

B.Com LL.B

(Hons.)

ENGLISH -I

Paper 1.1

Maximum Marks : 50

Aims / Learning Objectives

1. Enable the students to use the language correctly and effectively.
2. Enhance the comprehension and analytical skills of the students.
3. Enrich their vocabulary.
4. help students acquire the ability to speak effectively in English in real-life situations
5. Develop the art of expression and train students in composition skills.

Module- 1

The Joy of Reading (Orient Longman): The following stories

- (a) "An Astrologer's Day" R.K. Narayan
- (b) "The Child" Premchand
"The Gift of the Magi" O. Henry

Module- 2

The Joy of Reading (Orient Longman): The following prose pieces

- (a) "Education: Indian and American" Anurag Mathur
- (b) (1) "Bangle Sellers" Sarojini Naidu
(2) "Where the Mind is Without Fear" Rabindranath Tagore

Module- 3

The Joy of Reading (Orient Longman): The following poems

- (a) "My Financial Career" Stephen Leacock
- (b) The World is Too Much with US" William Wordsworth

Module- 4

The Joy of Reading (Orient Longman): The following Poems

- (a) Speech on Indian Independence Jawaharlal Nehru
- (b) (1) Sonnet : "When in disgrace..." William Shakespeare
- (2) Success is Counted Sweetest" Emily Dickinson

Module- 5

- (a) Legal Terms : FIR, plant, written statement, plaintiff, defendant, appeal, tribunal, divorce, legitimate, illegitimate, adoption, maintenance, alimony, valid void, litigation, monogamy, bigamy, polygamy, crime, agreement, contract, fraud, minor, indemnity, guarantee, bailment, pledge, libel, slander, defamation, homicide, genocide, suicide, executive, legislature, judiciary, constitution, negligence, nuisance, precedent, prospective, mortgage, retrospective, summons, ultra vires, will, warrant, public, private
- (b) (1) Paragraph Writing
- (2) Punctuation

Module- 6

Transformation of sentences

- (a) Active/passive
- (b) Interrogative

Module- 7

- (a) Tenses
- (b) (1) Tenses
- (2) Comprehension

Text Book

1. The Joy of Reading (Orient Longman)

Reference Books

1. Thomson, A.J., and A.V. Martinet. *A Practical English Grammar*, New Delhi : OUP, 2005

Legal and Constitutional History

Paper 1.2

Maximum Marks : 50

OBJECTIVES OF THE COURSE

Study of law relating to a particular country is not complete without understanding the history and development of the laws and legal institutions. The growth of judicial and legislative institutions has to be taught in order to give an insight and awareness of how the present system had emerged from ancient and medieval times.

MODULE I

Charters of the East India Company: 1600, 1661,

Settlements: Surat, Madras, Bombay and Calcutta

Courts: Mayor's Court of 1726 and Supreme Court of 1774

MODULE II

Statutes: Regulating Act, 1773, Pitts India Act, 1784, The Act of Settlement, 1781

Conflict: Raja Nand Kumar, Patna Case and Cossijurah

Warren Hastings: Judicial Plans of 1772, 1774 and 1780

MODULE III

Lord Cornwallis: Judicial Plans of 1787, 1790 and 1793

Lord William Bentinck (With special focus on Appraisal of Criminal Law)

Development of law in Presidency Towns

Development of Civil law in Mufassil: Special emphasis on justice, equity and good conscience

MODULE IV

Codification of Laws: Charter of 1833, the First Law Commission, The Charter of 1853, The Second Law Commission, Establishment of High Courts, 1861

MODULE V

Privy Council and Federal Court: Appeals and working of Privy Council

The Indian Councils Act, 1861

The Indian Councils Act, 1892

The Indian Councils Act, 1909

MODULE VI

The Government of India Act, 1919

The Government of Indian Act, 1935 (Nature and characteristics under the Act, Executive

Powers of Governor General, Federal Legislature, Federal Court)

MODULE VII

Important Constitutional Development before framing of Constitution of India: Round table conferences, The Cripps Mission, Cabinet Mission, Wavell Plan 1945, Shimla Conference, 1945, Attlee's Statement (1947), Mountbatten Plan (1947)

Indian Independence Act 1947

BOOKS RECOMMENDED

Jain, M.P.: Outlines of Indian Legal History

Keith, A.B.: Constitutional History of India (1973), Chapters VII, VIII, X, XI and XII only.

