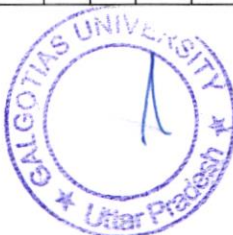




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S. No	2014-15						S. No	2015-16					
	Code	Course Title	L	T	P	C		Code	Course Title	L	T	P	C
SEMESTER 1													
1	BBL 111	Theories & Principles of Management	3	1	0	4	1	BBL 111	Theories & Principles of Management	3	1	0	4
2	BBL 112	Principles of Accounting	3	1	0	4	2	BBL 112	Principles of Accounting	3	1	0	4
3	BBL 133	English for Lawyers- I	3	0	0	3	3	BBL 133	English for Lawyers- I	3	0	0	3
4	BBL 183	English Practical/Lab	0	0	2	1	4	BBL 183	English Practical/Lab	0	0	2	1
5	BBL 115	Legal Methods	4	1	0	5	5	BBL 115	Legal Methods	4	1	0	5
6	BBL 116	Law of Contract – I (General Principles)	4	1	0	5	6	BBL 116	Law of Contract – I (General Principles)	4	1	0	5
TOTAL NO. OF CREDITS						22	TOTAL NO. OF CREDITS						22
SEMESTER 2													
1	BBL 211	Business Environment	3	1	0	4	1	BBL 211	Business Environment	3	1	0	4
2	BBL 212	Advanced Accounting Principles	3	1	0	4	2	BBL 212	Advanced Accounting Principles	3	1	0	4
3	BBL 233	English for Lawyers- II	3	0	0	3	3	BBL 233	English for Lawyers- II	3	0	0	3
4	BBL 283	English Practical/Lab	0	0	2	1	4	BBL 283	English Practical/Lab	0	0	2	1
5	BBL 214	Moot Court Training	0	0	2	2	5	BBL 214	Moot Court Training	0	0	2	2
6	BBL 215	Law of Torts, Consumer Protection Act, 1986; Motor Vehicles Act, 1988	4	1	0	5	6	BBL 215	Law of Torts, Consumer Protection Act, 1986; Motor Vehicles Act, 1988	4	1	0	5
7	BBL 216	Law of Contract – II (Specific Contracts)	4	1	0	5	7	BBL 216	Law of Contract – II (Specific Contracts)	4	1	0	5
8	BBL 217	Internship 4 weeks- NGO	0	0	2	2	8	BBL 217	Internship 4 weeks- NGO	0	0	2	2
TOTAL NO. OF CREDITS						26	TOTAL NO. OF CREDITS						26
SEMESTER 3													
1	BBL 311	Human Resource Management	3	1	0	4	1	BBL 311	Human Resource Management	3	1	0	4



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2	BBL 312	Organizational Behaviour	3	1	0	4	2	BBL 312	Organizational Behaviour	3	1	0	4		
3	BBL 313	French – I	2	0	0	2	3	BBL 313	French – I	2	0	0	2		
4	BBL 314	Family Law – I	3	1	0	4	4	BBL 314	Family Law – I	3	1	0	4		
5	BBL 315	Constitutional Law – I	4	1	0	5	5	BBL 315	Constitutional Law – I	4	1	0	5		
6	BBL 316	Law of Crimes – I (IPC) (General Principles)	4	1	0	5	6	BBL 316	Law of Crimes – I (IPC) (General Principles)	4	1	0	5		
7	BBL 317	Internship 4 weeks-Lower Court	0	0	2	2	7	BBL 317	Internship 4 weeks-Lower Court	0	0	2	2		
TOTAL NO. OF CREDITS							26	TOTAL NO. OF CREDITS							26

