

5 year BBA LLB

SYLLABUS

1/5 B.B.A.,LL.B.,

First Semester

Paper-I : General English - I

- I. Grammar and Usage (Communication Skills)
 1. a) Simple sentence (one clause) (their phrase structure)
 - I) Tense and Concord.
 - II) Noun modifiers (Determiners Propositional phrases, Clauses)
 - b) Passives
 - c) Negatives
 - d) Questions
 2. Complex and Compound Sentences (use of connectives)
 3. Conditionals
 4. Reported speech
 5. Question - tags and Short Responses
 6. Some Common Errors
- II. a) Vocabulary (Communication skills)
- b) Legal terms (relevant to the subject paper of a BL. Student)
- c) Use of Legal Terms and idiomatic expressions
- III. Comprehension skills
 1. Reading comprehension (Principles and Practice)
 2. Listening comprehension
- IV. Composition skills
 1. Paragraph writing
 2. Formal correspondence
 3. Note taking
 4. Translation from regional language into English and vice-versa.

Books prescribed :

1. Wren and Martin: English Grammar and composition
2. Essay, Precis, Composition and Comprehension by JE Erofor
3. T.E. Berry; The most common mistakes in English
4. Ishitiae Abidi: Law and language
5. MA close: A reference Grammar for students of English
6. Dallas: Read to Understand

7. Central Institute of India Languages: Speed Reading

PAPER-II : PRINCIPLES OF MANAGEMENT

- Unit – 1 Nature & Scope of Management process-Management Science, Art, Development of Management, Functions of the Manager.
- Unit – II Planning : The meaning & purpose of planning, Steps in planning-Types of Planning
Objective & Policies :Objective , policies, Procedures and methods – Nature and type of policies.
Decisions making : Process of Decision making-type of Decisions – problems involved in decision making – Quantitative techniques.
- Unit – III Organising and staffing : Types of organization – Organisational structure-span of control – use of staff units and committees.
- Unit – IV Leading and Delegation – delegation and centralization line and staff relationship staffing : sources of recruitment – Selection process training. – Leadership – traits, behavior and styles, Transactional /transformational leadership.
- Unit _ V : Directing : Nature and purpose and directing
Controlling : Need for co-ordination – caning and importance of controls – control process – Budgetary and non-Budgetary controls – case studies – control of overall performance – Profit and loss control.

Reference Books :

1. Koonts & Odonnel : Management
2. Dale Ernest : Management –theory practice
3. Bagar : Principles of Management
4. Dr.Saxen : Business Administration & Management
5. Louis A Allen : Professional Management
6. Jack Dunean W : Essentials of Management
7. Chatterjee : An Introduction to Management : Its principles and Techniques

PAPER – III – BUSINESS ECONOMICS

Unit 1 : Definition, scope, role in Business decisions: Economics systems

Unit II : Demand analysis :- Utility analysis of consumer's demand: indifference curves : consumer equilibrium; elasticity of demand and its measurements. Demand distinction-durable and non-durable goods, derived and autonomous demand, industry and company demand: demand for forecasting-methods.

Unit – III: Price determination; Market its definition and classification , price output determination under perfect and monopolistic condition.

Unit – IV: Capital Budgeting : meaning- need-capital expenditure budgeting – demand for capital resources allocation – investment criteria and decisions – methods of investment decisions

Reference Books

1. Business Economics : Sankaran
2. Business Economics : Sundram K.P and Sundram E

Paper-IV Telugu/Hindi (Optional)

1. దేశభక్తి -- గురజాడ అప్పారావు
2. ప్రబోధము -- శ్రీ రాయవోలు సుబ్బారావు
3. కృషివలుడు -- దువ్వారీ రామిరెడ్డి
4. కిన్నెర నడకలు -- శ్రీ విశ్వనాథ సత్యనారాయణ
5. గబ్బిలము -- గుర్రం జాషువా
6. మనుధర్మ శాస్త్రం -- 8వ అధ్యాయం(మరియు) 9వ అధ్యాయం
7. తెలుగులో దస్తావేజులు
 1. విక్రయ దస్తావేజులు .
 2. విక్రయ ఒప్పందం
 3. బహుమతి పత్రం
 4. వీలునామ
 5. అద్దె ఒప్పందం
 6. పవర్ ఆఫ్ అటార్నీ
8. న్యాయ పరిపాలనా పదకోశం -- ఇరవై ఐదు (25) న్యాయ సంబంధిత పదములు

Paper-IV Telugu/Hindi (Optional)

- I. PROSE: - अजयकीर्य - संपादक - डा. अजयकुमार पटनायक
- प्रकाशक - सोनम प्रकाशन, कटक
(COMMON CORE SYLLABUS)
- LESSONS : - 1) कफन - प्रेमचन्द
- 2) कवि और कविता - महावीर प्रसाद द्विवेदी
- 3) भारतीय साहित्य की एकता - नंददुलारे बाजपेई
- II. NONDETAILED - संघिता कथाविराँ - संपादक - डा. गुलाम एम खान
- प्रकाशक - धबनम पुस्तकमहल,
कटक
(COMMON CORE SYLLABUS)
- LESSONS - 1) पुरस्कार - जयशंकर प्रसाद
- 2) रोज - सच्चिदानंद हीरानंद वात्स्यायन अज्ञेय
- 3) हार की जीत - सुदर्शन
- III. GRAMMAR - 1) समासों के नाम
2) संधि-विच्छेद
- IV. LETTER-WRITING पत्र-लेखन
- 1) छुट्टी-पत्र
2) पुस्तक विक्रेता के नाम पर पत्र
3) नौकरी के लिए आवेदन पत्र
4) शिवायतीपत्र
- 1) स्वास्थ्य अधिकारी के नाम पर
2) पुलिस अधिकारी के नाम पर