Banerjee, A.C.: The Making of the Indian Constitution

Jois, M.Rama: Legal History of India

Kulshrashtra, V.D.: Landmarks in Indian Legal and Constitutional History.

Jain, M.P.: Bharatka Vidhi ka Itihas

Mittal, J.K.: Bharat ka Vaidhanik avam Samvedhanik Itihas

Business Management- I

Paper: 1.3

Maximum Marks 50

Module 1

Definition – Management, role of managers, evolution of management thought, organization and environmental factors-trends and challenges of management in global scenario.

Module 2

Planning- its nature, planning process, its types, objectives, managing by objectives.

Module 3

Strategies- its types, policies, decision making and its types, decision making process, rational decision making.

Module 4

Organizing its nature and purpose, organizations structure. formal and informal groups, line and staff authority, departmentation, span of control, centralization and decentralization, delegation of authority.

Module 5

Staffing-selection and recruitment, Orientation- career development, Career stages, Training-Performance appraisal.

Module 6

Directing-creativity and innovation, motivation and satisfaction, motivation theories, leadership styles, leadership theories, communication-barriers to effective communication organization culture-elements and type of culture, managing cultural diversity.

Module 7

Process of controlling and its types, budgetary and non budgetary control Q techniques- managing productivity, cost control purchase control maintenance control quantity control planning operations

Text books:

1, Stephen P. Robbins and Mary Coulter, "Management", Prentice Hall of India, 8th edition.

LAW OF TORTS-I

Paper 1.4

Maximum Marks : 50

Objectives:

This course is designed to study the principles of tortious liability, the defences available in an action for torts, the capacity of parties to sue and be sued and matters connection there with.

Further, this course is designed to study specific torts against the individual and property. With rapid industrialization, inadequacy of the law to protect the individual is exposed. An attempt shall be accorded to the individuals against mass torts and industrial torts. Keeping in the expensive character of judicial proceedings the students should reflect on the alternative forms, and also the remedies provided under the Consumer Protection Act, 1986.

Course contents:

Module- I

- Evolution of law of torts ,
- Meaning, Nature and scope of law of torts ,
- Torts distinguished from Contract & Crime,
- Development of Ubi jus ibi Remedium ,
- Mental elements , Intention, Motive, Malice in Law and in Fact.

Module- II

- General Defences,
- Vicarious Liability,
- Absolute and Strict liability.

Module- III

- Negligence ,
- Nuisance,
- Legal Remedies ,
- Remoteness of damage.

Module- IV

- Torts affecting body- Assault, Battery, Mayhem and False Imprisonment;
- Torts affecting reputation ,Libel and Slander,
- Torts affecting freedom-Malicious Prosecution, Malicious Civil Action and Abuse of Legal Process.
- Torts affecting domestic and other rights-Marital Rights, Parental Rights, Rights to Service, Contractual Rights, Intimidation and Conspiracy,
- Torts against property.

Module- V

Consumer Protection Act, 1986

Prescribed Books:

- Ratanlal and Dhirajlal- Law of Torts.
- Singh Gurubax- Law of Consumer Protection.

Reference Books:

- Winfield and Jolowicz- Tort
- Hepple and Mathews- Tort: Cases and Materials
- Baxi Upendra and Danda Amita- Valiant victims and Lethal
- Salmond- On Torts.
- Avtar Singh - The law of Torts.
- D. N. Saraf - Law of Consumer Protection in India.
- Litigation-The Bhopal Case

COMPUTER –I

Paper 1.5

Maximum Marks : 50

Module-1

1. Computer Fundamentals: Characteristics of Computers(Versatility, Basic operations, speed accuracy, automation, storage, etc.).
2. Anatomy of Computer: Input Devices, Output Devices, Central Processing Unit, Storage Devices.
3. Classification of Computers: Micro, Mini, Mainframe, Super Computer).
4. Computer Software: Definition, Types of software-System and application software.
5. Operating System: Definition, Need, Types, Functions, Popular operating system and their applications.
6. Programming languages: Types of programming languages-Low level, high level programming languages and their evolution, oops.
7. Communication System: Data communication system, different data transmission mediums (twisted pair, Coaxial, Microwave, Communication Satellite. optical fiber) and their advantages.
8. Networking systems: Need, types, Internet working, Networking Standards.