SEMESTER 4

1	BBL 411	Financial Management	3	1	0	4	1	BBL 411	Financial Management	3	1	0	4		
2	BBL 412	Entrepreneurship Development	3	1	0	4	2	BBL 412	Entrepreneurship Development	3	1	0	4		
3	BBL 413	French-II	2	0	0	2	3	BBL 413	French-II	2	0	0	2		
4	BBL 414	Family Law – II	3	1	0	4	4	BBL 414	Family Law – II	3	1	0	4		
5	BBL 415	Constitutional Law – II	4	1	0	5	5	BBL 415	Constitutional Law – II	4	1	0	5		
6	BBL 416	Law of Crimes – II (IPC) (Specific offences)	4	1	0	5	6	BBL 416	Law of Crimes – II (IPC) (Specific offences)	4	1	0	5		
7	BBL 417	Internship 4 weeks-Lower Court	0	0	2	2	7	BBL 417	Internship 4 weeks-Lower Court	0	0	2	2		
TOTAL NO. OF CREDITS							26	TOTAL NO. OF CREDITS							26

SEMESTER 5

1	BBL 511	Criminal Procedure Code	4	1	0	5	1	BBL 511	Criminal Procedure Code	4	1	0	5		
2	BBL 512	Jurisprudence	4	1	0	5	2	BBL 512	Jurisprudence	4	1	0	5		
3	BBL 513	Corporate Law-I	3	1	0	4	3	BBL 513	Corporate Law-I	3	1	0	4		
4	BBL 514	Law of Evidence	4	1	0	5	4	BBL 514	Law of Evidence	4	1	0	5		
5	BBL 515	Administrative Law	3	1	0	4	5	BBL 515	Administrative Law	3	1	0	4		
6	BBL 516	Legal Writing	2	0	0	2	6	BBL 516	Legal Writing	2	0	0	2		
7	BBL 517	Internship 4 weeks-High Court	0	0	2	2	7	BBL 517	Internship 4 weeks-High Court	0	0	2	2		
TOTAL NO. OF CREDITS							27	TOTAL NO. OF CREDITS							27



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SEMESTER 6							SEMESTER 6								
1	BBL 611	Environmental law	3	1	0	4	1	BBL 611	Environmental law	3	1	0	4		
2	BBL 612	Interpretation of Statutes	3	1	0	4	2	BBL 612	Interpretation of Statutes	3	1	0	4		
3	BBL 613	Civil Procedure Code & Limitation Act	4	1	0	5	3	BBL 613	Civil Procedure Code & Limitation Act	4	1	0	5		
4	BBL 614	Property Law	3	1	0	4	4	BBL 614	Property Law	3	1	0	4		
5	BBL 615	Intellectual property law	3	1	0	4	5	BBL 615	Intellectual property law	3	1	0	4		
6	BBL 616	Corporate Law II	3	1	0	4	6	BBL 616	Corporate Law II	3	1	0	4		
7	BBL 617	Internship 4 weeks-High Court	0	0	2	2	7	BBL 617	Internship 4 weeks-High Court	0	0	2	2		
TOTAL NO. OF CREDITS							27	TOTAL NO. OF CREDITS							27
SEMESTER 7							SEMESTER 7								
1	BBL 711	Labour & Industrial Law	4	1	0	5	1	BBL 711	Labour & Industrial Law	4	1	0	5		
2	BBL 712	Taxation Law I	3	1	0	4	2	BBL 712	Taxation Law I	3	1	0	4		
3	BBL 713	Arbitration, Conciliation & Alternate Dispute Resolution (Clinical Course I)	2	1	2	5	3	BBL 713	Arbitration, Conciliation & Alternate Dispute Resolution (Clinical Course I)	2	1	2	5		
4	BBL 714	Public International Law	3	1	0	4	4	BBL 714	Public International Law	3	1	0	4		
5	BBL 715	Investment & Security Law	3	1	0	4	5	BBL 715	Investment & Security Law	3	1	0	4		
6	BBL718	Internship 4 weeks-Supreme Court/Law Firm/Corporate House	0	0	2	2	6	BBL718	Internship 4 weeks-Supreme Court/Law Firm/Corporate House	0	0	2	2		
Honors / Major Specialization Courses							Honors / Major Specialization Courses								
7	BBL716	Honours Course I	2	1	0	3	7	BBL716	Honours Course I	2	1	0	3		
8	BBL717	Honours Course II	2	1	0	3	8	BBL717	Honours Course II	2	1	0	3		
TOTAL NO. OF CREDITS							30	TOTAL NO. OF CREDITS							30
Honors / Major Specialization Courses (Any one Group)							Honors / Major Specialization Courses (Any one Group)								
Group - I							Group - I								
	BBL716CO	Media Law	2	1	0	3		BBL716CO	Media Law	2	1	0	3		



