



UNIVERSITY  
OF  
CAPE TOWN



# ASIAN LAW COLLEGE

IN ASSOCIATION WITH THE

WORLD'S LEADING  
UNIVERSITY

UNIVERSITY OF CAPE TOWN, SOUTH AFRICA

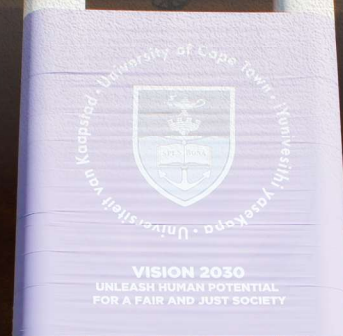
8 DAY FULLY PAID

RESIDENTIAL EDUCATIONAL WORKSHOP AT UNIVERSITY OF CAPE TOWN  
ON INTERNATIONAL LAW & LEGAL FRAMEWORK

# STUDENT HANDBOOK

B.Com. LL.B. 2025-30 BATCH

SARAH BAARTMAN HALL



# **STUDENT HANDBOOK**

Welcome to Asian Law College (ALC)

ALC is committed to the advancement of knowledge in law through excellence in education and research in the fields of legal education. Our academic programs offers exhaustive legal education with a practical approach and applied orientation.

This handbook has been prepared to provide students with information about campus resources and services available to them, student life inside the campus and general institutional procedures. The rules and regulations contained in this handbook are applicable to all the students who are supposed to follow the same accordingly.

ALC makes this handbook available to each student and it is the responsibility of every student to acquaint himself/herself with its contents.

By enrolling with ALC you agree to comply with all rules and regulations of the Institution.

Ignorance of the same or failure to observe them will attract strict disciplinary actions on the defaulting students.

This handbook covers all important policies drafted for the benefit of students and their academic development. It focuses mainly upon the following:

- General Code of Conduct
- Academic and Administrative Policies and Procedures
- Evaluation System
- Syllabus

Efforts have been made to make this handbook an informative, complete and comprehensive guide for all the students of Asian Law College and any change regarding existing norms, fees structure, rules and regulations, syllabus etc. listed out in this handbook will be notified as and when occurs.

We wish you all the best and look forward to seeing you as a successful legal professionals in the days to come.

# Vision

To be globally recognized Law College providing growth with education

# Mission

**M1:** To cultivate a transformative educational experience that integrates theoretical knowledge with practical application, empowering students with the essential skills and competencies needed for effective legal practice

**M2:** To foster a community of ethical leaders, instilling strong values, critical thinking and decision-making capabilities, ensuring our graduates are equipped to navigate complex legal challenges with integrity and professionalism

**M3:** To promote a culture of research and scholarly inquiry, equipping our students with the tools and knowledge to analyze and comprehend the evolving legal landscape and to contribute to the development of legal theory and practice.

**M4:** to empower students to become catalysts for positive social change and champions of justice. Through a comprehensive curriculum, experiential learning opportunities and a commitment to public interest law, we strive to cultivate graduates who are passionate about addressing systemic inequalities and making a lasting impact on society.

# Core Values

**E: Excellence**-Excellence in Education through Industry and Academicians under one Umbrella

**D: Dedication**-The Strong hub of Management, Directors and Advisory Board with clear vision

**U: Unity**-Unified staff and students

**C: Clarity**-The clear thought process for the accomplishment of Mission

**A: Achievement**- Keen to set a benchmark for the accomplishment of particular task and always succeeded in achieving the same

**T: Togetherness**-Belongingness towards the Institution and society

**I: Informative**- Value addition to the level of Education

**O: Optimism**- Positive mind framework for quality assurance and accepting the worldwide challenges.

**N: Nurturing**- Grooming personality as per the requirement of legal profession.

**Asian Law College**  
**Concerned for your concerns**

<b>Name</b>	<b>Designation</b>	<b>May be Contacted for</b>	<b>E-Mail Address</b>
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## B.Com. LL.B. Programme Details

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Asian Law College approved by the Bar Council of India, is committed to provide a comprehensive knowledge base to the students of law. ALC offers a five year integrated program of B.Com. LL.B. which enables the students to attain leadership in their pursuit of the legal profession. This course offers a bachelor degree with professional and intellectual skill-set necessary for the advanced understanding of the concepts of law and legislature.

### Program Outcomes

1. **PO1: Comprehensive legal knowledge:** Graduates will possess a strong foundation in various areas of law, including constitutional law, criminal law, contract law, property law, family law, and more. They will have a deep understanding of legal principles, concepts and theories.
2. **PO2: Interdisciplinary perspective:** The integration of arts and humanities subjects in the B.Com. LL.B. program enables students to view legal issues through a broader lens. Graduates will have the ability to analyze legal problems in the context of social, cultural, historical and philosophical frameworks.
3. **PO3: Critical thinking and analytical skills:** B.Com. LL.B. graduates develop excellent critical thinking and analytical skills, enabling them to assess complex legal scenarios, identify relevant facts, evaluate arguments, and apply legal principles to reach sound conclusions. They can effectively analyze legal texts cases and statutes.
4. **PO4: Legal Research, writing and technology proficiency:** Graduates are equipped with the necessary skills to conduct comprehensive legal research, and the ability to articulate legal arguments in a clear and persuasive manner. This includes drafting legal documents, such as contracts, memoranda and opinions. Effectively communicate their findings through proficient writing and leverage technology tools and resources to enhance their research and legal practice
5. **PO5: Promoting Integrity, Cultural Competence, Ethical Conduct and Social Context Awareness in Legal Practice:** B.Com. LL.B. programs emphasize on understanding and application of ethical principles in the legal profession and social upliftment, while fostering their awareness of the social and cultural factors that influence legal practice, ensuring they can navigate diverse contexts with integrity and sensitivity.
6. **PO6: Communication, understanding of legal systems and advocacy skills**  
B.Com. LL.B. graduates develop excellent oral and written communication skills, enabling them to present legal arguments persuasively. They learn the legal system effective advocacy techniques and gain experience in moot court competitions, debates, negotiations and other forms of legal advocacy.

# Academics

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## Overview

ALC aims at harnessing the best researched and the most widely implemented methods of dissemination of information to support excellence in teaching, learning and research. The real essence of curriculum design and delivery is to make students highly innovative and adaptive according to the needs of the hour. The innovative pedagogy at ALC helps the students in enhancing conceptual knowledge, building analytical & logical reasoning, and ability to communicate issues with solutions.

## 1. Academic Regulations

### 1.1. Teaching

Teaching forms a unity of function and operates in a climate of mutual understanding and trust. To ensure a shared responsibility, the regulations indicate some formal guidance. The teaching would be exploratory in nature and would encourage interaction. The objective of classroom education is to ignite the curiosity of students, generate habits of rational thinking in them, gear their mind to face the unfamiliar and train them to be decisive. The classroom instructions would help the students to organize and correlate facts, to comprehend ideas and to use the knowledge they acquire creatively, the students should also use library, computer lab and other facilities provided to optimize their learning process. Students are required to be self-motivated towards their studies.

In order to make them conversant with the university semester exam pattern, Asian Law College observes a unique teaching pedagogy of unit wise class test for all law as well as pre-law subjects. The students are required to answer the questions within stipulated time frame and the question paper of each unit is framed according to the semester exam pattern of Chaudhary Charan Singh University (CCSU) by the subject experts. The continuous evaluation of students round the year helps them to improve on their writing methodology thereby, enhancing the probability of scoring good marks in the final University examinations

## **1.2. Unfair Practices**

Students are prohibited from resorting to unfair practices in University examinations or in the continuous internal evaluation exercises conducted by CCSU and ALC respectively. If students are found to be involved in unfair practices, like

- a. Carrying mobile phones inside the examination hall/classroom
- b. Carrying any form of cheat or any other paper with content written on it either directly related or indirectly related to the subject whose examination is scheduled.
- c. Having written anything on the skin and cloth
- d. Talking to each other after entering the examination hall
- e. Looking into answer sheet of other students
- f. Showing answer sheet to other students
- g. Writing anything on the Question Paper except roll number and enrollment number
- h. Writing anything on the Admit card
- i. Found talking to other students in the washroom and lobby area
- j. Found with any study material inside / outside examination room including washrooms
- k. Getting involved in any indiscipline behavior.
- l. Causing disturbance to others etc.

they will be disqualified to appear in that examination/evaluation and their answer scripts will be seized. Use of unfair practices noticed/ identified on the basis of report submitted by the invigilator to the Dean/Head Examination or by any faculty during invigilation, would result in cancellation of the examination in which he/ she has been found using unfair means or may also lead to the cancellation of all the examinations that he/she may or may not have written. He/ she may be subject to other disciplinary action as deemed fit by the institution.

## **1.3 Attendance Policy**

Asian Law College regards student's participation in class as essential to the learning process. Therefore, regular class attendance is mandatory failing which the students would be debarred from appearing in the university examinations.

Attendance is very important because of two main reasons:

- a. Student's commitment towards achieving academic success.
- b. In order to achieve success in their studies it is important that they participate and engage fully in all scheduled lectures, workshops, club activities and seminars etc.

To achieve academic excellence and ensure students regular participation in classes,

we have an effective system of reckoning attendance in place that helps us to monitor each student. All students are expected to attend classes regularly and maintain at least 75% of attendance in all the subjects provide that if a student for any exceptional reason fail to attend 75% of the classes held in any subject, the Dean/ Principal may allow the student to take the examination if the student concerned attended at least 65% of the class held in the subject concerned and attended 70% of classes in all subjects taken together.

The failure to comply on the prescribed attendance norms will be reflected and will find mention in the attendance and character certificate of such defaulting students. The stated document i.e. Attendance and character certificate is required for enrollment as an Advocate post successful completion of the law course.

In case of leaves (unplanned/planned) with prior approval will be permitted up to 25% of total classes per subject. Further in case of any emergency or critical situation, 10% of additional reserved leaves may be approved/ granted as per the discretion of Dean-Students Welfare. As a disciplinary measure, the students are not allowed in the class after 5 minutes of the commencement of classes. The entry is solely at the discretion of the faculty concerned taking class.

#### **1.4. Course Completion**

Students must complete all course work in B.Com. LL.B. program maximum within 8 years, calculated from the first year that counts towards the degree program.

#### **1.5. Semester System**

This course shall be of 5 year duration consisting of 10 semesters. Each academic year is divided into two semesters.

#### **1.6. Dress Code**

All students are expected to observe decorum to enhance/maintain the image of the institute and hence, adhere to the dress code of the college uniform. Students are expected to wear formal attire (shirt & trousers for boys, western formals for girls) throughout the week until college uniform is issued by the institution. Students should always wear their valid college identity card whenever on the campus or while representing the college at any other place. Further, it should be produced whenever demanded by any of the college staff.

In case during the academic journey of a student at ALC if they want a new college uniform, the application can be made to Dean Students Welfare.

#### **1.7. Examination/Evaluation Norms**

1. Students are required to comply with no dues clearance process before the commencement of every examination. It is mandatory for the students to clear all their dues related to fee, Library fine, Hostel dues or any dues applicable.

In case of any query/assistance, the student is required to contact Department of Student Welfare.

2. Students should report to the examination hall 15 minutes before commencement of the examination. Once the examination starts, students will not be allowed to enter without permission of the Dean Examinations or Deputy Controller or Assistant Controller of Examination.
3. No student is allowed to leave the examination hall in the initial one hour and last half an hour of the examination.
4. Students are required to carry their original and printed admit card, college identity card in the examination hall else they will not be allowed to write the examination.
5. It is mandatory for all students to be in college uniform on all scheduled examination otherwise they will not be allowed to appear in the examination.
6. No student is allowed to write anything on the question paper except their enrollment and roll number.
7. Books, study material, mobile phones, laptops, iPod smart watches and any other subject related electronic or non-electronic material are strictly prohibited in the examination hall. Students keeping any valuable items outside the examination hall shall do so at their own risk and the institution will not be responsible for any loss of anything.
8. Students are not allowed to share stationery items with each other.
9. Students are not allowed to interact amongst themselves, during the examination or with anybody outside the examination hall, while the examination is in progress.
10. Assembling of students in lobby and restrooms is not allowed during the examination hours.
11. Students while going to the washroom during examinations need to make proper entry in the In-Out sheet and should return back within 3 minutes. Any student taking longer time can be denied entry in to the examination room by the invigilator
12. The college will not be responsible for personal property left in the examination hall.
13. A candidate whose conduct is found to be disturbing other candidates and who persists in such activity even after receiving a warning from an invigilator shall be asked to leave the examination hall.
14. Examination norms are applicable as soon as you enter the examination hall. If the examinee has any query(s), they should raise their hand and speak to the invigilator/s on duty.
15. Decisions taken by invigilators during examinations will be final and binding on all students.

16. Appearance in the Term End examination and continuous class evaluation is compulsory and mandatory for each and every student. It forms an integral institutional academic compliance and students who do not appear in the term end examination and continuous class evaluation will not be provided internship and placement support by the institution, will not be eligible to enroll for ALC JCA and ALC AIBE Coaching Academy, will not be considered for representing ALC in any external competitions like National and International Moot Court Competitions, Client Counseling Competitions, Nukkad Natak competitions. Events of NSS, Events of Legal Aid Centre etc.

### 1.8. Examination fees

S No	Name of Examination	Particulars	Fees	Mode of Payment
1	Make up	In case of absence from Examination	Rs. 300 per Subject	Online
2	Re-Appear	In case debarred due to low attendance	Rs. 500 per Subject	Online
3	Supplementary	In case of not clearing the subject	Rs. 300 per Subject	Online

### 1.9. Make-up Examinations

In case of medical cases or any other emergency circumstances if the student is unable to write the examination he/she will have to write the make-up examinations. The decision of conducting the examination will be at the discretion of the examination department of the college. Make-up examinations dates will be notified on notice board, by the Dean Examination for the students. Students need to fill make-up examination form, which has to be accompanied with the fees.

### 1.10. Re-appear Examinations

The students debarred from the examination on account of short of attendance and/or on disciplinary action, will have to write the re-appear examination. The decision of conducting the re-appear examination will be at the discretion of the Examination Department of college. Re-appear examination dates will be notified on Notice Board by the Dean Examinations for the students well before the commencement of the examination.

Re-appear examinations will be conducted only after the recommendation of the Principal/ Dean/ Associate Dean ALC and after the fulfillment of prescribed attendance norms by the student in the make-up classes.

## **1.11 Supplementary Examinations**

The students who are not able to clear any subject and score less than 40 marks in total will have to write the supplementary examination. The decision of conducting the supplementary examination will be at the discretion of the Examination Department of the college. Supplementary examination dates will be notified on Notice Board by the Dean Examinations for the students well before commencement of the examination.

