties 1.7 Definition, elements of Pledge 1.7.1 Rights of Pawnor and Pawnee 1.7.2 Pledge by Non-owners	25%

2	Contract of Agency 2.1 Definition, elements 2.2 Difference between Agent and Servant 2.3 Difference between Agent and Independent Contractor 2.4 Creation of Agency, Termination of Agency 2.5 Ratification and rules for valid ratification 2.6 Classification of Agents 2.7 Rights and duties of Principal 2.8 Rights and duties of Agent 2.9 Personal liability of Agent	25%
3	Sale of Goods Act- 1930 3.1 Sale and Agreement to Sell 3.2 Sale and Hire-purchase agreement 3.3 Kinds of Goods, Effect of Destruction of Goods, price 3.4 Condition and Warranty, Implied conditions and implied warranties. 3.5 Rule of Caveat Emptor 3.6 Rules regarding passing of property 3.7 Rules regarding delivery of the goods 3.8 Rights of the Buyer 3.9 Rights of Unpaid seller 3.10 Sale by Non-owner	25%
4	Partnership Act – 1932 4.1 Definition, elements, Formation 4.2 Partnership and H.U.F 4.3 Partnership and co-ownership 4.4 Registration of Firm, Effects of Non-registration 4.5 Rights of Partner and Duties of Partner 4.6 Implied authority of the partner 4.7 Types of partner 4.8 Dissolution of the Firm and partnership	25%

Basic Text & Reference Books:-

1. T.R.Desai- The Sale Of Goods Act & The Indian Partnership Act
2. P. S. Atiya- Law Of Contract, Eastern Lucknow
3. Avtar Singh- Law Of Contract
4. Pollok And Mulla- Partnership Act
5. Katiyar- Sale Of Goods Act
6. N.D. Kapoor- Elements Of Mercantile Law

Sardar Patel University
Programme: B.B.A.,LL.B (5 Year) Integrated Degree of Bachelor of
Business Administration & Law
Semester: II

Syllabus with effect from June-2019

Subject: Law of Crimes Paper - II: Indian Penal Code

Objectives of the course:

The Indian Penal Code in its basic structure is a document that consists of the list of all the punishments and cases that a person who commits any kind of a crime is to be held liable and charged with. It covers any Indian citizen or a person of Indian origin. The exception to this document is that any kind of military or armed forces crimes cannot be charged on the basis of Indian Penal Code. They have a different dedicated list of laws and the Indian Penal Code cannot supersede any part of it. The curriculum outlined here attempts to bring in these new perspectives.

Paper Code: UL02CBBA22	Total Credit: 4
Title Of Paper: Law of Crimes Paper - II : Indian Penal Code	

Unit	Description in Detail	Weight age (%)
I	<u>Specific Offences (3)</u> 1.1 Offences against Public Tranquility 1..2 Offences relating to Coin and Government Stamps	25%
II	<u>Specific Offences (4)</u> 2.1 Offences Relating Human Body 2.2 Offences against Property	25%
III	<u>Specific Offences(5)</u> 3.1 Criminal Breach of Contract of Services 3.2 Offences Relating to Marriage 3.3 Defamation	25%
IV	<u>Specific Offences(6)</u> 4.1 Criminal Intimidation 4.2 Attempt to Commit Offence 4.3 Case Laws	25%

Basic Text & Reference Books:-

1. Avtar Sinh -The Indian Penal Code, 1860
2. R.N. Saxena -Indian Penal Code
3. Batuklal -Indian Penal Code
4. K. D. Gaur -Criminal Law Cases and Materials.
5. B.M.Gandhi- Indian Penal Code
6. Ratanlal & Dhirajal's- Indian Penal Code

Sardar Patel University

**Programme: B.B.A., LL.B (5 Year) Integrated Degree of Bachelor of
Business Administration & Law**

7. Semester: II

8. Syllabus with effect from June-2019

9. Subject: English-II: Legal English (Major)

Objectives of the course:

Law is a profession of words. A person must have the capacity to think and speak to survive in the legal profession. Language of the layman and language of the law are very different. It is the lawyer who becomes the mediator between the law and the common people.

The basic objective in designing this syllabus is to enable the students to use their Comprehensive skill and speaking skill fluently.