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BBL717CO	Election Law	2	1	0	3	BBL717CO	Election Law	2	1	0	3
Group - II						Group - II					
BBL716CP	Corporate Governance	2	1	0	3	BBL716CP	Corporate Governance	2	1	0	3
BBL717CP	Law on Infrastructure Development	2	1	0	3	BBL717CP	Law on Infrastructure Development	2	1	0	3
Group - III						Group - III					
BBL716CR	Criminology	2	1	0	3	BBL716CR	Criminology	2	1	0	3
BBL717CR	ICT Law	2	1	0	3	BBL717CR	ICT Law	2	1	0	3
Group - IV						Group - IV					
BBL716IP	Copyright Law in Film Industry	2	1	0	3	BBL716IP	Copyright Law in Film Industry	2	1	0	3
BBL717IP	Law of Trademark & passing off	2	1	0	3	BBL717IP	Law of Trademark & passing off	2	1	0	3

SEMESTER 8

1	BBL 811	Banking & Insurance Law	4	1	0	5	1	BBL 811	Banking & Insurance Law	4	1	0	5
2	BBL 812	Private International Law	3	1	0	4	2	BBL 812	Private International Law	3	1	0	4
3	BBL 813	Competition Law	3	1	0	4	3	BBL 813	Competition Law	3	1	0	4
4	BBL 814	Taxation Law II	3	1	0	4	4	BBL 814	Taxation Law II	3	1	0	4
5	BBL 815	Human Rights & International Humanitarian Law	4	1	0	5	5	BBL 815	Human Rights & International Humanitarian Law	4	1	0	5
6	BBL 818	Internship 4 weeks- Supreme Court/Law Firm/Corporate House	0	0	2	2	6	BBL 818	Internship 4 weeks- Supreme Court/Law Firm/Corporate House	0	0	2	2

Honors / Major Specialization Courses

Honors / Major Specialization Courses

7	BBL 816	Honours Course III	2	1	0	3	7	BBL 816	Honours Course III	2	1	0	3
8	BBL 817	Honours Course IV	2	1	0	3	8	BBL 817	Honours Course IV	2	1	0	3

TOTAL NO. OF CREDITS

30

TOTAL NO. OF CREDITS

30

Honors / Major Specialization Courses (Any one Group)

Honors / Major Specialization Courses (Any one Group)

Group - I						Group - I							
1	BAL816CO	Law & Education	2	1	0	3	1	BAL816CO	Law & Education	2	1	0	3
2	BAL817CO	Immigration Law	2	1	0	3	2	BAL817CO	Immigration Law	2	1	0	3
Group - II						Group - II							