## **1.12 University Examinations Guidelines/Rule/Regulations**

1. Students are required to comply with no dues clearance process before the commencement of every university examination. It is mandatory for the students to clear all their dues related to fee, Library fine, Hostel dues or any dues applicable. In case of any query / assistance, the student is required to contact Department of Student Welfare.
2. Admit Card ( For University Examinations) will be distributed on a specific date. The students will be hand over signed and stamped university admit card for the regular examinations.
3. The admit card properly stamped and signed will be handed over to the eligible students only as per the final attendance list which will be prepared and shared with the students every semester after closer of academic classes.
4. The semester wise examination form will be filled by the student under the supervision of the representative of examination department.
5. Any student who needs to give the back examinations can do so by filling up the forms sent at appropriate time, according to the schedule of odd/even semester examinations
6. The center of university examination will be another college apart from ALC as notified by the university for every semester.
7. Any student found using UFM at the university examination center during the university examinations would be put under the following categories (Notified by university)
  - Category 1: Warning given to the student to not repeat the unfair means in the university examinations.
  - Category 2: Student's particular subject examinations of the odd/even semester is cancelled
  - Category 3: Complete semester subject examinations are cancelled.
  - Category 4: Complete semester subject examinations are cancelled along with next two semester examinations cancelled.
  - Category 5: Complete semester subject examinations are cancelled along with next two semester examinations cancelled.
  - Category 6: Complete semester subject examinations are cancelled along with next three semester examinations cancelled.

8. Upon successful clearing of every semester, the students may collect respective semester marksheets (once received from university and announce to collect)
9. For any error/issue in any of the semester marksheet/result, you need to contact the examination department.
11. Any remark on the marksheet of the student due to non submission of documents as per the document check list will be the sole responsibility of such defaulting students.
12. The students are suggested to immediately connect with the examination department of the institution after declaration of the semester result in case they are dissatisfied with the allocated marks in any subject or overall, in all subjects.
13. It is the responsibility of the student to submit the prescribed document before the semester examination which may be required by the by the Bar Council of India (BCI) or Chaudhary Charan Singh University, Meerut.

## General Code of Conduct

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1. Registration Fee submitted at the time of admission is non refundable.
2. In the event of confirmation of admission and payment of registration amount, ALC will invest for customized equipment, infrastructure, faculty etc. and hence no refund shall be tenable in the light of investment and efforts made by ALC.
3. Non submission of documents shall lead to cancellation of admission and the college will not be responsible for the same.
4. In case of a student leaving the course due to any reason, it is mandatory for the concerned student to obtain “No Dues Certificate” to ensure system effectiveness.
5. If in opinion of the Director/Principal/ Associate Dean ALC, for any reason, continuance of a student in the College is detrimental to the best interest of College, he/she may be asked to leave the College.
6. Students shall have to fully abide by the norms, rules and regulations of ALC and would be subject to the decisions of the disciplinary committee/authority in case of any violation.
7. While taking disciplinary action, the management is empowered to impose fine, suspend or even expel the concerned student.
8. Student should never try to encroach into privacy of administrative area of the institute which, upon violation, may invite disciplinary actions against the student as per norms.
9. There should not be misuse of internet facilities as provided in the labs. Students are not allowed to download pictures, movies, videos, unauthorized, objectionable content; in case of misusing the same, their act shall be viewed under the provisions of Cyber Laws.
10. Using mobile phones during the class is strictly prohibited. Recording the lecture or any conversation in between students or with the faculty or senior management will not be excused. This kind of act will lead to disciplinary action against the student(s) involved.
11. Any sort of electronic gadgets like cell phones, pagers, walkmans, disc mans, iPods etc. are not allowed to be used during the lectures. Strict disciplinary action shall be initiated against students violating the norms.
12. Listening Music inside class rooms or in corridors is strictly prohibited. Students are expected to maintain decorum by regulating their act, voice, actions etc. while they are on campus.
13. Students are not supposed to loiter within the College premises while the classes are going on. If found missing on the regular classes, such students will be referred to the Department of Students Welfare for further disciplinary action.

14. Consumption of tobacco and tobacco products, alcohol, chewing of gutka, any intoxicants/drugs inside the institute is strictly prohibited. If anyone is found indulging in these activities, the student would be liable for fine and punishment and may even be rusticated in such a case.
15. Students should not get involved in anything either inside or outside the college that will in any way interfere with its orderly conduct and discipline.
16. Insubordination and unbecoming language or misconduct, on the part of a student is sufficient reason for his/her suspension or rustication from the institute.
17. Any student found misbehaving in the class, library or computer lab with faculty/staff/fellow students will be severely punished. The nature of punishment will depend upon the severity of the act.
18. Every student must obtain on admission an Identity Card, which must have his/her photograph. He/she must use it whenever in the college premises, representing the college outside premises and present it for inspection on demand.
19. Every student is required to maintain a minimum of 75% attendance separately for lectures, tutorials, event/activities and/or practical conducted for each semester and any kind of leave i.e. Casual, Emergency, Medical etc. need to be accommodated within the rest 25%.
20. Students are not allowed to attend classes in any other sections of the batch of which he/she is not a part of.
21. No student is supposed to collect any money or contribution for a picnic, trip or educational visit to some place, get-together, study-notes, charity or any other activity without prior approval from the Director/Principal/Associate Dean-ALC.
22. No student is supposed to take part in active politics on any of the internal issue of college.
23. No student is supposed to communicate any information or write about matters dealing with the College administration to the Press/ Social Media or with any other institution
24. Students should contribute towards keeping the campus and infrastructure clean. Any negligence on the part of the student may lead to appropriate action as suggested by the authorities.
25. Writing on walls, pillars, toilets, furniture or corridors is prohibited and violation may lead to appropriate action as decided by the authorities.
26. Students shall be liable to pay fine along with the compensation if any damage/misuse of the equipment/infrastructure is reported to.
27. Any Society or Association of students will not be started without written permission of the authorities.

28. No person(s) shall be invited to address or entertain the students of the institute without the permission of the concerned authority.
29. Carrying any valuables in the institute will be at the risk of the concerned student and the institute will not accept any responsibility of the valuables lost inside campus.
30. Students applying for certificates, testimonials, etc. that require the Director's signature on any kind of document or application should first contact the Associate Dean ALC.
31. The Institution hereby does not assure its eligibility in regards to any and every scholarship scheme, in case a student wishes to apply for any scholarship state/national/other, process compliance will be solely the responsibility of the student.
32. Students receiving Government or College Scholarships or any remission in fees must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress.
33. It is the responsibility of students to read the Notice Boards regularly for important announcements made by the College administration from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
34. Any change in the address/email Id/contact number of the student should be immediately updated to the Associate Dean -ALC for effective communication.
35. For any self-infliction of mental agony or problem developed in the student at any time during completion of the course/course tenure. The ALC administration / management / authorities shall not be held responsible.
36. The award of value addition Diplomas and Certifications will depend upon the recommendation of academic department which will be on the basis of the performance of students in the evaluative parameters of such Diploma and Certifications.
37. In the view of enhancing and upgrading students' placability score, the value additional courses offered are an integral part of B.Com. LL.B. Program and do not hold any distinct or additional course fee to claim for.
38. In case of any unforeseen circumstances like pandemic, epidemic and any other natural calamity which we have witnessed in the recent past, the institution has the onus of completion of prescribed syllabus maintaining the parameters of academic compliance as per the guidelines of the Government operative at such times and students will have to adhere to the same.
39. In case of any unforeseen circumstances like pandemic, epidemic and any other natural calamity which we have witnessed in the recent past, the institution owes the responsibility of academic compliance and completion of prescribed curriculum, further there will be no change in the fees payment schedule and it will be the responsibility of the student to pay the prescribed fees as per schedule.

40. ALC is a student centric institute and any concern of any student should be discussed with appropriate college authority.
41. We strongly discourage involvement, association, engagement or participation of any third party in any of the student's institutional concern.
42. The student must comply with all the mandatory norms & requirements to be eligible for final placement assistance support that includes attendance, successful completion of summer internship & trainings as per norms prescribed by Student Career Development Cell, else no placement support shall be offered.
43. A minimum of 75% attendance in each subject in each semester is mandatory, failing which the student not be allowed to appear for university examination and the same shall find a mentioned in the attendance and character certificate of such defaulting students.
44. The original migration as submitted by the student is deposited at CCS University by ALC as per the admission requirement and submitted migration if required by the student the same has to be obtained from CCS University, Meerut.
45. The student must submit the documents required in original and in photocopy within the prescribed date after admission which will be communicated to them. As the date is declared by CCSU, delay or non submission within the declared date will attract late fine as prescribed by CCSU.

**Additional Guidelines for B.Com. LL.B. / Students opting for Residential Learning Program at University of Cape Town (UCT), South Africa.**

1. A minimum of 75% attendance in all the Semester is mandatory, failing which the student shall not be eligible for 08 Day educational trip to University of Cape Town for Residential Learning Program on International Law and Legal Framework.
2. The workshop at Faculty of Law, University of Cape Town is scheduled after completion of 1<sup>st</sup> year of B.Com. LL.B. depending upon academic schedule of Faculty of Law, University of Cape Town, South Africa. Only the students with proven records (attendance, conduct, fee paid etc.) will be entitled for this workshop.
3. The concerned student has to submit his/her passport before commencement of classes for the course and ensure that the passport is valid for next four years from the date of commencement of classes for B.Com. LL.B. with Residential Learning Program at Asian Law College.
4. Travel to UCT – Cape Town, South Africa is subject to Visa being granted by the South African High Commission and the student would be given a maximum of two chances for Visa application. First chance shall be provided in second year of the course and only

in case of rejection of visa in first chance, the second and the final chance will be given in third year of B.Com. LL.B. course. Thereafter, the student would not be given any further chance for UCT- Residential Learning Program.

5. Visa application fee for the first time would be paid by the college, whereas in case of rejection of first application of visa due to any reason whatsoever, second time visa application fee will have to be borne by the student.
6. It will be the sole responsibility of the student to apply for Visa as directed by the college and should present all the required documents for visa approval as demanded by the South African High Commission.
7. Once the student enrolled for Residential Learning Program at UCT and his/her visa is approved by the South African High Commission, he/she cannot withdraw from the scheduled travel for UCT workshop under any circumstances whatsoever, and if he/she do so he/she will not be entitled to claim any further chance to avail UCT Residential Learning Program and certification.
8. The students who have enrolled for B.Com. LL.B. International Program will not be allowed to transfer their admission to any other course of Asian Law College in any circumstances whatsoever.
9. The student enrolled in B.Com. LL.B. International must ensure to attend the parent student orientation meeting on campus which will be scheduled prior to the educational trip.
10. No request for changing the category of course from B.Com. LL.B. residential learning program at UCT to only B.Com. LL.B. will be entertained by ALC.

**Matters not covered by the existing rules will rest at the absolute discretion of the Disciplinary Committee/Director of the Institute.**

## **Rules for the Payment of Fees**

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1. The total fee for B.Com. LL.B. Course is divided into five installments in case of B.Com. LL.B. without Residential Learning Program at UCT. and ten installments in case of B.Com. LL.B. with Residential Learning Program at UCT.
2. The due dates for submission of fees are stated in the admission letter issued to students at the time of admission and it is divided into five installments in case of B.Com. LL.B. without Residential Learning Program at UCT and ten installments in case of B.Com. LL.B. with Residential Learning Program at UCT.
3. The due date of submission of fees as stated in the admission letter is irrespective of semester, position of examinations result declaration etc.
4. Non-submission of fee in accordance to the due dates stated will lead to imposition of late fee submission fine as per details mentioned below:

1 <sup>st</sup> week after the due date	Rs. 100/- per day
2 <sup>nd</sup> Week after the due date	Rs. 200/- per day
3 <sup>rd</sup> Week after the due date	Rs. 500/- per day
4 <sup>th</sup> Week after the due date	Rs. 700/- per day
After one month of the due date (Re-Registration Fee)	Rs. 45000/-

5. Non-submission of the fee even after one month of the due date will lead to Re-Registration as stated above.
6. Fees once deposited will be non refundable.
7. The management is authorized to take steps to ensure timely payment of the fees as and when required.
8. Notice for the fee submission or any additional action in case of defaulters will be displayed on Notice Board for reference and perusal of the student accordingly.
9. Students availing education loan can collect their fee demand letter for the bank process from the Dean Students Welfare and Associate Dean ALC. Thereafter, the submission of fees within the prescribed time is the responsibility of the student.
10. Notice displayed on Notice Board will be the only mode of sharing information. In case a student omits to see notice, responsibility for the same will be levied on him/her.
11. As per the examination system, it is mandatory to get “No Dues” cleared before commencement of the examination. In case of non-submission/partial submission of fees,

“No Dues” of the student will be pending and hence will not be allowed to appear for the exams, unless permitted by Department of Students Welfare.

12. For any extension required on the above, students should inform and approach the Department of Students Welfare before the due date.
13. Students availing Hostel facilities need to deposit Fees on time as informed at the time of the admission and also need to ensure to adhere to the deadlines.
14. Further any updates in rules, will be informed to the students well in advance.
15. ALC only accepts the digital payment mode for all or any academic purpose. No fees, fine or any monetary transaction will be accepted in cash and it is strongly recommended that student and parents adapt the digital mode of fees payment.
16. It is the student responsibility to collect the fees receipt from accounts department of the institution after payment of fees through online mode or Transaction.
17. In case if a student needs a demand letter for fees process or undertaking or bonafide etc. it is the student’s responsibility to get in touch with department of student’s welfare for same. The institution will issue the same in 2 to 3 working days.

## No Dues Policy for Students

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All the students are required to comply with the No Dues **Clearance Policy** in accordance with timely issued notification by Academic Department, Examination Department, Corporate Resource Cell, Library, Hostel (if applicable), Dean Students Welfare or any other Department.

### Terminology

**Dues:** Any outstanding, beyond the notified date constitutes as “Dues”.

**Liability:** Clearance of Dues on time (as prescribed in notice) is the liability of students / parents.

### Types of Dues:

- **Course Fee Due:** An outstanding installment (as per admission letter) of course fee.
- **Hostel Fee Due:** An overdue Hostel fee as prescribed at the time of admission.
- **Examination Fee Due:** Pending Makeup/Reappear/Supplementary examination fee.
- **Library Fine Due:** Fine imposed due to non-submission of library book on prescribed return date or fine applicable in case of loss of library book issued to student.
- **Late Fee Submission Due:** Fine applicable as per fee policy on late submission of course fee.
- **Re-Registration Fee Due:** Fine applicable on student, in case course fee submission lapses more than 30 days as prescribed in Fee policy.