Module- 2 (Operating System-MS-Windows)

1. Windows: Definition, Evolution of Windows, components, moving, resizing and closing a window. Features (User interface, file naming, easier mailing facility, easier remote access,
2. Working with Dialog boxes: Text boxes, list boxes, drop-down list boxes, option button, check box.
3. Using Menus: Special indicators in window, a triangle, ellipses, a dot, a key combination, grey option using scroll bars.
4. Navigating Windows: Using Windows explorer, Searching files and folders. Accessing a drive. Creating and moving a shortcuts
5. File & Folders: Difference between file and folders, Creating a file in an application, Creating a folder, copying files in a folder.
6. Creating copy of a file, creating subfolders, moving and renaming files and folders,.
7. Customizing desktop: Customizing Task bar, Setting time & date of the system, using desktop themes, changing desktop of system, Setting patterns, Color palette, setting screen savers, changing appearance of a window.
8. Installing a printer, making a default printer, Printing a document.

Module- 3 (MS-Word)

1. Word Processing: Definition, Advantages, Functions, Popular word processors.
2. Working with MS-Word: Word application window, Getting help, creating, saving, closing and opening a document.
3. Editing a document: Navigating a document, Undo and Redo, Character level editing, Forming a block, Text correction and deletion. Moving, copying, finding and replacing text.
4. Templates and Wizards: Introduction of templates, using documents on templates, using wizards to create a document.
5. Page Formatting: Meaning, Setting paper size, orientation, setting margins. Setting header and footer. Inserting page no. and date. Inserting page break. Text alignment and indentation. Setting Tabs.
6. Text Formatting: Copying removing characters, using styles, modifying the styles. Setting border and shading.
7. Tables: Creating a table, changing the display of table, adjusting row column width. Applying arithmetic computation in table.
8. Mail merging: Meaning, Setting up main document, creating data source, merging a document, Using labels and Envelop wizards.

Module- 4 (MS-Excel)

1. Electronic Spread sheet: Definition, History, Terminology, Features, Application and Advantages.
2. Basics of MS-Excel: Starting MS-Excel, Components, Workbook, Worksheet, online help. Creating a Workbook, Data Entry in a work book. Copying and moving data saving a work book. Saving and Retrieving a work book.
3. Editing: Editing a cell, selecting range, deleting cell, column, row, worksheet. Renaming, moving, copying and moving a worksheet. Protecting a workbook.
4. Formatting: Adjusting a column width, row height, hiding /unhiding rows and columns, aligning a worksheet data. Number, currency, date formats.
5. Functions: Types of function in MS-Excel, Syntax, Mathematical function, logical function, date/time function. Function Wizard
6. Formula: Entering a formula, referencing technique, naming range, moving & copying formula.
7. Charts: Creating Charts, Components of a chart, types of a chart, using chart wizard, Moving and resizing charts, saving & retrieving charts.
8. Printing: Defining page layouts, setting header and footers, hiding gridlines, print preview, printing a worksheet.

Module- 5 Power Point

Module- 6 (Internet)

1. Definition, Scope, History, Applications, services.
2. Getting Connected: Dial-up Connection, Direct& Dedicated connections.
3. World Wide Web: Meaning, Webpage, website, hyperlinks. Using web browsers. Domain name system. IP Address.TCP/IP Account (2 Lect.)
4. E-mailing: concept, Working, protocol, free email services.
5. HTML: Tags layout of HTML document, Creating HTML Document, Adding comment, Heading, color settings, inserting an image, Hyper link. (3 Lect.)