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1	BAL816CP	Law on Corporate Finance	2	1	0	3	1	BAL816CP	Law on Corporate Finance	2	1	0	3		
2	BAL817CP	Law of Merger & Acquisition	2	1	0	3	2	BAL817CP	Law of Merger & Acquisition	2	1	0	3		
Group - III						Group - III									
1	BAL816CR	Penology	2	1	0	3	1	BAL816CR	Penology	2	1	0	3		
2	BAL817CR	Administration of Criminal Justice - I	2	1	0	3	2	BAL817CR	Administration of Criminal Justice - I	2	1	0	3		
Group - IV						Group - IV									
1	BAL816IP	Patent Right, Creation & Registration	2	1	0	3	1	BAL816IP	Patent Right, Creation & Registration	2	1	0	3		
2	BAL817IP	Patent Drafting and Specification writing	2	1	0	3	2	BAL817IP	Patent Drafting and Specification writing	2	1	0	3		
SEMESTER 9															
1	BBL 911	Drafting, Pleading and Conveyance(Clinical Course II)	2	1	2	5	1	BBL 911	Drafting, Pleading and Conveyance(Clinical Course II)	2	1	2	5		
2	BBL 912	Professional Training I	0	1	3	4	2	BBL 912	Professional Training I	0	1	3	4		
3	BBL 913	Litigation Advocacy, Professional Ethics & Bench Bar Relations (Clinical Course III)	2	1	2	5	3	BBL 913	Litigation Advocacy, Professional Ethics & Bench Bar Relations (Clinical Course III)	2	1	2	5		
4	BBL 921	Placement Internship	0	0	2	2	4	BBL 921	Placement Internship	0	0	2	2		
5		Elective paper 1	3	1	0	4	5		Elective paper 1	3	1	0	4		
6		Elective paper 2	3	1	0	4	6		Elective paper 2	3	1	0	4		
Honors / Major Specialization Courses							Honors / Major Specialization Courses								
9		Honours Course V	2	1	0	3	9		Honours Course V	2	1	0	3		
10		Honours Course VI	2	1	0	3	10		Honours Course VI	2	1	0	3		
TOTAL NO. OF CREDITS							30	TOTAL NO. OF CREDITS							30
ELECTIVE COURSES(Any Two)							ELECTIVE COURSES(Any Two)								
4	BBL 914	Telecommunication law	3	1	0	4	4	BBL 914	Telecommunication law	3	1	0	4		
5	BBL 915	Energy Law	3	1	0	4	5	BBL 915	Energy Law	3	1	0	4		
6	BBL 916	Natural Resources Management Law	3	1	0	4	6	BBL 916	Natural Resources Management Law	3	1	0	4		



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7	BBL 917	Law on Disaster Management	3	1	0	4	7	BBL 917	Law on Disaster Management	3	1	0	4
8	BBL 918	Water Law	3	1	0	4	8	BBL 918	Water Law	3	1	0	4
Honors / Major Specialization Courses (Any one Group)							Honors / Major Specialization Courses (Any one Group)						
Group - I							Group - I						
1	BBL919CO	Law of Writs	2	1	0	3	1	BBL919CO	Law of Writs	2	1	0	3
2	BBL920CO	Right to Information Law	2	1	0	3	2	BBL920CO	Right to Information Law	2	1	0	3
Group - II							Group - II						
1	BBL919CP	Law of Bankruptcy & Insolvency	2	1	0	3	1	BBL919CP	Law of Bankruptcy & Insolvency	2	1	0	3
2	BBL920CP	Financial Market Regulation	2	1	0	3	2	BBL920CP	Financial Market Regulation	2	1	0	3
Group - III							Group - III						
1	BBL919CR	Forensic Science & Law Interface	2	1	0	3	1	BBL919CR	Forensic Science & Law Interface	2	1	0	3
2	BBL920CR	Administration of Criminal Justice II	2	1	0	3	2	BBL920CR	Administration of Criminal Justice II	2	1	0	3
Group - IV							Group - IV						
1	BBL919IP	Biodiversity Protection	2	1	0	3	1	BBL919IP	Biodiversity Protection	2	1	0	3
2	BBL920IP	IPR in Pharma Industry	2	1	0	3	2	BBL920IP	IPR in Pharma Industry	2	1	0	3
SEMESTER 10													
1	BBL X11	Public Interest Lawyering, Legal Aid & Para Legal Services(Clinical Course IV)	0	0	4	4	1	BBL X11	Public Interest Lawyering, Legal Aid & Para Legal Services(Clinical Course IV)	0	0	4	4
2	BBL X12	Law, Science & Technology	3	1	0	4	2	BBL X12	Law, Science & Technology	3	1	0	4
3	BBL X13	Professional Training II	0	1	3	4	3	BBL X13	Professional Training II	0	1	3	4
4		Elective paper 1	3	1	0	4	4		Elective paper 1	3	1	0	4
5		Elective paper 2	3	1	0	4	5		Elective paper 2	3	1	0	4
Honors / Major Specialization Courses							Honors / Major Specialization Courses						