**Dues List:** Dues list is time and again updated by the Department of Students Welfare and the same is shared with all the concerned departments for their reference and continued assistance.

**No Dues Clearance:** No Dues Clearance is the process applicable for the students with pending dues.

### When to take No Dues Clearance:

- **No Dues Clearance for the Examinations (End-term / Reappearance / Makeup/Supplementary):** Students are required to comply with No Dues Clearance process, before the commencement of any of the examination be it sessional/end term/make-up/re-appearance/supplementary. It is mandatory for the students to clear all their dues related to Fee, Fine, Library Dues, Hostel Dues or

any other dues applicable within the stipulated time (as per the admission letter), in case of any query or assistance required for process compliance, they are required to seek approval from Department of Student Welfare. Absence of “No Dues Clearance” or appropriate approval from DSW may result into withdrawal of academic assistance.

- **No Dues Clearance for the Registration in Academic Sessions:** Students will be required to register themselves for all the subsequent semesters before the commencement of semester by filling up the format shared by Associate Dean-ALC. Students with dues will not be allowed to access registration form unless they clear their dues. Thus, it is mandatory for the students to clear all their dues related to Fee, Fine, Library Dues, Hostel Dues or any other dues applicable within the stipulated time (as per the admission letter) to make themselves eligible to register for next semester academic assistance, in case of any query or assistance required for process compliance, they are required to seek approval from Department of Student Welfare. Absence of “No Dues Clearance” or appropriate approval from DSW may result into withdrawal of academic assistance.
- **No Dues Clearance for the Summer Internship/Placement Assistance:** Students are required to attain **No Dues Clearance** from DSW before the commencement of their Summer Internship Program or for the Final Placement assistance. Students with Pending dues will not be eligible for any assistance from Corporate Resource Cell/ Student Career Development Cell. Allocation of Mentor for SIP/ SIP Evaluation will be at jurisdiction of DSW in case of pending dues. Absence of “No Dues Clearance” or appropriate approval from DSW may result into withdrawal of CRC/SCDC assistance.
- **No Dues Clearance for trip to UCT-South Africa (only for B.Com.LL.B. International Students):** Students with “No Dues” will be eligible to submit required documents viz passport for the VISA application process in order to get clearance for trip to UCT-South Africa. In case of any dues, student will not be allowed to avail the trip unless the dues are not cleared/paid. Paying of dues or availing clearance must be done within the prescribed time. Non-adherence of the stipulated time will lead to missing the opportunity and the student will not be entitled to claim for the same.
- **No Dues Clearance at the time of Convocation:** All the students eligible for the convocation will be required to clear all their respective dues before the date

of convocation or the date prescribed by the examination department. Clearance of Dues is mandatory before the convocation, students with dues will not be entitled to register himself/herself for the Convocation Program, until dues are not cleared.

**No Dues Clearance Process:**

- **Clearance of Dues:** Once the dues marked against the student are settled the dues list is auto updated and send to the respective department for their references. For settling dues, students are required to clear respective dues imposed on his/her name. In case of any differential status, students reserve the right to inform the Department of Students Welfare for any clarity thereupon and accordingly settle the dues as per the discretion laid by DSW.
- **Extension for Department of Students Welfare:** In case of any assistance required in terms of payment of dues, student is free to approach DSW. Student can send request to DSW office for the consideration, stating brief description about the concern he/she is facing, decision on the request will be updated to the student and concerned department for further action required.

**Department of Students Welfare** reserves the right for extending any support/assistance or any special consideration (if any) in regards to **No Dues Clearance**.

## **Library Rules & Regulations**

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1. The library shall remain open on all working days (Monday to Saturday) from 8:30 A.M to 6:00 P.M. Issue / return time of books and reading materials is 9:00 A.M. to 5:00 P.M.
2. Library membership is open only to the ALC students.
3. Recurring fine irrespective of holidays in between.
4. Students are eligible to get a maximum of four textbooks issued through barcode/chip on their Institute ID Card. Till the time a student is not issued the permanent ID Card, a temporary ID Card in the prescribed format can be requested from the concerned Dean to get the books issued. This temporary card has to be submitted upon issuance of the permanent ID Card with barcode.
5. Library Membership is non-transferable. The student himself /herself shall be responsible for any misuse of his / her ID card. Exchanging ID cards among students is strictly prohibited.
6. The Institute ID Card should be preserved carefully as it is essential for establishing library membership. Loss of the Card should be reported immediately in writing to Associate Dean -ALC. Issue of a duplicate card may be considered on a payment of Rs. 200/- (in case the card has been lost).
7. Books from the Circulation section shall be issued for a maximum of 15 days at a time.
8. Books once issued will not be returned on the same day.
9. Requests for reissuing the book will not be entertained if the “book request” is pending from other students.
10. Sub-lending of books is strictly forbidden.
11. Borrowers shall return the book on or before the due date, failing which an overdue fine of Rs.10/- per day per book will be levied upon. Producing “Medical Certificate” will not entitle a student an exemption from the fine. No book will be issued to the student unless he/she returns back the overdue books.
12. No student will be entitled to keep the book overdue on the pretext that he/she has got placement/job interview and he/she is not able to attend the college. The borrowed book should be returned on time to the library failing which the usual fine will be levied on the student.
13. Books marked “Not to be Issued/Reference Only”, journals, magazines or newspapers shall not be issued to students.
14. The Library In-Charge reserves the right to recall any book issued even prior to the due date, if necessary.

15. Students are required to obtain a “No Dues Certificate” at the end of each semester. Defaulters will not be allowed to appear in the examination.
16. Borrowers shall be responsible for the safe return of books to the library. While borrowing a book, students must ensure that the book is in good condition. Any damage must be brought to the notice of library staff. The student will have to either replace the book or will pay double the price of the book, if any damage or disfigurement of the book is noticed at the time of returning the book in the library. If any book is damaged or lost, the borrower shall have to replace the whole set or pay double the price of the set with a fine amount.
17. Library is a place for making the best use of resources. Complete silence should be maintained in the library. Members are, therefore, advised not to indulge in conversation, consultation, discussion or demonstrative greetings of friends. Any defaulter may be suspended from the library for a period up to 15 days as decided by the Director/ Principal/ Associate Dean ALC based on the recommendation of the Library In-charge.
18. “Mobile phone” needs to be kept switched off or on silent mode before entering the library.
19. Bags, folders, personal books, magazines, ladies purses etc. are not allowed to be brought inside the library. Students, in their interest, are advised not to leave money in their bags, purses etc.
20. Visitors are not entertained inside the library without prior permission of Library In-Charge.
21. Stealing or damaging books/magazines/journals, etc. from the library or misbehavior with library staff shall be considered as grave indiscipline acts for which strict disciplinary action will be taken against the students concerned which may extend to expulsion from the institute.
22. Photocopy and basic stationery items are available for all students of ALC at nominal charges in the stationery shop of the institution. Photocopying of library books & Journals may only be carried out within the copyright regulations. Before taking any book/journal for photocopying, permission must be obtained from the librarian or library staff on duty.
23. Director/Library In-Charge has the right to add, delete or amend any or all the above rules from time to time depending on the circumstances

## Computer Lab Rules & Regulations

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To use the ALC computer lab, a student must possess a valid college identity card. It is against policy for a student to let another person use his/her ID Card to gain access to the computer lab. If any student is found violating the above norms, his/her card will be confiscated and proper disciplinary proceedings will be initiated against such defaulting student.

1. Students need to present an ID Card issued by Asian Law College as and when requested by a Lab Technician.
2. Surfing/ Browsing of Social Media websites are strictly prohibited.
3. Students need to make an entry in the computer lab entry register while entering or leaving the computer lab.
4. Students are not supposed to use the on/off switch to reboot the computers again and again.
5. Online games should not be played in the lab unless the games are required for an assignment.
6. Students need to be considerate towards other lab users as this is a common study area. One is supposed not make any noise inside the lab, nor talk on cell phones inside the lab. One may step outside the lab to attend a phone call.
7. Any sort of food and drinks are not permitted inside the computer lab.
8. If other students are waiting to use the computer and one is not doing college related work, it is supposed to let the newcomers use the computer. The primary purpose of the lab is to assist in college-related work.
9. Students should not install or download any software or modify or delete any system files on any lab computers.
10. CD-ROMs and other multimedia equipment are for Institute work only. Students should not use them for playing music or other recreational activities.
11. Students are supposed to respect the equipment and hence should not damage, remove or disconnect any labels, parts, cable or equipment.
12. Students are supposed not to read or modify other users' files that may be stored on the hard disk.

13. If one leaves the lab, it is advisable not to leave your personal belongings unattended. In any such case, College will not be responsible for any theft.
14. Profanity inside the lab will not be tolerated.
15. Sleeping inside the lab is not permitted.
16. Breaching of copyright regulations will lead to strict punishments.
17. After using the computer, students are supposed to shut down the system & arrange the chairs properly before leaving.
18. Director/Principal/ Associate Dean ALC/Lab In-Charge has the right to add, delete or amend any or all the above rules from time to time depending on the circumstances.

***FAILURE TO COMPLY WITH ANY OF THE ABOVE-MENTIONED RULES MAY RESULT IN THE SUSPENSION OF LAB PRIVILEGES***

Misinterpretation of these policies on your part does not constitute an excuse for improper action.

***Failure to adhere to the rules may result in any or all of the following:***

1. Revocation of computer lab facilities
2. Suspension from the Computer Lab for a period as deemed suitable by Director/Principal/Associate Dean–ALC.

## Center for Skills Development (CSD)

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The Centre for Skill Development is a unique Department at Asian Law College which focusses on rendering the **industry specific skills** to the students to make them place able in future. Moreover, Centre for Skill Development as a department takes the responsibility of making students more ethical, wise and cultured human beings by training and mentoring them on various soft skills, personality development components and imbibing in them appropriate behavioural skills.

In order to be successful in any career, we need 20% of the technical skills and 80% of soft skills which actively contribute in progressing and expanding professionally. Centre for Skill Development hence focusses on converting a student into a professional by aiding the student with right confidence and attitude, helping them develop professional communication skills and work on their overall personality development through the methods of coaching, mentoring & training. For us, a “skill” is defined as the “**art of application of knowledge**” and hence the department focusses on developing and practicing various simulative techniques of teaching to help students learn how to practically apply these skills in real life situations to attain both personal & professional excellence.

### What do we do?

- Evaluate students on various parameters of personality.
- Develop their individual scoring and year wise development plans.
- Foster behavioural skills and help students develop self-confidence.
- Train students to become placement ready and a good fit for the industry and maintain PAS (**Professional Assessment Scores**).
- Provide individual counselling and mentoring sessions.

### Objectives

- **Personality Development:** Cultivate self-confidence, emotional intelligence, and leadership qualities while refining personal presentation, adaptability, and interpersonal skills for holistic personal growth.
- **Becoming a Good Human Being:** Foster ethical values, empathy, social responsibility, and integrity to help participants contribute positively to society and maintain strong moral character in personal and professional life.
- **Enhancing Placability Scores:** Equip participants with industry-relevant skills, effective communication techniques, and interview readiness to significantly improve their employability scores.

## Functions of Centre for Skill Development

Centre for Skill development has 3 major functions on which we rigorously work upon, aligning our vision with the institution's vision: Growth with Education.



I. **Personality Development & Legal Communication (PDLC):** It is a credit- based certification course given by Asian Law College to each of its students which involves classroom teaching on various aspects of soft skills and professional communication through innovative pedagogical techniques. Topics such as verbal & non-verbal communication, attitude management, group discussions & personal interviews, power dressing, self-motivation etc. are included in the curriculum. The certification being a credit course runs in all semesters and is followed by a proper evaluation post every semester. Various activities such as role plays, public speaking techniques, case studies, group discussions etc. are conducted in the session so as to ensure effective learning and skill development amongst the students.

II. **Placement/Internship Orientation Trainings:** Since the agenda of undergoing a professional course is to help a student make a good career ahead with best possible placements/internship, Centre for Skill Development conducts rigorous need based trainings on soft skills, communication skills & language building for the students. The training module is curated based on the training need analysis conducted in pre-training evaluation stage. Also, to assess the outcome & effectiveness, students are evaluated again post the training as well. The module and evaluations are developed collectively with the Corporate Resource Cell so that the module meets the practical need of legal profession. For language building & communication workshops, students are divided into various smaller groups based on their competency and hence the intensity and content of trainings is devised specific to the group's competency level. The

training module includes workshops on grammar, group discussions, mock interviews, resume building, impression management etc. so that the student is able to ace the interviews well.

III. **Crafting Prodigy Program (CPP):** Crafting Prodigy Program is a niche and unique program developed by Asian Law College which runs on the rationale of “Individual development”. It is one-of-a-kind mentoring program which in a very structured format enables a student (prodigy) to work under a faculty mentor (crafter) to firstly understand the aspects of personality better through self-reflection techniques and thereon work on the individual strengths and weaknesses. What makes this program thoroughly unique is the approach towards every development plan, which is unique and entirely different from the other students. This program involves a prodigy (student) meeting its crafter (faculty mentor) once in every 15 days to work on the identified areas of improvement mentioned in the “mirror” and “**Individual Development Plan (IDP)**”. Each meeting focusses on aiding the student with activities, self-reflection worksheets, counselling’s and constructive feedback mechanisms that would overall help the student develop the personality. Since, no two humans are the same and each one of our personalities comprises of unique traits, the “IDP” of every student is different and unique to the respective student itself.