Paper Code: UL02CBA023	Total Credit: 4
Title Of Paper: English-II: Legal English (Major)	

Unit	Description in Detail	Weight age (%)
1.	1. The students will be required to write: 1.1. Case comment 1.2. Article/Editing of Law Journals	25%
2.	2. Active and Passive voice 2.1. Idioms and Phrases. 2.2. Prefixes and suffixes. 2.3. Translation from Gujarati to English. 2.4. Formation of words.	25%
3.	3. Essay writing on topics of contemporary legal relevance like 3.1. Environmental Law. 3.2. Cyber crime/ Law 3.3. Right to Information. 3.4. Indian Judiciary 3.5. Women Empowerment. 3.6. Consumer Protection 3.7. Panchayati Raj. 3.8. The changing Scenario of India Bureaucracy. 3.9. Democracy. 3.10. Socialism and secularism.	25%

4.	4. Legal Terms-Meaning and Usage: Plaintiff, Written Statement, Plaintiff, Defense, Petition, Appeal, Magistrate, Judge Court, Tribunal, Divorce, Judicial Separation, Litigation, Public, Private, Legal, Illegal, Monogamy, Bigamy, Polygamy, Will Deed, Agency, Agreement, Bail, Bailable, Non Bailable, Bailment, Minor, Misstatement, Pledge.	25%
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Books Recommended:

1. FitiKides, T.J.: Common Mistakes in English
2. John B.Saunders: Words and Phrases Legally Defined, Vols. I to V.
3. Martin Hewing: Advanced English Grammar, Cambridge University Pres
4. Grammar builder- A.Amin, R. Eravelly, F.J. Ibrahim(in IV Vol,) Cambridge University Press
5. English Idioms-Jennifer Seidl, W. McMordie, Oxford University Press
6. English Vocabulary in Use- Michael McCarthy, Felicity O'Dell, Cambridge University Press

Sardar Patel University
Programme: B.B.A.,LL.B (5 Year) Integrated Degree of Bachelor of
Business Administration & Law
Semester: II
Syllabus with effect from June-2019
Subject: Business Communication

Objective of the Course:

Business communication Includes topics such as marketing, brand management, customer relations, advertising, corporate communication, community engagement, reputation management, interpersonal communication, employee engagement, and event management. It is closely related to the fields of professional communication and technical communication.

This syllabus is designed to help the students to acquire good communication skills to meet the challenges of the legal profession as well as corporate sector.

Paper Code: UL02CBBA24	Total Credit-4
Title of Paper: Business Communication	

Unit	Description In Detail	Weightage (%)
1.	<p><u>Introduction of Communication</u> 1.1 Basic forms of communication 1.2 Communication models and processes 1.3 Effective communication 1.4 Audience Analysis. 1.5 Development of positive personal attitudes 1.6 SWOT analysis 1.7 Vote's model of interdependence & Whole communication</p>	25%
2.	<p><u>Corporate Communication</u> 2.1 Formal and informal communication networks; Grapevine; 2.2 Miscommunication (Barriers); Improving communication. 2.3 Effective listening exercises; Principles of effective listening; Factors affecting listening exercises.</p>	25%
3.	<p><u>Writing Skills :</u> 3.1 Planning business messages 3.2 Business letters: request letters; Good news and bad news letters; Persuasive letters; Sales letters 3.3 Report Writing : Introduction to a proposal, short report and formal report, report preparation. 3.4 Oral Presentation : Principles of oral presentation, factors affecting presentation</p>	25%

4.	<p><u>Communication</u></p> <p>4.1 Miscommunication (Barriers); Improving communication.</p> <p>4.2 Non-Verbal Communication</p> <p>4.3 Modern Forms of Communication : Fax; E-mail; Video conferencing; etc.</p>	25%
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Recommended Books

1. Monipally: Business Communication, Tata McGraw Hill
2. Ronald E. Dulek and John S. Fielder: Principles of Business Communication; Macmillan
3. Madhukar : Business Communications; Vikas Publishing House
4. Rai & Rai: Business Communication, Himalaya Publishing
5. Kaul : Business Communication; Prentice Hall
6. Senguin J : Business Communication; Allied Publishers
7. Robinson, Netrakanti and shintre : Communicative Competence in Business English; Orient Longman

Sardar Patel University
Programme: B.B.A.,LL.B (5 Year) Integrated Degree of Bachelor of
Business Administration & Law
Semester: II
Syllabus with effect from June-2019
Subject: Human Resource Management

Objectives of the course:

Any organization is made up of four basic resources – Men, Material, Money and Machinery. It is people that make use of non-human resources and hence are considered most significant resources in an organization. Better educated, more skilled and well aware of their interest are few distinguishing characteristics of modern human resources. Human resource management is an art of managing human capital in such manner that they give best to the organization.

To introduce and impart the fundamentals of Human Resource Management as an integral managerial function while focusing on procurement and development of human resources to the students.

Paper Code: UL02EBBA21	Total Credit: 4
Title Of Paper: Human Resource Management	

Unit	Description in Detail	Weight age (%)
1.	Introduction of Human Resource Management 1.1 Definition, Scope , Functions and Objectives of HRM 1.2 Role of HRM in Strategic Management 1.3 Human Capital Management	25%
2.	Acquisition of Human Resources 2.1 Definition – Importance & Process of HRP 2.2 Job Analysis – Job Description & Job Specification 2.3 Recruitment – Sources & Process 2.4 Selection Process	25%
3.	Employee Remuneration, Performance Appraisal & Job Evaluation 3.1 Concept – Components & Factors influencing to Remuneration 3.2 Definition and Importance of Performance Appraisal 3.3 Methods of Performance Appraisal : 3.3.1 Traditional methods – Rating scale, checklist, graphic, Forced distribution, Critical incident & Group appraisal. 3.3.2 Modern methods – MBO, BARS, 360 degree feedback method & Forced Choice 3.4 Definition & Importance of Job Evaluation – Performance Appraisal Vs. Job Evaluation	25%