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9		Honours Course V	2	1	0	3	9		Honours Course V	2	1	0	3
10		Honours Course VI	2	1	0	3	10		Honours Course VI	2	1	0	3
TOTAL NO. OF CREDITS							TOTAL NO. OF CREDITS						
ELECTIVE COURSES(Any Two)							ELECTIVE COURSES(Any Two)						
	BBL X14	Air & Space Law	3	1	0	4		BBL X14	Air & Space Law	3	1	0	4
	BBL X15	Maritime Law	3	1	0	4		BBL X15	Maritime Law	3	1	0	4
	BBL X16	Cyber Law	3	1	0	4		BBL X16	Cyber Law	3	1	0	4
	BBL X17	Sports Law	3	1	0	4		BBL X17	Sports Law	3	1	0	4
	BBL X18	Health Law	3	1	0	4		BBL X18	Health Law	3	1	0	4
Honors / Major Specialization Courses (Any one Group)							Honors / Major Specialization Courses (Any one Group)						
Group - I							Group - I						
1	BBL919CO	Comparative Constitution BBLB5029	2	1	0	3	1	BBL919CO	Comparative Constitution BBLB5029	2	1	0	3
2	BBL920CO	Judicial Process BBLB5033	2	1	0	3	2	BBL920CO	Judicial Process BBLB5033	2	1	0	3
Group - II							Group - II						
	BBL919CP	International Trade Law	2	1	0	3		BBL919CP	International Trade Law	2	1	0	3
	BBL920CP	International Taxation	2	1	0	3		BBL920CP	International Taxation	2	1	0	3
Group - III							Group - III						
	BBL919CR	Comparative Criminal Procedure	2	1	0	3		BBL919CR	Comparative Criminal Procedure	2	1	0	3
	BBL920CR	International Criminal Law	2	1	0	3		BBL920CR	International Criminal Law	2	1	0	3
Group - IV							Group - IV						
	BBL919IP	International Intellectual Property Law	2	1	0	3		BBL919IP	International Intellectual Property Law	2	1	0	3
	BBL920IP	Law of Trade Secret & Technology Transfer	2	1	0	3		BBL920IP	Law of Trade Secret & Technology Transfer	2	1	0	3



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BBL 111	Theory & Principles of Management	L	T	P	C
Version I	Date of Approval:	3	1	0	4
Pre-requisites//Exposure	None				
co-requisites	None				

Course Objectives

The objective of the course is to:

1. Understand the benefits of a 'learning organization'.
2. Define control as a function of management.
3. Assess when control is useful and when it is not.
4. Identify situations in which you monitored and modified plans.
5. Analyze the role of creativity in organizations.
6. Assess the importance of managing positively in a changing environment.

Course Outcomes

On completion of this course, the students will be able to:

1. Describe your own view of management, values, ethics, and perception, and what you bring to your role as manager.
2. Comment on what is expected of managers in terms of general competencies.
3. Explain the differing approaches to defining management and the standard cycle of the management process.
4. Explain how the values that management holds can impact an organization.
5. Examine how a manager can add value to an organization.
6. Recognize the value of delegating.

Catalog Description

Theories, Principle and Practice of Management is designed to provide students a basic understanding of the role and functions of a manager and to explain the principles, concepts, and techniques used by managers in carrying out their work. The course is intended for persons who presently hold, or desire in the future to hold, management responsibilities in an organization or enterprise. A central concept of the course is that there is a general framework for understanding management that applies to managers in all organizations-large or small, public or private, product-oriented or service-oriented.