**Vision:**

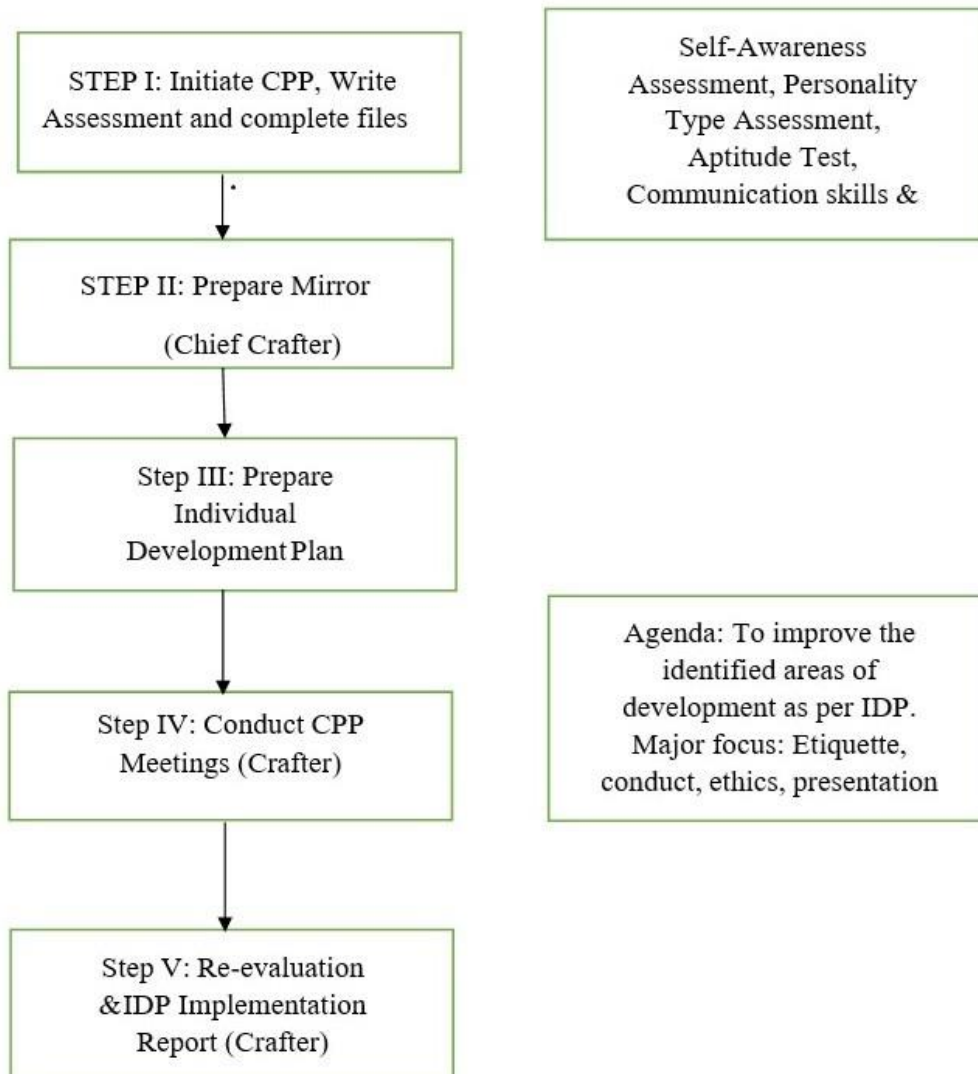
To build knowledge, character, confidence, skills and right attitude amongst the students for them to become better professionals for future and create a unique system that works on the principle of “holistic development”.

**Mission:**

To unearth the skills and potential of a student through an individualized approach of development which helps the student attain personal and professional excellence. CPP would use the methods of self-exploration, introspection, counselling and mentoring to help student develop a positive attitude as an individual with right soft skills & professionalism.

## PROCESS OF CPP

The steps involved in Crafting Prodigy Program cycle are as follows:



## Corporate Resource Cell (CRC)

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The Corporate Resource Cell (CRC) at ALC plays a crucial role in facilitating the transition of law students from the academic environment to the professional world. Its primary objective is to provide placement assistance that align with their career goals and aspirations.

Here are some key deliverables of the CRC department:

- **Career Guidance and Counseling:** The CRC department provides guidance and counseling to students regarding various career options available to law graduates, helping them make informed decisions about their future paths.
- **Job Placements:** The department assists students in finding suitable job placements upon graduation. This involves building relationships with law firms, corporate legal departments, government agencies, and other potential employers to create job opportunities for students.
- **Networking:** The department facilitates networking events, workshops, seminars, and guest lectures by legal professionals and experts. These events provide students with opportunities to interact with practicing lawyers and learn about the legal industry.
- **Legal Visits:** Legal visits, also known as field trips or legal tours, are an integral and valuable component of a law student's education. These visits involve students physically going to courts, law firms, government agencies, prisons, and other legal institutions to observe legal proceedings, interact with legal professionals, and gain practical insights into the functioning of the legal system. Regular visits are arranged by the department offering an insight learning experience to the students.
- **Legal Lecture Series:** Guest lectures play a crucial role in the education and development of law students. They bring external expertise, real-world insights, and practical perspectives into the classroom, enriching the learning experience beyond traditional academic coursework.

CRC department serves as a bridge between students and the legal industry. Its role involves not only connecting students with job opportunities but also preparing them to succeed in their legal careers through guidance, networking, and skill development.

## STUDENT CAREER DEVELOPMENT CELL (SCDC)

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The Student Career Development Cell (SCDC) at ALC plays a crucial role in facilitating the transition of law students from the academic environment to the professional world by assisting students in procuring their internships. SCDC acts as a legal interface offering two key Internship Programs: the Controlled Assessment Internship Program for final-year students and the Summer Internship Program to students in intermediate years at ALC. These programs are epitome to SCDC's goal of ensuring disciplined integration of knowledge and experience. It assures that the students obtain a competitive edge dexterously for transgressing national and international borders through structured training and mentoring of students.

**Controlled Assessment Internship Program (CAIP):** At the heart of SCDC's initiatives lies the Controlled Assessment Internship Program (CAIP), a comprehensive framework designed to develop students' academic, social, and professional competencies. This structured program employs a systematic approach to training, equipping, and mentoring scholars, preparing them for the complexities of contemporary legal practice. CAIP provides invaluable hands-on experience across corporate, governmental, and private sectors, enabling students to address real-world legal challenges. The program bridges the gap between academic knowledge and practical application, equipping participants with the skills necessary for excellence in the legal profession. The participants of CAIP demonstrate exceptional proficiency in managing complex legal matters, having developed the sophisticated problem-solving capabilities essential for modern legal practice.

**Summer Internship Program (SIP):** It is a vital part of the institution's experiential learning framework, designed to give students hands-on exposure to the real-world workings of the legal profession. Aligned with ALC's mission to produce practice-ready legal professionals, the program enables students to bridge the gap between academic learning and professional expectations. The primary goal of the SIP is to:

- Offer practical legal experience through internships in law firms, courts, corporate legal departments, NGOs, and government institutions;
- To help students develop a strong understanding of legal procedures, client interactions, court practices, and documentation;
- Enhance professional skills such as legal research, drafting, case analysis, and communication;
- Guide students in identifying their career interests—whether in litigation, corporate law, public policy, judiciary, or academics.

### **Role of the Student Career Development Cell (SCDC)**

The Student Career Development Cell (SCDC) plays a key role in executing and monitoring the Controlled Assessment Internship Program. Its responsibilities include:

- Facilitating internship opportunities through partnerships and industry outreach.
- Providing pre-internship orientation and training.
- Ensuring compliance with internship guidelines and formats.
- Coordinating evaluation panels and faculty review sessions.
- Collecting employer feedback and validating internship experiences.

### **Norms, Compliance & Structure of Internship Placements:**

- Mandatory attendance in the skill development workshops and training by CSD and SCDC Department.
- Mandatory attendance in SCDC's induction for internship and filling of induction form.
- Students must have a qualified PAS (Professional Assessment Score).
- Students are required to submit the Daily Diary and other reports for each internship at the end of its completion.
- Students must follow the SCDC department process, norms and compliances.

## Professional Assessment Score (PAS)

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The Professional Assessment Score (PAS) is a structured evaluation system designed to comprehensively monitor and assess a student's progress throughout their academic journey. It goes beyond conventional grading methods by incorporating multiple dimensions of student performance, thereby ensuring a holistic assessment.

The PAS framework evaluates students on a set of well-defined parameters\* which includes:

1. Academic Performance (Attendance, behaviour, participation in the class etc.)
2. Participation in the Activities of the Club/ Cell/ Centres
3. Exam evaluation
4. Internship (compliances to be completed by the students i.e. Internship Diary submission, Viva Voce etc.)
5. Overall conduct of the student

By bringing together these elements, the PAS provides a balanced and realistic picture of a student's strengths, areas for improvement, and readiness for future challenges. It encourages students to maintain high academic standards while also focusing on personal conduct, extracurricular involvement, and community participation.

The ultimate goal of the PAS is to nurture well-rounded individuals who are not only academically competent but also disciplined, socially responsible, and professionally prepared. Through continuous monitoring and constructive feedback, the PAS motivates students to consistently improve, ensuring that they are equipped with the skills, knowledge, and values necessary for success in their careers and in life.

### **Note:**

- Specific and detailed parameters for the PAS will be shared at the commencement of every semester.
- PAS will be calculated month wise based upon the applicable parameters and will be displayed on the notice boards and ERP. It will be the student's responsibility to check the PAS score, every month, either from the notice board or the ERP.
- PAS will play a vital role in assessing the eligibility of the student/ team for participation in External & Internal events, for selecting the Student of the Month, monetary incentives, reimbursements etc.

*\*The list is illustrative and not exhaustive*

## **Department of Students Welfare**

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Department of Student Welfare encompasses everything that the institute undertakes to ensure physical, social and emotional well-being of the students. It involves recognizing, valuing and developing each student as a total and unique person in the context of society. The Student Welfare Program is the sum total of all the policies, structures and activities which are planned and implemented by the institute to promote student welfare. Asian Law College endeavors to create an environment in which students are safe, secure and feel cared for.

Department of Student Welfare at Asian Law College undertakes concern in reference to:

- ✓ Student Code of Conduct
- ✓ Granting Medical/Special Leave
- ✓ Scholarship & Education Loan Support
- ✓ Regulations / directive for Banning ragging & Anti-ragging measures
- ✓ Internal Committee
- ✓ Student Grievance Handling & Resolution Mechanism

### **1. Student Code of Conduct**

- a) Code of conduct is mentioned in the handbook, the adherence to which is compulsory. Non-compliance may lead to the formation of ad-hoc discipline committee followed by the presentment of student involved in indiscipline behavior to show cause his act and justify his act to the committee members.
- b) The decision taken by the ad-hoc discipline committee will be subject to the approval of Department of Student Welfare and the management.
- c) The students involved in any act of indiscipline needs to adhere to the decision taken thereupon.

### **2. Medical/Special Leave Policy**

In accordance with the academic requirements, a minimum of 75% attendance is mandatory to be eligible for internal assessments, evaluations, and final examinations.

In the event of a medical emergency, students may apply for Medical Leave, a maximum of 10% attendance relaxation may be granted, depending on the severity of the medical issue and authenticity of supporting documents.

The following documents must be submitted to support the leave request:

- a) Medical report detailing the diagnosis and treatment
- b) Doctor's prescription
- c) Fitness certificate confirming the student's ability to resume academic activities

*Note: All the above documents must be submitted as a complete set. Incomplete documentation or failure to submit the required documents will result in rejection of the medical leave request and no attendance adjustment will be granted.*

**Apart from medical emergencies, any other emergent or unavoidable circumstances (such as bereavement, personal emergencies or legal obligations) will be considered under the Special Leave category.**

Students seeking special leave must:

- Submit along with leave application from valid and verifiable supporting documents relevant to the nature of the leave

Note: The approval of Special Leave is entirely at the discretion of the Department of Student Welfare. The decision will be based on the merit of the case and supporting documents provided. Students are advised to ensure timely application and submission of complete documentation to avoid rejection.

### **3. Scholarship & Education Loan Support**

To ensure that financial constraints do not hinder students' academic journey, the Department of Student Welfare (DSW) actively supports students in accessing government scholarship schemes and education loan facilities.

#### a) Scholarship Support

DSW actively assists students in understanding and applying for various government scholarships and other state/national-level schemes.

The DSW ensures compliance and coordination for documentation and submission requirements in accordance to their eligibility.

#### b) Education Loan Assistance

To facilitate hassle-free education financing, the Department of Student Welfare (DSW) provides comprehensive guidance to students for registration on government portal, assisting students with portal registration and the loan application process through nationalized banks.

The primary objective is to ensure that maximum students benefit from such schemes and can pursue their education without financial burden.

The approval, sanction, or grant of any scholarship is subject to document verification and background assessment of the student in accordance with the eligibility criteria defined by the respective scholarship/assistance bodies. The final decision lies solely at the discretion of the sanctioning authority.

#### **4. Anti - Ragging Measures**

The aim of the Anti – Ragging Regulations is to root out ragging in all its forms from the Institute by instituting stringent measures and provisions for strict punishments to defaulters.

Ragging within the Institute Campus including its School / Departments and Hostels are strictly prohibited. Ragging in any form is prohibited also in the private lodges/buildings where the Institute’s students are staying. No person including students / staff / faculty shall participate or abet or propagate ragging in any form.

The Institution has formed an "Anti-Ragging Committee" headed by Dean Student Welfare. It comprises of selected faculty members, students from the fresher category as well as seniors and selected non-teaching staff.

This Committee will be fully and totally responsible to ensure that no incidence of ragging as given in these regulations takes place and will also monitor and ensure that the instructions of these regulations are followed fully at all times. The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads/Anti- Ragging Control Cell of the Institution carry out their functions properly.

Details of Anti Ragging Committee are available on the institute’s website. Any concern related to anti-ragging measures is required to be reported to Department of Student Welfare.

The Anti-Ragging Committee is formed based on the Continuous Evaluation (PAS score), wherein students demonstrating consistent discipline and academic performance are shortlisted. Final selection is made through a discussion among the Academic Team, including the Dean Academics, Dean – DSW, and respective Heads of Departments.

#### **5. Internal Complaint Committee (ICC)**

ICC operative actively under the Department of Student Welfare specifically deals with gender sensitization and; prevention and prohibition of harassment of students. ICC enables students to register their concerns, if any, regarding the above issues for prompt resolution through DSW.

The complaint/ grievance related to any kind of the harassment, should be promptly reported to the Internal Complaint Committee (ICC), headed by Dean-DSW or the same can be reported to any of the committee members/Dean-Academics. The details of the member are time again updated on institution’s official website. The student can also write their concern on [icc@alc.edu.in](mailto:icc@alc.edu.in)

The Internal Complaint Committee is formed based on the Continuous Evaluation (PAS score), wherein students demonstrating consistent discipline and academic performance are shortlisted. Final selection is made through a discussion among the Academic Team, including the Dean Academics, Dean – DSW, and respective Heads of Departments.

#### **6. Student Grievance Redressal Cell**

The Student Grievance Redressal Cell (SGRC) has been established under the Department of Student Welfare to redress the grievances and complaints of the students at Asian Law College.

The purpose of the Student Grievance Redressal Cell is to maintain the healthy working atmosphere amongst staff, students & management of the Institute. This cell will help students to record their complaints and solve their problems related to academics, resources and personal grievances.

The Cell will resolve their problems / complaints promptly and judiciously. The cell will redress the grievances of the students as and when required within a reasonable time frame. As a result of this system, the Institute will have a pleasant ambience and good work culture with in-built goodwill and mutual understanding among the students.

The idea behind the working of the cell is to uphold the dignity of the institute by ensuring strife free atmosphere in the campus by promoting cordial student to student relationship, student to teacher relationship and acting as a bridge to develop a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the Institute.