Module-7 (Networking system)

1. Concept of Networking: Meaning, Need, Types, Media.
2. Information System: Types of information, Levels , Quality, Components, functional areas.
3. Data Communication: Meaning, Elements, Modes, Speed, Mediums, Types of data transmission. (2 Lect.).
4. Computer Networks: definition, Terminology, Technology (LAN, WAN, MAN etc.), Server, client, Work group , Host, System administrator. (2 lect.)
5. Network Applications: Topologies and their advantages, Role of Protocols, Communication Protocols.
6. Internetworks: Definition, Advantages, Popular Internetwork in India.

Books:

1. Introduction to computers, Peter Norton, TMH
2. Computer Fundamentals, P.K.Sinha, BPB
3. MS-Word 2003 complete reference.
4. MS-Excel 2003 complete reference.
5. MS-Access 2003 complete reference.
6. Internet-An Introduction , CISTems-TMHseries.
7. Computer Sciences, D.P.Nagpal, PHI
8. Internet- Every Thing You Need To Know, D.E. Comer, PHI
9. Comdex Computer Course Kit, Vikas Gupta, Dreamtech, N.Delhi

ECONOMICS-I

Paper : 1.6

Maximum Marks 50

Module I: Introduction to Economics

- Basic concept of Economics: Definition, Scope, Basic problems.
- Form of economic analysis: Macro Vs Micro economics, Normative Vs Positive economics, Static Vs Dynamic, Partial Vs General, and Long-run Vs Short-run.
- Free Enterprise: Capitalism, Socialism, Mixed Economy and Economic Planning.
- Economics offences and economic legislation.

Module II: Introduction to Microeconomics

- Theory of consumer behavior
- Theories of Demand- Demand function, Law of Demand.
- Concept of Utility and Utility theory- Utility Approach, Indifference Curve Approach.
- Law of Diminishing Marginal Utility and Equi-Marginal Utility.

Module III: Theory of Supply and Consumer Behaviour

- Law of Supply, Supply Function.
- Price determination, Shift of Demand and Supply.
- Elasticity of Demand and Supply.
- Applications of Demand and Supply- Tax floor and ceilings, Applications of Indifference curves-Tax, Labor and Work.
- Law of Consumer Surplus.

Module IV: Revenue & Market structure

- Revenue Concepts.
- Classification of Markets- Pure and Perfect Competition, Monopolistic, Imperfect Competition, Monopoly (Anti- Monopoly Law), Duopoly, Oligopoly and Cartels, Types of Horizontal Cartels, Market allocating Cartels and Price Fixing Cartels
- Concept of Dumping- to be substantiated with the cases of International Court of Justice, Competition Law.

Module V: Introduction to Macroeconomics

- Interdependence of Micro and Macro Economics.
- Basic Concepts- Stock and Flows, National Products, Domestic Product, Aggregate Consumption

- Circular Flow of Income.
- National income, Real and Nominal GNP.
- Inflation-Demand Pull and Cost push, Inflation and Rate of Interest.

Module VI: Theory of money

- Function of Money, Classification, Supply and Demand for Money.
- Effects of Money on Output and Prices.
- Money Markets and Capital Markets.
- Inflation and Deflation
- Concepts of Banking Sector: Bank rate, Cash Reserve Ratio(CRR), Statutory Liquidity Ratio(SLR)

Module VII: Introduction to Indian Economy

- Indian Economy: Structure and condition
- Trends of Population growth
- Post Independence economic policy in India (1991).
- Unemployment and Employment Generation Schemes in India.
- Poverty and Special study of Rural Poverty in India.