Topics covered in this online course include values and ethics, communicating, planning, decision making, organizing, leading, controlling etc. The course emphasizes the skills needed to apply management principles and concepts to real-life situations; you will analyze management issues and problems and how to formulate realistic, practical plans to resolve them. These



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practical skills are developed through case studies in the course assignments, and through applying course concepts to your own situation and approaches.

Text Books

1. Neeru Vasishth , "Principles of Management: Text & Cases"; 6th Edition, Taxmann Publication, 2013.

Reference Books

1. Tripathy, P.C. and P.N. Reddy, "Principles of Management", 5th Edition, Tata McGraw Hill Pub. Co., Ltd, 2013.
2. D K Bhattacharyya, "Principles of Management: Text & Cases", 1st Edition, Pearson Publication, New Delhi, 2014.
3. B.P Singh, T N Chabra, "Principles and Practices of Management", Dhanpat Rai Publication, Delhi
4. Koontz, O'Donnell, "Essentials of Management", 8th Edition, Tata McGraw Hill Publication, New Delhi-08.
5. Jain Vandana, "Management Theory and practice", International Book House Pvt. Ltd, New Delhi.

Course Content

Unit I Introduction:

8 lecture hours

Concept of Management: Meaning, Nature, Scope and Importance. Evolution of Management thought – Classical, Neo-classical and Modern school of thought, Management Process, Functions of Management, Managerial role
Case Study: 'Mind Your Attitude'

Unit II: Planning:

6 lecture hours

Concepts and significance, Planning process, Types of Plans, Strategic Decision Making, Forecasting, Management by objectives (MBO),
Case Study: Kumar.com: Problems Suffered due to Poor Planning

Unit III: Organizing & Staffing:

10 lecture hours

Meaning & Types, Organizational Structure, Authority and Responsibility, Delegation and Decentralization, Divisional and Departmentalization, Span of Control,
Staffing: Meaning, Process, Recruitment, Selection, Training, Promotion, Transfer and Demotion
Case Study: 1. CEO's can work as a Team: Lessons from Wipro
2. Staffing Solution of Knowledge Hub: Lessons from the KPO Industry

Unit IV: Directing & Controlling:

8 lecture hours

Directing: Meaning, Nature and Purpose, Leadership: Meaning, Importance, Style, and Communication

Controlling: Meaning, Process, Types & Techniques, Contemporary issues in Controlling
Case Study- 1. Life Savers: The Saga of a Benevolent Employer



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2. Managing without Control

Unit V: Ethics & Corporate Social Responsibility:

8 lecture hours

Ethics: Meaning, Definition and importance, Basic Approaches, Factor affecting Ethical choices, Ethical Dilemmas, Whistle Blowing

Corporate Social Responsibility (CSR): Meaning, Definition and Importance, CSR Development in Indian context. Corporate Governance, Report of the Kumar Mangalam Birla Committee on Corporate Governance

Case Study- 1- Impact of CSR: Grasim (A flagship Company of Aditya Birla Group)

2. Market Penetration and the Question of Business Ethics

Mode of Evaluation: The theory and lab performance of students are evaluated separately.

Components	Theory	
	Internal	End Term Examination (ETE)
Marks	40	60
Total	100	



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- (a) What kind of organizational problems are involved in this case?
(b) Which theory of organization and leadership should be applied to solve these problems?

Section C

(40 Marks)

(Attempt any Four Questions. All Questions carry 10 marks each)

- Ques. 4:** Discuss the contribution of H. Fayol in the field of Management.
Ques. 5: What is Staffing? What is the need for it? Give a brief account of the usual steps involves in staffing process.
Ques. 6: Discuss the role of Planning in a modern business organization. Enumerate the steps involved in the planning process
Ques. 7: Explain the importance of Control in an organization. Briefly discuss the steps involves in control process.
Ques. 8: Explain the nature and scope of Corporate Social Responsibility in India .