The Cell will encourage the students to express their grievances / problems freely, without any fear. As a bridge between the students and the staff / management, it will advise students of the Institute to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises. These rifts can be in reference to academic or non-academic issues.

Process for Reporting Grievance:

Any grievance related to academic or non-academic issue needs to be reported to Department of Student Welfare, in a form of written application addressing Dean-Student Welfare, mentioning

- Name of the Student
- Batch Details
- Complaint against whom
- Reason of Grievance
- Brief of the Grievance
- Supporting document if any.

For this purpose, an online grievance redressal system has also been developed through which the students can register their complaints/grievances through the link provided on college website i.e: <https://alc.edu.in/grievance/online-grievance/>.

The Department of Student Welfare within 48 hrs. of receiving the application will arrange for pre hearing of the issue or will decide to form a committee /ad-hoc committee to discuss on the grievance and further come to a solution updating student about the same. The grievance related to various concerns can also be filed using the DSW section on the student login on Edumarshal ERP.

## **Asian Law College Judicial Coaching Academy (ALC JCA)\***

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The aim of Asian Law College (ALC) Judicial Coaching Academy is to provide assistance and guidance to the ALC students for the judicial examination of various state conducted by the respective High courts of that state or Public Service Commission of state in certain cases. The academy imparts guidance and training to all prospective students who want to enter into judicial services and serve the nation. The academy has a rigorous classroom study programme followed by sessions for interview preparation, Mock test, objective test which are all designed as per the latest pattern of judicial examination of various states.

*\*Subject to the review petition filed against the judgment of All India Judges Association v. Union of India, 2025*

*INSC 735*

## **Asian Law College All India Bar Examination (ALC AIBE) Coaching Academy**

Asian Law College All India Bar Examination (ALC AIBE) Coaching Academy provides its students with adequate guidance and training on All India Bar Examination (AIBE). ALC provides a comprehensive course structure for meeting the required needs of All India Bar Examination (AIBE). In this dedicated academy our students get a detailed and comprehensive exposure on the prescribed subjects of All India Bar Examination (AIBE). All the India Bar Examination (AIBE) is an essential examination which is conducted for the legal professionals by the Bar Council of India (BCI) and needs proper preparation by the law graduates to clear the same. ALC AIBE academy provides necessary academic assistance in the same endeavor.

**Asian Law College**  
**Holiday List for Students: Academic Year 2025-26**

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S. No.	Date	Day	Occasion
1	5th September 2025	Friday	Id-e Milad**
2	1st October 2025	Wednesday	Maha Navmi
3	2nd October 2025	Thursday	Gandhi Jayanti
4	2nd October 2025	Thursday	Dussehra
5	20th October – 23rd October 2025	Monday - Thursday	Diwali Break
6	27th October – 28th October 2025	Monday - Tuesday	Chhath Puja
7	5th November 2025	Wednesday	Guru Nanak Jayanti
8	25th December 2025	Thursday	Christmas
9	1st January 2026	Thursday	New Year
10	26th January 2026	Monday	Republic Day
11	15th February 2026	Sunday	Maha Shivratri
12	4th -5th March 2026	Wednesday -Thursday	Holi Break
13	21st March 2026	Saturday	Eid-ul-Fitr **
14	26 <sup>th</sup> March 2026	Thursday	Ram Navami
15	31st March 2026	Tuesday	Mahavir Jayanti
16	3rd April 2026	Friday	Good Friday
17	14th April 2026	Tuesday	Ambedkar Jayanti
18	1st May 2026	Friday	Buddha Purnima

\*The dates in holiday calendar are tentative.

\*\* Subject to visibility of the moon

# Detailed Curriculum

**CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT**  
**INTEGRATED B.COM. LL.B. FIVE YEAR (TEN SEMESTER) UNDERGRADUATE**  
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## **SEMESTER- I**

### **PAPER – I**

#### **GENERAL ENGLISH-I**

**(Paper Code: BCL – 1001)**

#### **Unit- I Grammar and Usage**

- (a) Use of tenses, verbs, determiners (including articles), Prepositions; Agreement of verb with the subject.
- (b) Common errors in English.
- (c) Basic transformation: Passive, Negative, Interrogative, Reported speech.

**Unit- II** Question tags and short responses, Punctuation.

**Unit- III** Legal Comprehension.

**Unit- IV** Translation from Hindi to English and from English to Hindi.

**Unit- V Writing Skills:** Report Writing, Writing resume and Letter or application.

#### **BOOKS RECOMMENDED**

- Kumar, Sanjay; Lata, Pushp. Communication Skills, Oxford University Press
- Wren & Martin, High School English Grammar & Composition, Blackie ELT Books
- Syal, Pushpinder; Jindal, D. V., An Introduction to Linguistics: Language, Grammar & Semantics
- Tripathi, S. C. Legal Language, Legal Writing and General English, Central Law Publication
- Quirk, R, & Green Baum, S. A University Grammar of English, Longman.
- Henson, J. B. & Turton, Longman Dictionary of Common Errors, Longman

## **PAPER – II**

### **BUSINESS ENVIRONMENT**

**(Paper Code: BCL – 1002)**

**Unit -I :** Concept, Significance, Components of Business environment, Factor affecting Business Environment, Social Responsibilities of Business

**Unit- II: Economic Systems-** Capitalism, Socialism, Communism, Mixed Economy-Public Sector & Private Sector.

**Unit- III: Industrial Policy-** Its historical perspective (In brief) Socio-economic implications of Liberalisation, Privatisation, Globalisation.

**Unit- IV:** Role of Government in Regulation and Development of Business; Monetary and Fiscal Policy.

**Unit- V :** Overview of International Business Environment

#### **BOOKS RECOMMENDED**

- Aswathappa, K. Essentials of Business Environment, Himalaya Publishing House
- Cherunilum Francis, Business Environment, Himalaya Publishing House
- Bedi, Suresh, Business Environment, Excel Books
- Gupta, C. B. Business Environment, Sultan Chand & Sons

## **PAPER – III**

### **MANAGERIAL ECONOMICS - I**

**(Paper Code: BCL –1003)**

**Unit- I:** Introduction: Definition, Nature, Scope and Limitations of Economics, Basic problems of an economy.

**Unit- II:** Demand; meaning, objectives and theories of Demand, Law of Demand, Elasticity of Demand: Concept, Types and measurement of elasticity of demand; Price, income and cross elasticities.

**Unit- III:** Production Function: Law of variable proportions; Isoquants; Economic regions and optimum factor combination; Expansion path; Returns to scale; Internal and external economies and diseconomies; Ridge lines.

**Unit- IV:** Theory of Costs: Short-run and long-run cost curves - traditional and modern approaches.

**Unit- V:** Market Structures: Market structures and business decisions, Monopoly, Oligopoly & Monopolistic competition, Objectives of a business firm.

#### **BOOKS RECOMMENDED**

- Salvatore, Dominick; Rastogi, Siddhartha K., Managerial Economics: Principles and Worldwide Applications, Oxford University Press.
- Kumar Manish; Singh, Nidhi, Managerial Economics, Savera Publishing House
- Dwivedi, D. N, Managerial Economics, Vikas Publishing House
- Ahuja, H. L., Modern Microeconomics: Theory and Applications, S Chand

## **PAPER – IV**

### **ORGANISATIONAL BEHAVIOUR**

**(Paper Code: BCL –1004)**

**Unit- I:** Introduction, nature and scope of OB, Challenges and opportunities for OB, Organization Goals, Models of OB

**Unit- II: Individual Behavior-** Individual behavior, Personality, Perception and its role in individual decision making.

**Unit- III:** Learning, Motivation, Hierarchy of needs theory, Theory X and Y, Motivation-Hygiene Theory , Leadership; Its Theories and Prevailing Leadership styles in Indian Organisations.

**Unit- IV :**Group Behavior: Definition and classification of Groups, Types of Group Structures, Group decision making, Teams Vs Groups.

**Unit- V** Management of Change: Change and Organisational development, Resistance to change, Approaches to managing organizational change, Organisational effectiveness.

#### **BOOKS RECOMMENDED**

- Prasad, L. M., Organizational Behaviour, Sultan Chand & Sons
- Stephen, P. Robbins; Timothy, A. Judge; Vohra, Neharika, Organizational Behaviour, Pearson
- French, Wendell L., Bell, Cecil H., Vohra, Veena, Organization Development: Behavioral Science
- Interventions for Organizational Improvement, Pearson

## **PAPER – V**

### **HUMAN RESOURCE DEVELOPMENT**

**(Paper Code: BCL – 1005)**

**Unit- I** Human Resource Management: Meaning, Functions, Importance, Scope & Role, Organization of H.R.D., Personnel Policies

**Unit- II Hiring:**

- (a). Manpower planning: Determining quality and quantity of personnel.
- (b). Recruitment – Methods and Evaluation.
- (c). Selection, Induction and Placement.
- (d). Promotion, Transfer, Demotion.

**Unit- III Training:** Meaning, Importance, Need, Methods of Performance Appraisal, Motivation and Morale.

**Unit- IV** Wage And Salary Administration: Meaning, Significance, Factors, Job Evaluation, Job Satisfaction, Methods of wage & Payment Including, Incentive, payments.

**Unit- V** Employee relations Discipline & Grievance handling types of trade unions, Problems of trade unions.

#### **BOOKS RECOMMENDED**

- Memoria, C. B., Human Resource Management, Himalaya Publishing House.
- Aswathappa, K; Dash, Sadhana, Human Resource Management: Text and Cases, Mcgraw Hill
- Gupta, C. B. Human Resource Management: Text and Cases, Sultan Chand & Sons
- Rao, V. S. P. Human Resource Management: Text and Cases, Excel Books

## YEAR 1

### SEMESTER 2

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## SEMESTER- II

### PAPER – I

#### SALES MANAGEMENT

(Paper Code: BCL – 2001)

**Unit- I Sales Management :** Evolution of sales function, Objectives of sales management positions, Functions of Sales executives, Relation with other executives.

**Unit- II Sales Organisation And Relationship :** Purpose of sales organization, Types of sales organization structures, Sales department external relations, Distributive network relations.

**Unit- III Salesmanship :** Theories of personal selling, Types of Sales executives, Qualities of sales executives, Prospecting, pre-approach and post-approach, Organising display, showroom & exhibition.

**Unit- IV Distribution Network Management :** Types of Marketing Channels, Factors affecting the choice of channel, Types of middleman and their characteristics, Concept of physical distribution system.

**Unit- V Sales Force Management :** Recruitment and Selection, Sales Training, Sales Compensation.

#### BOOKS RECOMMENDED

- ☐ Chunawalla, S. A. Sales Management, Himalaya Publishing House
- ☐ Havaladar, Krishna K; Cavale, Vasant M. Sales and Distribution Management: Text and Cases, McGraw-Hill
- ☐ Still, Richard R, Chudiff, Edward W, Govoni, Norman A, Sales and Distribution Management
- ☐ Decisions, Strategies and Cases, Pearson

## **PAPER – II**

### **BUSINESS MANAGEMENT**

**(Paper Code: BCL – 2002)**

**Unit- I** Introduction Concepts, Objectives, Nature Scope and significance of management  
Evolution of management thought.

**Unit- II Planning:** Concept, Objectives, Nature, Limitation, Process of planning, Importance, Forms, Techniques and Process of decision making

**Unit- III Organizing:** Concept, Objectives, Nature of organizing, Types of Organization, Delegation of authority, Authority and responsibilities, Centralization and Decentralization Span of Control.

**Unit-IV Directing:** Concept, Principles & Techniques of directing and Coordination Concept of leadership-Meaning, Importance, Styles, Supervision, Motivation Communication.

**Unit- V Controlling:** Concept, Principles, Process and Techniques of Controlling, Relationship between planning and controlling.

#### **BOOKS RECOMMENDED**

- Koontz, Harold; Weihrich, Heinz; Cannice, Mark V., Essentials of Management: An International Innovation and Leadership Perspective, McGraw-Hill.
- Tripathi, P C; Reddy, P N; Bajpai, Ashish, Principles of Management, McGraw-Hill
- Rao, V.S.P., Management: Text and Cases, Excel Books
- Robbins, Stephen P; Coulter, Mary; Randel, Amy; Viswanathan, Rajesh, Management; Pearson
- Gupta, C. B.; Mathur, Shruti, Management: Principles and Practice, Scholar Tech Press

## PAPER – III

### MANAGERIAL ECONOMICS -II

(Paper Code: BCL – 2003)

**Unit- I Production Theory:** Production Function, Production (TP) curve, Laws variable proportions, Returns to Factor (Average and Marginal Product) and Scale (IRS, CRS, and DRS).

#### Unit- II Revenue & Cost Theory

- (a). **Cost Theory-** General Theories & types of Cost (FC, VC), Cost concepts & Curves (TC, AC, MC).
- (b). **Revenue Theory-** Types. Curves & Characteristics of Revenue Theory (TR, MR, AR) Profit Maximization & Cost Minimization.

**Unit- III Market:** Types & Characteristics of Market [PC, Monopoly (inclusive of price discrimination), Oligopoly, Monopolistic Competition], Market Equilibrium (SR & LR) of firm & Industry under PC, Monopoly, Characteristics of Collusive oligopoly.

**Unit- IV Market Dynamics:** Effect of Shift in Market Demand & Supply & Shift in Firms Production & Cost Curves on market/firm equilibrium

**Unit- V Game Theory:** Basics, Strategy, Payoff Matrix, Zero Sum game.

#### BOOKS RECOMMENDED

- Froyen, Richard T., Macroeconomics, Theories and Policies, Pearson.
- Jhingan M.L., Microeconomics Theory, Vrinda Publication
- Samuelson & Nordhaus, Economics, Tata McGraw-Hill
- Varian, Hal R., Intermediate Microeconomics: A Modern Approach.
- Ahuja, H.L., Modern Microeconomics: Theory and Applications, S. Chand.
- Lipsey & Chrystal; Economics, Oxford University Press.

## **PAPER – IV**

### **MARKETING MANAGEMENT**

**(Paper Code: BCL – 2004)**

**Unit- I MARKETING:** Definition, nature, scope & importance, Marketing Management, Core concepts of marketing.

**Unit- II SEGMENTATION:** Concept, basis of segmentation, Importance in marketing; Targeting: Concept Types, Importance; Positioning: Concept, Importance, Brand positioning, Repositioning.

#### **Unit- III MARKETING MIX**

- (a). **Product:** Product Mix, New Product development, levels of product, types of Product, Product life cycle, Branding and packaging
- (b). **Distribution:** Concept, importance, different types of distribution channels etc.

#### **Unit- IV PRICE**

- (a). Meaning, objective, factors influencing pricing, methods of pricing,
- (b). Promotion : Promotional mix, tools, objectives, media selection and management.