4.	Industrial Relation and Disputes 4.1 Definition & Objectives 4.2 Parties to Industrial Relations 4.3 IR Strategy 4.4 Definition & Reasons for Industrial Disputes 4.5 Concept of Grievance and Grievance Procedure 4.6 Methods of solving dispute: 4.6.1 Collective Bargaining 4.6.2 Conciliation 4.6.3 Arbitration 4.6.4 Adjudication	25%
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Books Recommended:

1. Aswathappa K. (2003), Tata McGraw Hill Publishing Company, New Delhi
2. Dr. S. S. Khanka_S. Chand & Company- Human Resource Management
3. D'Enzo, David, A & Stephen P. Robbin, Prentice Hall of India, latest edition- Personnel Human Resource Management
4. Desler, Gary, Prentice Hall, latest edition- Human Resource and Personnel Management

Sardar Patel University
Programme: B.B.A.,LL.B (5 Year) Integrated Degree of Bachelor of
Business Administration & Law
Semester : II
Syllabus with effect from June-2019
Subject: Production & Materials Management

Objectives of the Course:

Operations Management (OM) is concerned with the management of resources and activities that produce and deliver goods and services for customers. Efficient and effective operations can provide an organization with major competitive advantages since the ability to respond to customer and market requirements quickly, at a low cost, and with high quality, is vital to attaining profitability and growth through increased market share. The objective of the course is to: a) Understand the role of the Production / Operations management function in the functioning of an organization and b) Offer a broad survey of the concepts and tools used in operations management.

Paper Code: UL02EBBA22	Total Credit-4
Title of Paper: PRODUCTION & MATERIALS MANAGEMENT	

Unit	Description In Detail	Weightage (%)
1.	<p>Introduction</p> <p>1.1 Meaning of Operating System, 1.2 Scope 1.3 Importance of Operations Management; 1.4 Responsibility and role of Production/Operations Managers in Modern business environment.</p> <p>Production Process:</p> <p>1.5 Meaning and Significance, 1.6 Types of Production – Job, Lot, Batch and Mass Production; Flow lines production-Features and Comparison.</p> <p>Physical Location –</p> <p>1.7 Meaning & Factors, Recent trends I the location of industries.</p> <p>Plant Building –</p> <p>1.8 Meaning & Factors considered in designing of plant building.</p> <p>Facilities Layout –</p> <p>1.9 Meaning & Factors, 1.10 Types-Process , Product and Fixed</p>	25%
2.	<p>Work Design:</p> <p>2.1 Methods Study</p> <p>2.1.1 Meaning, 2.1.2 objectives, 2.1.3 Basic procedure</p> <p>2.2 Time Study (work measurement)</p> <p>2.2.1 Meaning, 2.2.2 objectives,</p>	25%

	<p>2.2.3 Basic procedure</p> <p>Operations/Production Planning and Control (OPC /PPC)</p> <p>2.3 Meaning, 2.4 objectives, 2.5 procedure, Functions, 2.6 Benefits & Limitations., 2.7 PPC in different production systems</p>	
3.	<p>Materials Management</p> <p>3.1 Definition, 3.2 Scope and Importance.; 3.3 Integrated Materials Management – Concept, Need and Advantages; 3.4 Classification of Materials; 3.5 Materials Planning – Definition, need, factors affecting materials planning.</p> <p>Industrial Purchasing:</p> <p>3.6 Meaning, 3.7 Importance and ethics, 3.8 Principles of Right purchasing, 3.9 Organization and functions of Purchase department, 3.10 Centralized V/S. Decentralized purchasing, 3.11 Buying methods, 3.12 Vendor Selection, 3.13 Purchase Procedure</p>	25%
4.	<p>Storekeeping:</p> <p>4.1 Meaning, 4.2 objectives and Importance, 4.3 Functions: Receiving, Inspection & Issue procedure; Stores Record. 4.4 Store location and layout;</p> <p>Inventory Control:</p> <p>4.5 Meaning, 4.6 objectives, 4.7 Functions and importance; 4.8 Procurement and carrying cost; 4.9 Stock level- Maximum, Minimum, Recorder Point, Safety stock and stock out; 4.10 EOQ Technique 4.11 ABC Analysis</p>	25%

Books Recommended

1. Chary S.N., Tata McGraw Hill Publishing Co., Ltd., New Delhi- Production and Operations Management
2. K. Aswathappa and K. Shridhara Bhat;, Himalaya Publication House, Mumbai 2010- Production and Operation Management
3. S.A. Chunawalla and D.R.Patel, Himalaya Publication House, Mumbai 2009- Production Management-