Section D

(30 Marks)

- Ques. 9:** "What is meant by delegation of authority? What are the elements of the process of delegation? Explain the benefits of delegation
Ques. 10: Compare the three leadership styles. Under what situations would each style be effective? Give examples



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BBL 112	Principles of Accounting				
Version I	Date of Approval:	L	T	P	C
Pre-requisites//Exposure	None	3	1	0	4
co-requisites	None				

Course Objectives

Upon successful completion of this course, the student will be able to:

1. Describe accounting and its function in business.
2. Apply accounting concepts, principles and procedures to record, sort and classify accounting information and prepare financial statements.
3. Research and analyze financial statements to interpret the effectiveness of business decisions and actions.
4. Describe the value and use of accounting information to management, investors, government, and the general public.

Course Outcomes

On completion of this course, the students will be able to

1. Demonstrate an understanding of the fundamentals of accounting theory
2. Support at a basic level the recording and reporting of financial information for business
3. Demonstrate knowledge of each step in the accounting cycle

Catalog Description

Upon completion of this course, the student will demonstrate an understanding of basic accounting theory and perform the accounting required for an accounting cycle. The student will perform the fundamentals required to record, summarize and analyze the transactions of a business and prepare and interpret the resultant financial statements. The student will also account for payroll and assets (cash, notes, and accounts receivable, inventories, plant and equipment, and intangibles). The course is intended for students with no previous exposure to financial accounting. The course adopts a decision-maker perspective of accounting by emphasizing the relation between accounting data and the underlying economic events that generated them.

Text Books

1. S N Maheshwari, "Introduction of Accountancy", 11th Edition, Vikas Publications, 2014.

Reference Books

- Shukla & Grewal, "Advanced Accounts" S.Chand & Company, Ram Nager, New Delhi.
- J R Monga, "Financial Accounting- Concept & Application; Mayoer Paperback, Noida
- R. Narayanaswamy, "Financial Accounting", 5th Edition, Prentice - Hall of India.
- H. Chakraborty, "Advanced Accountancy", Oxford University Press.



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- R.L. Gupta, "Financial Accounting", Shultan Chand & Sons, New Delhi-2
- T P Ghosh, "Financial Accounting for Managers, 5th Edition, Taxmann 2014.

Course Content

Unit I: Basics of Accounting: 8 lecture hours

- Meaning, Definition, Accounting Concepts & Conventions,
- Bases of Accounting,
- Accounting Cycle, Basic Terminologies,
- Accounting Equations,
- Accounting Standards & IFRS

Unit II: Recording of Business Transaction: 12 lecture hours

- Double Entry System of Accounting,
- Accounting for Lawyers: Books of Account that need to maintain, Source of Documentation and Voucher
- Journalizing of Transaction;
- Cash Book,
- Ledger,
- Trail Balance: Meaning, Objective, Preparation of Trial Balance, Errors disclosed and not disclosed by Trail Balance

Unit III: Depreciation, Reserve and Provisions: 8 lecture hours

- Meaning & Need,
- Methods of Depreciation- Straight Line Method and Written Down Value method,
- Meaning and Importance of Reserves and Provisions,
- Difference between Reserves and Provision

Unit IV: Bills of Exchange 6 lecture hours

- Meaning, Characteristics, Types,
- Noticing, Discounting, Endorsement, Dishonouring of a Bill,
- Rebate and Renewal of Bills, Problems on Trade Bills only.

Unit V: Accounting for Non-Profit Organization: 6 lecture hours

- Receipts and Payments A/c,
- Preparation of Income & Expenditure Account and Balance Sheet,
- Capital and Revenue Expenditure

Mode of Evaluation: The theory and Practical performance of students are evaluated separately.

Components	Theory	
	Internal	End Term Examination (ETE)
Marks	40	60



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