**Unit- V MARKETING RESEARCH:** Importance, Process & Scope, Marketing Information Systems: Meaning Importance and Scope.

#### **BOOKS RECOMMENDED**

- Grewal, Dhruv; Levy, Michael, Marketing, McGraw-Hill
- Kotler, Philip, Principles of Marketing, Pearson
- Saxena, Rajan, Marketing Management, Tata McGraw-Hill *ing Management*,
- Chhabra, T. N., Fundamentals of Marketing Management, Sun India Publication

## **PAPER – V**

### **Law of Torts and Consumer Protection**

**(Paper Code: BCL – 2005)**

#### **Unit- I Torts and Tortious Liability Introduction**

- Definition, Nature and Characteristics of Torts
- Constituents of Tort
- Fault – Damnum sine injuria, Injuria sine damnum
- Mental element – Malice, Negligence, Motive
- Who may sue, who may not be sued?
- Strict and Absolute Liability

#### **Unit- II Justification in Tort**

- Volenti non fitinjuria
- Necessity
- Inevitable accident and Act of God
- Statutory authority

#### **Unit- III Liability for Torts Committed by Others**

- Vicarious Liability
- Liability of the State – Doctrine of sovereign Immunity
- Joint Tort-Feasers

#### **Unit- IV Specific Torts**

- Negligence
- Nuisance
- Trespass
- Defamation

#### **Unit- V Consumer Protection Act**

- Consumer definition and concept
- Contract of service and contract for service
- Enforcement of Consumer rights.

#### **BOOKS RECOMMENDED**

- Bangia, R.K., The Law of Torts, Allahabad Law Agency
- Kapoor, S.K., Law of Torts, Central Law Agency
- Lal, Rattan & Lal Dhiraj, The Law of Torts, Lexis Nexis
- Paranjape, N. V., Law of Torts, Central Law Agency
- Salmond, W. G., Law of Torts, Sweet and Maxwell
- Winfield and Jolowicz, Torts, Thomson Reuters
- Aggarwal, V.K., Law on Consumer Protection, Bharat

## YEAR 2

### SEMESTER 3

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## SEMESTER- III

### PAPER – I

#### GENERAL ENGLISH – II (English Language And Legal Writing)

(Paper Code: BCL – 3001)

#### Unit- I Common Legal Vocabulary in English

- (a) Use of Legal terms.
- (b) Use of Legal idiomatic expressions.
- (c) Proverbs and stock sayings

- Unit- II** (a). Foreign legal words and phrases  
(b). Use of Legal Latin maxims  
(c). One word substitution

#### Unit- III Essay writing on a topic of Legal interest

- Unit- IV** (a). Formal and informal correspondence  
(b). Report Writing ( Legal)  
(c). Abbreviations of common Legal expressions.

#### Unit- V Study of Literary Text; Fiction.

David Copperfield by Charles Dickens;- Two textual questions with Internal choice.

#### BOOKS RECOMMENDED

- Born S., *Dictionary of Law*, Lengman.
- Green, David, *Contemporary English Grammar*, Mac Millan
- Legal Glossary, Govt. of India Publication.
- Sharma, G.S., *Legal Language , Legal Writing and General English*, Sheel Sons, Jaipur.

## **PAPER – II**

### **ENTREPRENEURSHIP DEVELOPMENT**

#### **Paper Code: BCL – 3002**

**Unit- I** Name & Scope Role & Importance in Indian Economy, Theories of Entrepreneurship traits of entrepreneur, entrepreneurs versus professional managers, problems faced by entrepreneurs.

**Unit- II** Entrepreneurial Development Entrepreneurial Development, Significance and role of environment infrastructural network, environmental analysis, E.D. Programmes (EDP), problems of EDP.

**Unit- III** Transportation-North West Corner Rule, matrix Minima & VAM Methods, Degenerating, MODI Method. Assignment Problems

**Unit- IV** Project & Reports Search for business idea, transformation of idea into reality: projects and classification. Identification of projects, project design and network analysis, project appraisal plant layout

**Unit- V** Small industry setup Types of organization-sole proprietorship, partnership, joint stock company, co-operative organization, their merits, limitations, suitability. Organisational locations, steps in starting a small industry, incentives and subsidies available, export possibilities.

#### **BOOKS RECOMMENDED**

- Desai, Vasant, *Entrepreneurship Development*.
- Gupta , C.B, *Entrepreneurship Development*.

## **PAPER – III**

### **CONSUMER BEHAVIOUR**

**(Paper Code: BCL – 3003)**

**Unit- I Introduction:** Defining Consumer Behaviour, Reasons for studying Consumer Behaviour, Applying Consumer Behavior knowledge, Understanding Consumer and Market Segments, Environmental influences on Consumer Behavior.

**Unit- II Determinants of Consumer Behaviour:** Personality and Self-Concept, Motivations and Involvement, Information processing, Learning and Memory, Attitudes and Changing attitudes.

**Unit- III Consumer Decision Process:** Problem recognition; Search and Evaluating; Purchasing processes, Post-purchase behavior, Consumer behaviour models, Consumerism, Organizational Buying behavior.

**Unit- IV Overview of Advertising Management:** Meaning, Nature and Scope of Advertising, Advertising and other Promotional tools, Role of advertising in Promoters mix, Process of Advertising, Customer and Competitor analysis.

**Unit- V Campaign Planning:** Message creation, testing for advertising effectiveness, Preparation and choice of methods of advertising budget, Ethical and Social issues in Advertising, Role of Advertising in natural development..

#### **BOOKS RECOMMENDED**

- Batra, Myers and Aaker, *Advertising Management*, Prentice-Hal.
- Blackwel et al, *Consumer Behaviour*, Vikas Publishing House.
- Desmond J., *Consuming Behaviour*, Palgrave.
- Loudon D.L., *Consumer Behaviour*, Tata McGraw-Hil. Rama Mohana Raok, *Services Marketing*,
- Pearson Education Schiffman and Kanuk, *Consumer Behaviour*, Prentice-Hal.

## **PAPER – IV**

### **CONTRACT– I**

#### **(General Principles of Contract)**

#### **(Paper Code: BCL – 3004)**

1. Purpose, Evolution and Scope of Law of Contracts.
2. Proposal and Promise Including Communication of Proposal, Acceptance and Communication of the Revocation of Proposal and Acceptance.
3. Consideration and Doctrine of Privity of Contract.
4. Lawful Object and Consideration.
5. Capacity to Contract: Minors, Persons of Unsound Mind and Others Disqualified by Law; Nature and Effects of Minor's Agreements; Doctrine of Restitution.
6. Consent and Free Consent.
7. Standard Form of Contracts.
8. Agreements Declared Void and Voidable Under the Contract Act.
9. Contingent Contracts.
10. Law Relating to Certain Relations Resembling those Created by Contracts, viz., Quasi- Contracts.
11. Discharge of contracts with special reference to the doctrine of frustration.
12. Remedies in the form of compensation.

#### **BOOKS RECOMMENDED**

- Anson's Law of Contract.
- Bangia R.K. (Dr.), Indian Contract Act Desai
- S.T., The Indian Contract Act
- S.K Kapoor., Contract
- Moitra A.C., (Dr.), Principles and Digest of Indian Contract Act.
- Pollock and Mulla, Indian Contract and Specific Relief Act Singh
- Avtar (Dr.), Law of Contract

## **PAPER – V**

### **INDIAN LEGAL AND CONSTITUTIONAL HISTORY**

**(Paper Code: BCL – 3005)**

This course is intended to introduce students to the Legal and Constitutional History of India (1600-1950). Emphasis will be laid on the following:

#### **I. Legal History:**

The Early Charters and the Administration of Justice by the East India Company, the Mayor's Courts; Judicial Reforms of Warren Hastings and the Advent of Adalat System; the Regulating Act, Pitts India Act, and the Act of Settlement; Judicial Reforms of Cornwallis and Lord William Bentick; the High Courts; Privy Council; the Supreme Court of India; the Law Commissions and Codification, Development of Criminal Law, Law of Contract and Law of Evidence in India; Personal Laws of Hindu and Mohammedans.

#### **II. Constitutional History:**

Position of Native States and the development of the Doctrine of Paramountcy, Development of Legislative Institutions, Indian Council Act 1861, Government of India Act 1909, Government of India Act 1919, Government of India Act 1935, Independence Act, 1947, The story of Framing of Indian Constitution.

#### **BOOKS RECOMMENDED**

- Jain, M.P., Outlines of Indian Legal History
- Kulshreshtha, V.D., Landmarks in Indian Legal and Constitutional
- History Pranjpe, N.V., Legal and Constitutional History of India
- Puri, S.K., Legal and Constitutional History of India
- Ramajois, M., Legal and Constitutional History of India, Volume-I, II Shilwant,
- S.S., Turning Points in Indian Legal and Constitutional History Singh, M.P.,
- Outlines of Indian Legal and Constitutional History

**YEAR2**  
**SEMESTER 4**  
**(Syllabus)**

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## SEMESTER- IV

### PAPER – I

#### INTERNATIONAL MARKETING

(Paper Code: BCL – 4001)

**Unit- I** Nature, definition, and scope of international marketing, Domestic marketing versus international marketing; International marketing environment- external and internal.

**Unit- II** Identifying and Selecting Foreign Market: Foreign market entry mode decisions.

**Unit- III** Product Planning for International Market: Product designing, Standardization versus adaptation, Branding, and packaging, Labeling and quality issues; after sales service.

**Unit- IV** International Pricing: Factors influencing international price; Pricing process – process and methods; International price quotation and payment terms.

**Unit- V** Promotion of Product/Services Abroad: Methods of international promotion, Direct mail and sales literature; Advertising; Personal selling; Trade fairs and exhibitions.

#### BOOKS RECOMMENDED

- Bhattacharya R.L. and Varshney B, *International Marketing Management*, Sultan Chand, New Delhi.
- Bhattacharya B., *Export Marketing Strategies For Success*, Global Press, New Delhi.
- Keegan W.J, *Multinational Marketing Management*, Prentice Hall, New Delhi.
- Kriplani V, *International Marketing*, Prentice Hall, New Delhi.
- Taggart J.H. and Moder Mott M.C, *The Essence of International Business*, Prentice Hall, New Delhi.
- Kotler Phillip, *Principles of Marketing*, Prentice Hall, New Delhi. Payer
- Weather John, *International Marketing*, Prentice Hall, NJ.
- Caterora P.M. and Keavenay S.M, *Marketing An International Perspective*, Erwin Homewood, Illinois.
- Paliwala, Stanley J, *The Essence of International Marketing*, Prentice Hall, New Delhi.

## **PAPER – II**

### **AUDITING**

**Paper Code: BCL – 4002**

**Unit- I Introduction:** Meaning and objectives of Auditing, Types of Audit, Internal Audit, Audit Programme, Audit Notebook, Routine Checking and Test Checking.

**Unit- II Internal Check System:** Internal Control, audit Procedure: Vouching Verification of Assets and Liabilities.

**Unit- III Audit of Limited Companies:** Company Auditor- Appointment, Powers, Duties and Liabilities, Auditor's Report and Audit Certificate.

**Unit- IV Special Audit,** Audit of Banking Companies, Audit of Insurance Companies, Audits of Educational Institutions, Audit of Cooperative Societies, Efficiency Audit, Social Audit etc.

**Unit- V Recent trends in Auditing:** Nature and Significance of Cost Audit, Tax Audit, Management Audit.

#### **BOOKS RECOMMENDED**

- Gupta, Kamal, *Contemporary Auditing*, Tata Mc Graw Hill, New Delhi.
- Pagare, D., *Basics of Auditing For ICWA Inter*, Sultan Chand, New Delhi.
- Sharma, T.R., *Principles of Auditing*, Sahitya Bhawan, Agra.
- Tandon, B.N., *Principles of Auditing*, S. Chand and Co., New Delhi.

## **PAPER – III**

### **FUNDAMENTALS OF COMPUTER AND INFORMATION SYSTEM**

**(Paper Code: BCL – 4003)**

**Unit- I** Basic Concepts; What is a computer, Characteristics of a Computer, Advantages of Computers, Limitation of Computers, Types of Computers, Applications of computers.

**Unit- II** Essential components of Computers; Hardware, Software, Relationship between hardware and software System Software: Operating system, Translators, interpreter, Compiler, Assemblers, Linkers, Overview of operating system, function of operating system.

**Unit- III** Information Systems; Meaning, Need of an efficient information System, Type of Information system, Information requirement for Planning, Coordination, and control for various level in Business & Industry.

**Unit- IV** Networks: LAN, WAN, Wireless Network, Introduction to networking, Importance of networking, Communication devices such as Modem, Features of Networking.

**Unit- V** Introduction to Internet; Meaning of Internet, Growth of internet, Owner of Internet, Anatomy of Internet, Basic Internet Terminology, Net Etiquette, World Wide Web, Internet Protocols, Usage of Internet to society, Search Engines.

#### **BOOKS RECOMMENDED**

- Basandra, Suresh K, *Management Information System*, Wheeler Publication, New Delhi.
- Bharihoka Deepak, *Fundamentals of Information Technology*, Excel Book.
- Hunt, R., and J. Shelley, *Computers and Commonsense*, Prentice Hall of India.
- Kumar, Muneesh, *Business Information System*, Vikas Publishing House.
- Leon A. and Leon M., *Fundamentals of Information Technology*.
- Leon, Vikas, *Software Manuals*.
- Rajaraman, V., *Introduction to Information Technology*, PHI.
- Saxena Sanjay, *A First Course in Computers*, Vikas Publishing House.
- Sinha, Pradeep K. and Preeti Sinha, *Foundation of Computing*, BPB Publication.

## **PAPER – IV**

### **FINANCIAL MANAGEMENT**

**Code: BCL – 4004)**

**Unit- I** Concept, Meaning and Objectives of Finance, Nature and Scope of Finance, Functions of Finance.

**Unit- II Capital Budgeting Decisions :** Nature of Investment decision, Types of Investment Decisions, Investment Evaluation Criteria, Net Present Value, Internal Rate of Return.

**Unit- III Cost Of Capital :** Significance of cost of Capital, Concept of opportunity cost of Capital, Cost of debt, Cost of preference capital, Cost of equity capital.

**Unit- IV Capital Structure :** Theory and Policy: Relevance of Capital Structure - NI and Traditional views, Irrelevance of Capital Structure, Financial leverage and Corporate and Personal Taxes.

**Unit- V Financial Planning :** Meaning of financial planning and financial plans, Capitalization, Working, capital Management; Concept, factors determining Working Capital Needs.