ENGLISH - II

Paper 2.7

Maximum Marks : 50

Aims / Learning Objectives

1. Enable the students to use the language correctly and effectively.
2. Generate interest of student in English language.
3. Make the student write correctly in English language and help them to express their ideas.
4. Enrich their vocabulary
5. Train students in composition skills

Module- 1

M.C. Chagla: *Roses in December* : The following chapter

- (a) The Bar (Page 49 – 62)
- (b) The Bar (Page 63 – 74)

Module- 2

M.C. Chagla: *Roses in December* : The following chapter

- (a) Chief Justice (Page147 – 158)
- (b) Chief Justice (Page159 – 169)

Module- 3

M.C. Chagla: *Roses in December* : The following chapter

- (a) Chief Justice (Page170 – 180)
- (b) Chief Justice (Page180 – 189)

Module- 4

M.C. Chagla: *Roses in December* : The following chapters

- (a) International Court
- (b) Epilogue

Module- 5

Foreign words:

- (a) axiom, joie-de vivre, judicature, jussoli, suo jure, suo loco, ad absurdum, addendum, a deux, ad extremum, ad fin, ad infinitum, ad initium, bon jour, monsieur, en masse, en route, sans, vis-à-vis, post script, post meridian, ante meridian, milieu, haute couture, petite, plaza, summum bonum, synopsis, virtuoso
- (b) Essential of brief writing; to make a brief about the loss of vehicle

Module- 6

Vocabulary

- (a) Idioms
- (b) i. One Word Substitutions
ii. Prefixes/Suffixes, correction of verb

Module- 7

- (a) Report Writing
- (b) Letter writing (letter to Editor, resume writing)

Text Book

M.C. Chagla: *Roses in December* : Mumbai: Bhatriya Vidya Bhavan, 2000.

References

1. Thomson, A.J., and A.V. Martinet. A Practical English Grammar, New Delhi: OUP, 2005.
2. Best, Wilfred D. The Students Companion, New Delhi: Rupa & Co., 2005

Trust, Equity and Fiduciary Relations

Objectives of Course:

Trust being an obligation connected with property, the law has to play a key role in protecting interests of persons for whose benefit trust is created and for balancing the right and duties of persons connected with trust transactions. There are also instances where even in the absence of specific trust, law has to protect the beneficial interests of persons on the equitable considerations. Trust may also be created for public purposes of charitable and religious nature. The existing laws in respect of trusts, equitable and fiduciary relations connected with property are to be taught in detail.

Module- 1

- (a)
 - i. The concept and evolution of Equity in Roman law
 - ii. Equity in Common Law
- (B)
 - i. Equity in India and its application in land matters
 - ii. Modern application of equity

Module- 2

- (a)
 - i. Concept of equitable remedies
 - ii. Equitable remedies of :-
 - Specific performance
 - Equitable estoppels
 - Equitable rectifications
 - Cancellations
- (b) Various kinds of Injunctions

Module- 3

- (a)
 - i. concept of trust and distinction from agency
 - ii. Development of trust law – common law and equity
- (b)
 - i. Creation i.e. rules and kinds of trust
 - ii. Resulting trust
 - iii. Charitable and non charitable trusts

Module- 4

- (a)
 - i. Law relating to trustees in India
 - ii. Appointment
 - iii. Removal

- (b) i. Right of trustees
- ii. Duties of trustees

Module- 5

- (a) i. Power of trustees
- ii. Disabilities of trustees
- iii. Trustee's liability for breach of trust
- (b) i. Defense available to trustees against an allegation of breach
- ii. Discharge of trustees

Module- 6

- (a) i. Rights of beneficiaries
- (b) ii. Liabilities of beneficiaries

Module- 7

Constructive Trust: The Equitable & Fiduciary Relations

- (a) i. Transfer without intent to dispose beneficial interest
- ii. The Cypres doctrine
- iii. Property acquired with notice of existing contract
- (b) i. Possession of property without whole beneficial interest
- ii. Duties of constructive trustees
- iii. Rights of bona fide purchaser

Referred Books

1. Rao C.R., The Indian Trust Act and Allied Laws (1999)
2. Rajarathnam, Natarajan and Thanksraj, commentary on Charitable Trust and Religious institutions (2000) Universal, Delhi
3. Philip H. Pettit, Equity and Law of Trust (1970)
4. R.E. Megarry and P.V. Baker, Snell's Principles of Equity (1964) ELBS, Sney and Maxwell
5. S. Krishnamurty Aiyar and Harbans Lal Swin, Principles and Digest of Trust Laws (1998), University Book Agency, Allahabad

Business Management II

Module 1

Introduction: definition, nature, functions, scope, purpose and importance of management.

Module 2

Functions of managers, an overview of planning, organizing and controlling, is management a science or art.

Module 3

Development of management thought, scientific management, contribution of Taylor, Fayol, Mary Follet, Elton Mayo: Hawthorne experiments, contingency approach, Indian heritage in production and consumption.

Module 4

Management and administration, management as a profession, professionalism of management in India.

Module 5

Management ethics and management culture, skills required of managers, classification of skills, methods of skills development.

Module 6

Management planning-concept of planning, objectives, nature, types of plan, stages involved in planning, characteristics of a good plan, importance, limitations of planning, making planning effective, strategic planning in Indian industry.

Module 7

Decision making- concept, characteristics of decisions, types of decisions, steps involved in decision making, importance of decision making, methods of decision making, committee decision making. Organization-concepts principle of organization, importance features of good organization structure, types of organization structure.

Reference books:

1. Essential of business administration –K.Aswathapa Himalaya Publishing house
2. Management :Concept and strategies by J.S.chandan ,Vikas publishing
3. Principles of management by Trilpathy,Reddy Tata Mc Graw Hill

Banking Law and Practice

Paper 2.10

Maximum Marks : 50

OBJECTIVES OF THE COURSE

Bank and the banking system evolved into a vital socio-economical institution in the modern age and backbone of any country. This has been largely influenced by the socio-political and economic changes that have been witnessed at large. As a developing State, India has been influenced by these developments leading to the evolutionary effect on banking structure, policies, patterns and practices. A study of these developments reveals the development from banking as a generic entity to specialized one. One could quote Commercial banks, Cooperative Banks, Development Banks and Specialized Banks as a paradigm. The evolutionary process still continues with global phenomenon of liberalization. This has witnessed the entry of Foreign Banking Companies in the Indian market leading to deviation in the banking policy.

Moreover new means such as E-Banking and E-Commerce has made it essential that the Indian legal system adopt new modus operandi to cope with the modern scenario. In a backdrop of the above scene the course is designed to enlighten the students with

- The conceptual and legal parameters including the Judicial interpretation of banking law.
- New emerging dimensions in banking system including e-commerce and e-banking.
- An abridged comparative analysis of International Banking System with that of banking system in India

Module [I] Introduction

I. Evolution of Banking and its history in India.

ii. Bank, Banking and Bank Regulation.

iii. Structure and function of Banking Institutions—The different types of Banks viz. Central Bank, Commercial Bank, Co-operative Banks, specialized banks, Regional Rural Banks (rrbs), NABARD, Financial Institutions and their respective functions—An Overview.

iv. Commercial banks: Structure and function.

v. Systems of Banking: Unit banking, branch banking, group banking and chain banking.

Module [II] Relation between banker and customer

I. Legal character of Banker—Customer relationship.

ii. Rights and obligations of Banker.

iii. Types of Accounts.

iv. Principles of good lending.

Module [III] The Negotiable Instrument Act, 1881

Legal aspects of negotiable instrument in general and special features of the following instruments in

Particular:

I. Promissory Note, Bill of Exchange, Cheque, Drawer, Drawee, Payee, Holder, Holder In due course, Inland Instrument, Foreign Instrument, negotiable Instrument, Negotiation, Indorsement, Inchoate stamped Instruments.

II. Crossing of Cheques--Criminal liability on dishonour of Cheque (Section 138 –142) the law relating to payment of customers cheque--rights and duties of paying banker and a collecting banker.

Module [IV] Reserve Bank of India: Structure and Functions

I. Central Banking: Organizational Structure of RBI

II. Functions of the Reserve Bank

- Primary functions

- Secondary functions

III. Controlling function of RBI over Banking and Non-banking companies

MODULE [V] BANKING REGULATION ACT, 1949

I. Control over Management.

II. Prohibition of certain activities in relation to Banking Companies.

III. Acquisition of the undertakings of Banking Companies.

IV. Suspension of Business and winding up of Banking Companies.

V. Special provisions for speedy disposal of winding up proceedings.

VI. Powers of the Central Government towards Banking Companies.

Module [VI] Control of Banks in India

The role of banking institutions in the socio-economic development of the country-Advanced to priority

Sector and Credit Guarantee Scheme.