#### **BOOKS RECOMMENDED**

- I.M. Pandey, Financial Management, Vikas Publishing House, New Delhi. Van
- Horne, Financial Management and Policy, Pearson Education.
- M.Y. Khan and P.K. Jain, Financial Management, Tata McGraw-Hill. Prasanna
- Chandra, Fundamentals of Financial Management, TMH Pub.
- R.P. Rustagi, Financial Management, Galgotia Publishing House, New Delhi.

## **PAPER – V**

### **LAW OF HUMAN RIGHTS**

**(Paper Code: BCL – 4005)**

1. Meaning and Definition of Human Rights, Concept of Human Rights.
2. Human Rights and the United Nations.
  - a) Charter Provisions.
  - b) International Protection of Human Rights.
3. Universal Declaration of Human Rights.
- 4. Generations of Human Rights (Three Generations):**
  - a) International Covenant on Civil and Political Rights and Two Protocols.
  - b) International Covenant on Economic, Social and Cultural Rights.
  - c) Collective Rights.
5. European Convention on Human Rights and Fundamental Freedoms.
6. American Convention on Human Rights.
7. National Human Rights Institutions with Special reference to National Human Rights Commission (NHRC) and National Commission for Women (NCW).
8. Inclusion of Human Rights Jurisprudence Under the Constitution of India through Judicial Interpretation.

#### **BOOKS RECOMMENDED**

- Agrawal H.O., Human Rights.
- Basu D.D., Human Rights in Constitutional Law.
- Khera S.C., Human Rights and United Nation.

## YEAR 3

### SEMESTER 5

<b>CODE</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
BCL-5001	Bharatiya Nyaya Sanhita (BNS)	67
BCL-5002	Family Law- I (Hindu Law)	68
BCL-5003	Constitutional Law of India- I (Nature of the Constitution and Fundamental Rights)	69
BCL-5004	Contract- II (Specific Contract)	70
BCL-5005	Jurisprudence- I (Legal Theory)	71

## SEMESTER- V

### PAPER – I

#### BHARATIYA NYAYA SANHITA (BNS)

(Paper Code: BCL-5001)

General Principles of Crime: Concept of crime; Elements of crime; stages of crime; Concept of Strict Liability, Constructive Liability, Common Intention and Common Object.

Inchoate Crime/ Preliminary offences: Abetment, conspiracy and attempt

General Exception: Mistake, accident, necessity, Young age, unsoundness of mind, drunkenness, Right of Private Defense.

Specific Offences:

- Offences Affecting Human Body: Culpable Homicide, Murder, Homicide by Rash and Negligent Act, Hurt and Grievous Hurt; Kidnapping and Abduction, Wrongful Restraint and Wrongful Confinement, Assault, Criminal Force.
- Offences Against Property: Theft Extortion; Robbery; Dacoity; Cheating;
- Offences Against State and Public Tranquility: Sedition; Unlawful Assembly; Rioting and Affray.
- Offences Against Marriage: Bigamy and Adultery

#### BOOKS RECOMMENDED

Gaur Hari Singh (Dr.), *Penal Law of India*.

Gaur K.D., *Criminal Law cases and materials*.

Lal Rattan Lal Dhiraj, *Indian Penal Code*.

Misra S.N., *Indian Penal Code*.

Nigam R.C., *Principles of Criminal Law*.

## **PAPER – II**

### **FAMILY LAW - I**

#### **(Hindu Law)**

#### **(Paper Code: BCL-5002)**

1. Sources of Hindu Law.
2. Schools and Sub-Schools of Hindu Law.
3. Marriage: Essentials of a Valid Marriage, Void and Voidable Marriage.
4. Matrimonial Relief: Concept and Grounds of Various Matrimonial Reliefs viz.
  - Restitution of Conjugal Rights
  - Judicial Separation
  - Nullity of Marriage
  - Divorce
5. Legitimacy - Legal Status of Children Born of Void and Voidable Marriage.
6. Adoption
7. Hindu Minority and Guardianship Act, 1956
8. Law of Maintenance – Hindu Adoption and Maintenance Act, 1956.
9. Law of Succession under The Hindu Succession Act, 1956 – Devolution of interest of coparcenary property (Section 6), General rules of succession in the case of male Hindus (Section 8), General rules of succession in the case of female Hindus (Section 15), Testamentary succession (Section 30).

#### **BOOKS RECOMMENDED**

Mulla, Principles of Hindu Law.

Diwan Paras (Dr.), Modern Hindu

Law. Mayne's, Hindu Law and Usage

Kesari U.P.D. (Dr.), Modern Hindu Law.

Sharma B. K., Modern Hindu Law.

## **PAPER – III**

### **CONSTITUTIONAL LAW OF INDIA - I**

#### **(Nature of The Constitution and Fundamental Rights)**

**(Paper Code: BCL -5003)**

**Unit- I** Nature of the Indian Constitution. Special emphasis shall be placed on

- (a) Federal Structure and
- (b) Form of the Government.

**Unit- II** Preamble of the Constitution.

**Unit- III** Fundamental Rights –

- a) *General*: Scheme of Fundamental Rights, who can claim Fundamental Rights:  
Against whom Fundamental Rights are available, Suspension of Fundamental Rights.
- b) *Specific Fundamental Rights*-
  - Right to Equality (Articles 14 to18)
  - Right to Freedom of Speech and Expression (Article19(1)(a))
  - Protection in respect of Conviction for offences (Article20)
  - Right to Life and Personal Liberty (Article21)
  - Right to Education (Article 21A)
  - Right against Exploitation (Articles 23 to24)
  - Right to Freedom of Religion (Articles 25 to28)
  - Cultural and Educational Rights of Minorities (Articles 29 to 30)
  - Right to Constitutional Remedies (Article32)

**Unit- IV** Directive Principles of State Policy, their importance and relationship with Fundamental Rights.

**Unit- V** Fundamental Duties.

#### **BOOKS RECOMMENDED**

- Chander Pal, Centre State Relations and Indian Cooperative Federalism.
- Chander Pal, State Autonomy in Indian Federation: Emerging Trends.
- Hidayatullah M., Constitutional Law of India.
- Jain M.P., Constitutional Law.
- Pandey J.N., Constitutional Law of India.
- Seervai H.M., Constitutional Law of India.
- Shukla V.N., Constitutional Law of India.
- Tope T.R., Constitutional Law of India.

## **PAPER – IV**

### **CONTRACT–II**

**(Specific Contract)**

**(Paper Code: BCL–5004)**

**Unit- I** Contract of Indemnity, Contract of Guarantee, Bailment and Pledge.

**Unit- II** Contract of Agency.

**Unit- III** Definition of Sale, Essentials of Contract of Sale and Agreement to Sale, Duties of Sellers and Buyers, Sale by Sample, Sale by Description, Conditions and Warranties, Rule of Caveat Emptor.

**Unit- IV** Transfer of Title, Passing of Property in Goods, Delivery of Goods – Rules regarding Delivery of Goods, Unpaid Seller and his Rights, Remedies for the Breach of Contract.

**Unit- V** Network of Partnership, Difference between Partnership and a Company, Mutual relationship between Partners, Authority of Partners, Dissolution of Partnership, Minor as Partner, Effect of non-registration of Firm.

#### **BOOKS RECOMMENDED**

Anson, Law of Contract.

Bangia R.K. (Dr.), Indian Contract Act.

Desai S.T., The Indian Contract Act.

Kapoor S.K., Contract.

Moitra A.C., (Dr.), Principles and Digest of Indian Contract Act.

Narayana P.S., The Law of Partnership.

Pollock and Mulla, Indian Contract and Specific Relief Act.

Singh Avtar (Dr.), Introduction to Law of Partnership.

Singh Avtar (Dr.), Law of Contract.

## **PAPER – V**

### **JURISPRUDENCE - I**

#### **(Legal Theory)**

#### **(Paper Code: BCL-5005)**

1. Introduction: Definition, Nature and Scope of Jurisprudence, Importance of the Study of Jurisprudence.
2. Natural Law School: Classical Natural Law, Revival of Natural Law: Rudolf Stammler and Kohler.
3. Analytical School: John Austin, Hans Kelsen, And H.L.A. Hart.
4. Historical School: Frederick Karl Von Savigny, Sir Henry Sumner Maine.
5. Sociological School: Background and Characteristics, Roscoe Pound, Leon Dugit.
6. American Modern Realis
7. Economic Approach of Law: Marxist Economic Approach on Law.

#### **BOOKS RECOMMENDED**

Bodenheilmer: Jurisprudence.  
Dias, Jurisprudence.  
Friedman, Law in Changing Society.  
Llyoyd, Introduction of Jurisprudence.  
Mahajan V.D., Jurisprudence.  
Paton: Jurisprudence.  
Salmond: Jurisprudence.

**YEAR 3**  
**SEMESTER 6**

<b>CODE</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
BCL-6001	Environmental Law	73
BCL-6002	Family Law- II (Muslim Law)	74
BCL-6003	Constitutional Law of India- II (Structure and Working of the Indian Constitution)	75
BCL-6004	Public International Law	76
BCL-6005	Jurisprudence- II (Legal Concepts)	77

## SEMESTER- VI

### PAPER – I

#### ENVIRONMENTAL LAW

(Paper Code: BCL-6001)

1. Meaning and Definition of environment and pollution, kinds of pollution, sources and consequences of pollution, Ancient Indian Philosophy relating to environment protection.
2. Constitutional provisions, concerning environment pollution under Code of Criminal Procedure, Indian Penal Code Environment and development, Current environment problems, Public Interest Litigations.
3. Present regulations and enactments regarding environmental pollution – Definitions and Measures that have been adopted through different legislation–
  - (i) The Environment (Protection) Act, 1986.
  - (ii) The Air (Prevention and Control of Pollution) Act, 1981.
  - (iii) The Water (Prevention and Control of Pollution) Act, 1974
  - (iv) The Forest Act, 1927.
4. Polluter Pays Principle, Precautionary Principle, Public Trust Doctrine, Sustainable Development, cases at National Green Law Tribunal, Powers and functions of NGT.

#### BOOKS RECOMMENDED

Diwan Paras, Environment Administration, Law and Judicial Attitude.  
Jaswal P.S., Environmental Law.  
Kumar Naresh: Air Pollution and Environment Protection.  
Pal Chandra, Environmental Pollution & Development.  
Singh Gurdip, Environmental Law.

## **PAPER – II**

### **FAMILY LAW - II**

**(Muslim Law)**

**(Paper Code: BCL-6002)**

1. Introduction to Muslim Law
2. Sources of Muslim Law
3. Schools of Muslim Law
4. Applicability of Muslim Law
5. Marriage
6. Mahr (Dower)
7. Talaq and its kinds, Dissolution of Marriage (Divorce) under Muslim Women  
Protection of Rights on Divorce Act, Maintenance of Wives (125 Cr.P.C, Shah Bano  
Case etc.)
8. Wills
9. Gifts
10. Wakf
11. Pre-emption
12. Acknowledgement and Guardianship.

#### **BOOKS RECOMMENDED**

Ahmad Aqeel, Mohammdan Law.  
Ali Ameer, Principles of Mohammadan Law.  
Fyzee, Outlines of Mohammedan Law.  
Mahmood Tahir, Muslim Law of India.  
Mulla, Principles of Mohammadan Law.  
Rashid Khalid, Muslim Law.  
Wilson, Muslim Law.

#### **Central Acts:**

Dissolution of Muslim Marriage Act, 1939. Family Courts Act, 1984.  
Muslim Personal Law (Shariat) Application Act, 1937.  
Muslim Women (Protection of Rights on Divorce) Act, 1986.

## **PAPER – III**

### **CONSTITUTIONAL LAW OF INDIA - II**

#### **(Structure and Working of the Indian Constitution)**

#### **(Paper Code: BCL-6003)**

1. Union Parliament: Organization, Procedure regarding Enactment of Legislation, Parliamentary Privileges.
2. Union Executive: The President, his Powers and Position including Ordinance Making Power.
3. Prime Minister and the Cabinet. Is the Prime Minister Real Head?
4. Distribution of Legislative Powers between Union and the States. Territorial and Topical Distribution of Powers. Power of Parliament to Legislate on State Matters. Doctrine of Territorial Nexus. Doctrine of Pith and Substance, Doctrine of Colourable Legislation.
5. Emergency Provisions with Special References to Proclamation of Emergency and President's Rule.
6. Union Judiciary: Supreme Court of India. Composition and Jurisdiction.
7. Amendment of the Constitution. Power and Procedure; Basic Structure of the Constitution.

#### **BOOKS RECOMMENDED**

Chander Pal, Centre State Relations and Indian Cooperative Federalism.  
Chander Pal, State Autonomy in Indian Federation: Emerging Trends.  
Hidayatullah M., Constitutional Law of India.  
Jain M.P., Constitutional Law.  
Pandey J.N., Constitutional Law of India.  
Seervai H.M., Constitutional Law of India.  
Shukla V.N., Constitutional Law of India.  
Tope T.R., Constitutional Law of India.

## **PAPER – IV**

### **PUBLIC INTERNATIONAL LAW**

**(Paper Code: BCL-6004)**

1. Theoretical Foundation of International Law: Definition, Nature and Scope.
2. Sources of International Law: Custom, International Conventions, General Principles of Law, Judicial Decisions and Juristic Works.
3. Relation between International Law and Municipal Law: Theories of Relationship, Indian and British Practices.
4. State: State Sovereignty, State Territories and Jurisdiction, Recognition, Succession, Intervention, Nationality, Diplomatic Agents, Extradition and Asylum.
5. Laws of War: War Crimes and Crime against Peace, Settlement of International Disputes – Pacific and Coercive, Hijacking Narcotics, Treatment of Aliens, Enemy Character, Contraband, Blockade, State Jurisdiction on Terrorism.
6. Law of the Sea: Maritime Belt, Contiguous Zone, EEZ, Continental Shelf Jurisdiction.

### **BOOKS RECOMMENDED**

Aggarwal, H.O., Public International Law and Human Rights.  
Greig, D.W., International Law.  
Harris, D.J., Cases and Material on International Law.  
Kapoor, S.K., International Law.  
Starke, J.G., An Introduction to International Law.

## **PAPER – V**

### **JURISPRUDENCE -II (Legal Concepts) (Paper**

**Code: BCL-6005)**

1. Legal Person: Nature and Concept, Theories of Legal Personality.
2. Legal Rights and Duties: Definition, Basis and Characteristics and Kinds of Legal Rights, Relationship between Rights and Duties, Wider sense of right.
3. Possession: Theories of Possession, Possession in Fact and Possession in Law, Kinds of Possession.
4. Ownership: Definition, Kinds of Ownership, Relationship between Ownership and Possession.
5. Liability: Remedial and Penal Liability, Strict and Vicarious Liability, Mensrea and Negligence.
6. Law and Justice: Administration of Justice, Theories of Punishment.
7. Concept of State and Sovereignty.
8. Law and Morality: Relation between Law and Morals, Legal Enforcement of Morality.
9. Sources of Law: Custom, Precedent, and Legislation.