I. Social Control of Banks.

li. Nationalisation of Banks.

lii. Priority lending.

iv. Protection of Depositors, Promotion of underprivileged classes, Development work and participation in national economy.

[Narshimam Committee Recommendations]

Module [vi] Emerging dimensions in banking system

I. E-commerce

II. E-banking

REFERENCES:

Narasimham Committee report on the Financial System (1991)–Second Report (1999) Information Technology Act, 2000.

M.L. Tannan, Tannan's Banking Law and Practice in India (Eighth Edition-2008), India Law House, New Delhi, 2 volumes Ellinger's Modern Banking Law (Fourth Edition) [

E. P. ELLINGER, Professor of Law, National University of Singapore, EVA LOMNICKA, Professor of Law, King's College, London and a practising barrister, and

RICHARD HOOLEY, Professor of Law, King's College London and Fellow of Fitzwilliam College, Cambridge].

Principles of Banking Law (Third Edition) [ROSS CRANSTON, QC, MP, Centennial Professor of Law, LSE]

SETH'S Banking Laws [commentaries on Banking Regulation Act as amended by SARFESI Act 2002 and

BRA, amendment act 2007]

K.C. Shekhar, Banking Theory and Practice (1998) UBS Publisher Distributors Ltd. New Delhi.

Basu, A. Review of Current Banking Theory and Practice (1998) Macmillan

M. Hapgood (ed.), Pagets' Law of Banking (1989) Butterworths, London

R. Goode, Commercial Law, (1995) Penguin, London

Ross Cranston, Principles of Banking Law (1997) Oxford.

L.C. Goyle, The Law of Banking and Bankers (1995) Eastern

M. Dasse, S. Isaacs and G. Pen, E.C. Banking Law, (1994) Lloyds of London Press, London

V. Conti and Hamai (eds.), Financial Markets' Liberalization and the Role of Banks', Cambridge University Press, Cambridge, (1993)

R.K. Talwar, Report of Working Group on Customer Service in Banks Janakiraman Committee Report on Securities Operation of Banks and Financial Institution (19

COMPUTER -II

Paper 2.11

Maximum Marks : 50

Module- 1 (DOS/UNIX)

- (a) **Disk Operating System:** Introduction to operating system, How DOS works, Internal Commands: PROMPT, CLS, DATE, TIME, DIR, REN DEL, MD, CD, RD, COPY, TYPE, VOL, VER, PATH. External Commands: XCOPY, DELTREE, FORMAT, CHKDSK, DISKCOPY, DISKCOMP, SCANDISK, TREE, APPEND, ATTRIB, LABEL, EDIT, DOSKEY.
- (b) Unix Operating System: Introduction, History, features, simple Unix commands.

Module- 2 (Page Maker)

- (a) **Introduction to page maker:** introduction, creating publications, setting up a new publication, opening editing and existing publication. Typing text moving a text block, page orientation
- (b) **Type menu :** applying a font, formatting and word processing, formatting characters, changing borders and applying fills, graphics and text blocks, wrapping text around graphics and drop down menus

Module- 3 (Excel)

- (a) Electronic Spread sheet: Definition, History, Terminology, Features, Application and Advantages.
Basics of MS-Excel: Starting MS-Excel, Components, Workbook, Worksheet, online help. Creating a Workbook, Data Entry in a work book. Copying and moving data saving a work book. Saving and retrieving a work book.
- (b) Editing: Editing a cell, selecting range, deleting cell, column, row, worksheet. Renaming, moving, copying and moving a worksheet. Protecting a workbook.
- Formatting: Adjusting a column width, row height, hiding /unhiding rows and columns, aligning a worksheet data. Number, currency, date formats.

Module- 4 (Excel)

- (a) Functions: Types of function in MS-Excel, Syntax, Mathematical function, logical function, date/time function. Function Wizard
Formula: Entering a formula, referencing technique, naming range, moving & copying formula.
- (b) Charts: Creating Charts, Components of a chart, types of a chart, using chart wizard, Moving and resizing charts, saving & retrieving charts.
- Printing: Defining page layouts, setting header and footers, hiding gridlines, print preview, printing a worksheet.

Module- 5 (Access)

- (a) i. Database: Definition, component, understanding RDBMS, basic object of a RDBMS.
- ii. Creating Table: Methods for creating table, setting datatypes, naming fields, entering records, saving, closing retrieving table. Adding validation in a table.
- (b) i. Modifying a Table: Rearranging fields, adding deleting, changing column width, editing record, selecting multiple fields, hiding/unhiding and freezing a field.
- ii. Report: Creating a report of table, query, designing a report, moving report to MS- word

Module- 6 (Multimedia)

- (a) **Multimedia** : What is multimedia, components (Text, graphics, Animation, Audio, video), Multimedia Applications : Multimedia Presentation, Foreign language learning, Video games, Special effects in movies,, Multimedia conferencing, media center computer
- (b) **Topology** : introduction, star topology, Ring or circular Topolpgy, tree topology, graph topology, mesh topology, Repeater, bridge, Router gateway

Module- 7 (Networking system)

- (a) Concept of Networking: What is a network, network goals, Types, Media, Data Communication: Meaning, Elements, Modes, Speed, Mediums, Types of data transmission
- (b) Computer Networks: definition, Terminology, Technology (LAN, WAN, MAN etc.), Server, client, Work group, Host, System administrator. Network Applications.

Suggested Readings:

1. Introduction to computers, Peter Norton, TMH
2. Computer Fundamentals, P.K.Sinha, BPB
3. MS-Excel 2003 complete reference.
4. MS-Access 2003 complete reference.
5. Internet-An Introduction , CIStems-TMHseries.
6. Computer Sciences, D.P.Nagpal, PHI
7. Internet- Every Thing You Need To Know, D.E. Comer, PHI
8. Comdex Computer Course Kit, Vikas Gupta, Dreamtech, N.Delhi

Economics-II

Paper 2.12

Maximum Marks: 50

Module-1. Money and Banking

- a) Indian Banking Structure
- b) The Central Bank of India (RBI)- functions and credit control policy (CRR, SLR, Repo rate, reverse repo rate)
- c) Commercial Banking- functions, organization and operation
- d) Banks v/s NBFIs, meaning and role of NBFIs
- e) Unorganized money market

Module-2. Macro Economics

- a) Problems in estimation of National Income
- b) Inflation- meaning and types of inflation
- c) Effects of inflation on the economy, measures to control inflation
- d) Deficit Financing- meaning and role in economic development
- e) Business cycle – meaning, phases and its features
- f) Concept of Consumer protection and unfair trade practices

Module-3. Principles of Public Finance

- a) Concept of public finance, public finance v/s private finance

- b)Tax system- meaning of taxation, canons of taxation
- c)Classification of taxes
- d)Fiscal policy- concept, objectives and instruments

Module-4. International Trade

- a)Meaning of free trade, arguments for and against free trade
- b)Protection- arguments for and against protection
- c)Foreign exchange- meaning and determination of foreign exchange rate
- d)Concept of Forward and spot exchange rate, hedging
- e)Fixed and flexible exchange rate

Module-5. Economic Reforms (A)

- a)New economic policy of 1991- key features
- b)Globalisation in India- Concept and growth, Advantages and disadvantages of globalization for a developing economy
- c)Foreign Aid- types and need for foreign aid
- d)Concept of FDI and FII, Advantages and disadvantages of FDI inflow,

Module-6. Economic Reforms (B)

- a)Reforms to strengthen Indian money market
- b)Reforms to strengthen Indian banking sector
- c)The role of public and private sector in the economy
- d)Concept of SMEs and their contribution in the economy

Module-7. Indian economy

- a)Concept of Financial inclusion and Micro financing
- b)Concept of poverty and poverty alleviation programmes in India
- c)Land reforms in India and commercialization of agriculture.

Suggested Readings:

1. Mishra and Puri: " Indian Economy"
2. H.L. Ahuja : " Macroeconomics"
3. Dr. Kalpana Satija: " Economics for Law Students"