### **BOOKS RECOMMENDED**

Bodenheilmer: Jurisprudence.  
Dias, Jurisprudence.  
Friedman, Law in Changing Society.  
Llyoyd, Introduction of Jurisprudence.  
Mahajan V.D., Jurisprudence.  
Paton: Jurisprudence.  
Salmond: Jurisprudence.  
Tripathi B.N.M., Jurisprudence.

**YEAR 4**  
**SEMESTER 7**

<b>CODE</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
BCL-7001	Labour and Industrial Law	79
BCL-7002	Company Law	80-81
BCL-7003	Interpretation of Statutes	82
BCL-7004	Insurance Law and Accident Claims <b>(Optional Paper)</b>	83
BCL-7004(A)	Criminology and Penology <b>(Optional Paper)</b>	84
BCL-7005	Professional Ethics, Accountability of Lawyers and Bar Bench Relation <b>(Practical Training)</b>	85

**Note :** Paper Code : BCL-7005 entitled, “Professional Ethics, Accountability of Lawyers And Bar Bench Relation (Practical Training)” course will be taught in association with the practicing Lawyers / retired Judges / retired Law Teachers. This paper will carry **Maximum 100 Marks**. The written examination on this paper (Theory Paper) will be in **descriptive form** and of **three (03) hours duration** and will carry **50 Marks**. The written examination (Theory Paper) shall be held by way of paper with the other theory papers. **The Practical / Viva-voce Examination will carry 50 Marks**. The students shall be given **Assignment** by the subject teacher. Students will record answer to all the Assignment by preparing a **Project File**. **The Project File will carry 30 Marks. The Project File will be evaluated by the Board of Examiners at the time of Practical / Viva-voce examination.** The **Viva-voce** will carry **20 Marks**.

## SEMESTER- VII

### PAPER – I

#### LABOUR AND INDUSTRIAL LAW

(Paper Code: BCL- 7001)

1. Evolution of Industrial Legislation in India
2. Industrial Disputes Act 1947.
  - (a) Scope Object & Main Features.
  - (b) Industry
  - (c) Industrial Dispute and Individual Dispute
  - (d) Workman and Employee
  - (e) Authorities under the Act & Grievance Redressal Machinery
  - (f) Strike
  - (g) Lock – Out
  - (h) Retrenchment
  - (i) Lay - off
  - (j) Transfer and Closure
3. Trade Unions Act, 1926
  - (a) Growth of Unions in India
  - (b) Definitions
  - (c) Registration of Trade Unions
  - (d) Rights and Liabilities of Registered Trade Unions
  - (e) Concepts of Collective Bargaining, Recognition, Multiplicity of Trade Unions & Role of outsiders in Trade Unions.
4. Payment of Wages Act, 1936
5. Workmen Compensation Act, 1923.
6. Employees Provident Funds Act, 1991.
7. Maternity Benefits Act, 1961 with recent Amendments.

#### BOOKS RECOMMENDED

Bangri P.R., Law of Industrial Disputes.  
Dhingra L.C., Law on Industrial Adjudication in India.  
Goswami V.G, Labour & Industrial Law.  
Kothari G.M. (Dr.), A Study of Industrial Law.  
Malhotra O.P., Law of Industrial Disputes.  
Mishra S.N., Labour and Industrial Law.  
Puri S.K., Labour and Industrial Law.  
Srivastav K.D., Law relating to Trade Unions & Unfair Labour Practices in India.

## **PAPER – II**

### **COMPANY LAW**

**(Paper Code: BCL-7002)**

#### I) Formation of Companies:

1. History of Company Legislation in India.
2. Meaning and Nature of Company with Emphasis on its Advantages and Disadvantages over other forms of Business Organizations.
3. Kinds of Companies.
4. Corporate Personality and Lifting the Corporate Veil.
5. Promotion of Companies – Promoters and Pre- Incorporation Contracts.
6. Memorandum of Association and Articles of Association:
  - a) Meaning, Nature and Contents and Relationship Between the two.
  - b) Objects Clauses and Doctrine of *Ultra – vires*, Doctrine of Indoor Management.
7. Prospectus and Statement in Lieu of Prospectus.
8. Membership of Company – Its Acquisition and Termination.

#### II) Corporate Capital:

1. Share and Share Capital: Meaning, Nature and Kinds; Various rights and Duties Attached to these Shares.
2. Issuance and Allotment of Shares.
3. Alteration of Share Capital:
  - a) Increase in Share Capital
  - b) Reduction of Share Capital
  - c) Pre-Emptive Rights and Variation of Class Rights

#### III) Company Management and Administration:

1. Company and its Various Organs Including Division of Powers between Board of Directors and Company in General Meeting.
2. Company Meetings and Resolution: Types / Kinds of Meetings, Essential Conditions of a Valid Meeting, Procedure for Calling Company Meetings, Resolution Kinds and Procedures relating there to.
3. Directors and Managing Director: Appointment and Legal Position.
4. Oppression and Mismanagement Majority Rule and Minority Protection.
5. Investigation into the Affairs of Companies.
6. Reconstruction and Amalgamation.
7. National Company Law Tribunal: Composition and Powers.

IV) Winding up of Company: Modes of Winding Up, Compulsory Winding Up – Conditions and Positions, Voluntary Winding Up: Kinds and Distinctions, Officials Liquidator and Liquidator, Appointment and Powers.

**Note – All above topics shall be discussed as per provisions of the recent Companies Act.**

*BOOKS RECOMMENDED*

Majumdar A.K., *Company Law and Practice*.

Kapoor G.K. (Dr.) & Gower L.C.B., *Principles of Modern Company Law*.

Singh Avtar (Dr.), *Indian Company Law*.

Ramayya A., *A Guide to Companies Act*.

Rai Kailash, *Principles of Company Law*.

Dhingra L.C. (Dr.), *Principles of Company Law*

Tripathi S.C. (Dr.), *Modern Company Law*.

## **PAPER – III**

### **INTERPRETATION OF STATUTES**

**(Paper Code: BCL-7003)**

1. Introductory: Meaning, Purpose and Scope of Interpretation of Statutes; Nature of Statutes and their Classification.
2. Internal Aids to Interpretation: Title; Preamble; Headings and Marginal Notes. External Aids to Interpretation; Parliamentary History; Stare Decisis (Judicial Precedents); Dictionaries.
3. Rules of Statutory Interpretation: Primary (Basic) Rules; Secondary (Subsidiary) Rules; Literal Rule; Golden Rule; Mischief Rule.
4. Judicial Activism: Nature and Scope.
5. Presumptions in Statutory Interpretation: Presumption as to Jurisdiction; Presumption as to Prospective Operation of Statutes; Presumption Against Violation of International Law.
6. Maxims of Statutory Interpretation: Eiusdem Generis; Expressio Unius Est Exclusio Alterius; Ut Res Magis Valeat Quam Paraeat, Noscitur a sociis, Raddendo singular singularis.
7. Interpretation with Reference to the Subject Matter and Purpose of Statutes:
8. Penal Statutes; Taxing Statutes, Welfare Legislation, Prospective and Retrospective Operation.
9. Principles of Constitutional Interpretation: Harmonious Construction; Doctrine of Pith and Substance; Doctrine of Colourable Legislation; Occupied Field; Repugnancy.

#### **BOOKS RECOMMENDED**

Langan P.St., Maxwell on the Interpretation of Statutes.  
Mathur D.N., Interpretation of Statutes.  
Miers David R., Sweet & Maxwell (Interpretation of Statute).  
Sarathi V.P., Interpretation of Statutes.  
Singh Avtar (Dr.), Interpretation of Statutes.  
Singh G.P., Principles of Statutory Interpretation.  
Srivastva R.D., Interpretation of Statutes and Legislation.

## **PAPER – IV**

### **INSURANCE LAW AND ACCIDENT CLAIMS**

**(Optional Paper)**

**(Paper Code: BCL-7004)**

1. Nature of Insurance, Concept of Insurance, General Principles of Insurance, Proposal Policy and Parties, Insurable Interest and Risk, Indemnity.
2. Life Insurance – Meaning, Nature and Scope, Central Principles of Life Insurance Policy, Insurance contract, Persons entitled to payment, Settlement of claim and payment of money.
3. Marine Insurance – Meaning, Nature and Scope, Marine Insurance Policy, Conditions and express Warranties, Exemption Clauses and construction of terms of Marine Insurance Policy, Marine Insurance Act, 1963.
4. General Insurance – Property Insurance against Fire and emergency risks, Insurance against third party risks, Cattle Insurance, Baggage Insurance, Crop Insurance, The Motor Vehicle Act, 1988.
5. Social Insurance in India – Meaning, Important elements in Social Insurance, various kinds of Social Insurance, Group Life Insurance, Health Insurance, Old Age Insurance, Unemployment Insurance, Insurance of Weaker Section.

#### **BOOKS RECOMMENDED**

Benerji B. N., Law of Insurance.  
Fredrick G. Crane, Insurance Principles and Practice.  
Jagannath Y., Social Insurance in India.  
Murty K. S., A Modern Law of Insurance in India.  
Sharma R. S., Insurance Principles and Practice.  
Srinivasan M. N., Law and the Life Insurance Contract.

#### **Statutes Prescribed**

Employees State Insurance Act, 1948.  
Insurance Act, 1938.  
The Life Insurance Corporation Act, 1956.  
The Marine Insurance Act, 1963.  
The Motor Vehicle Act, 1938.

## **PAPER – IV**

### **CRIMINOLOGY AND PENOLOGY**

**(Optional Paper)**

**[Paper Code: BCL-7004(A)]**

1. Criminology – Definition, Nature and scope of Criminology, Method of studying Criminology
2. Schools of Criminology.
3. Factors in Causation of Crimes.
4. Specific Crime – Organized Crime, White Collar crime, socio – Economic Crime, Juvenile Delinquency.
5. New Dimensions of criminology.
6. Penology - Concept and definition of punishment, Concept of Treatment, Object of Punishment.
7. Schools of Penology, Theories of Punishment.
8. Capital Punishment.
9. Prison Reform.
10. Alternatives to Imprisonment- Probation, Parole, Open Prison etc.

#### **BOOKS RECOMMENDED**

Sutherland E. and Cressy, Principles of Criminology.  
James Teary, Introduction of Criminology.  
Sethna S.M., Society and Criminology.  
Pannanan M., Criminology and Penology.  
Siddique Ahmad, Criminology: Problems and Perspectives.  
Paranjape N.V., Criminology and Penology.  
Sirohi J.P. Criminology and Criminal Administration.

## **PAPER –IV**

### **PROFESSIONAL ETHICS, ACCOUNTABILITY OF LAWYERS AND BAR BENCH RELATION (Practical Training)**

**(Paper Code: BCL-7005)**

This course will be taught in association with the practicing Lawyers / retired Judges / retired Law Teachers. This paper will carry Maximum 100 Marks. The written examination on this paper (Theory Paper) will be in descriptive form and of three (03) hours duration and will carry 50 Marks. The written examination (Theory Paper) shall be held by way of paper with the other theory papers. The Practical / Viva-voce Examination will carry 50 Marks. The students will be given Assignment by the subject teacher. Students will record answer to all the Assignment by preparing a Project File. The Project File will carry 30 Marks. The Project File will be evaluated by the consensus of Board of Examiners (Internal & External Examiners) at the time of Practical / Viva-voce examination. The Viva-voce will carry 20Marks.

1. Historical Perspective and Regulation of Legal Profession.
2. Admission, Enrolment and Rights of Advocate, Bar Councils.
  - a) Nature and Characteristics of: Ethics of Legal Profession, Legal Profession
3. Contempt of Court:
  - a) Civil Contempt
  - b) Criminal Contempt
  - c) Punishment for Contempt
  - d) Defenses Against Contempt.
  - e) Constitutional Validity of Contempt Law.
  - f) Contempt by Lawyers, Judges, State, and Corporate Bodies
4. Strike by the Lawyers.
5. Extent of Professionalization of Legal Profession
  - a) Code of Ethics for Lawyers
  - b) Professional Misconduct and its Control
  - c) Bar-Bench Relations
  - d) Accountability of Lawyers towards Court, Clients and Society
  - e) Role of Law and Legal Profession in Social Transformation

#### **BOOKS RECOMMENDED**

Gupta S.P., Professional Ethics, Accountancy for Lawyers & Bench Bar Relations.  
Rai Kailash, Professional Ethics, Accountancy for Lawyers & Bench Bar Relations.  
Sirohi (Dr.), Professional Ethics, Accountancy for Lawyers & Bench Bar Relations.

**YEAR 4**  
**SEMESTER 8**

<b>CODE</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
BCL-8001	Administrative Law	87
BCL-8002	Law of Property and Easement	88
BCL-8003	Intellectual Property Law <b>(Optional Papers)</b>	89
BCL-8003(A)	Law Relating to Women and Child <b>(Optional Papers)</b>	90-91
BCL-8004	Banking Law including Negotiable Instrument Act	92
BCL-8005	Arbitration, Conciliation and Alternate Dispute Resolution <b>(Practical Training)</b>	93-94

**Note :** Paper Code : BCL-8005 entitled, “Arbitration, Conciliation And Alternate Dispute Resolution (Practical Training)” will be taught partly through class room lectures including simulating exercise and partly through extension programme like Lok-Adalat, etc. This paper will carry **Maximum 100 Marks**. The written examination on this paper (**Theory Paper**) will be in **descriptive form** and of **three (03) hours duration** and will carry **50 Marks**. The written examination (Theory Paper) shall be held by way of paper with the other theory papers. **The Practical / Viva-voce Examination will carry 50 Marks**. The Course will be taught in association with **practicing lawyers / retired Judges / retired Law Teachers**. The Class room instructions shall include lessons on the concepts and practice of Arbitration, Conciliation and Alternate Dispute Resolution. Students shall be required to maintain the **Diary of the Sessional Work** for this paper in which they shall **record the written exercises assigned to them** by the subject teacher during the session and their observations about the field work / training work of Lok Adalat etc. organized by the Law Department of the College / University and attended by them. **This Paper will carry Maximum 100 Marks**. The **Sessional Diary** will carry **20 Marks** and will be **evaluated by the Board of Examiners at the time of Semester Practical / Viva-voce examination**. **Twenty (20) Marks** are assigned for the **legal field work** assigned by his / her subject teacher

/ supervisor carried on by student during the Session. **Such field work will be evaluated by Board of Examiners (Internal & External Examiners)**. The marks earned by the students for the legal field work during the Session will be conveyed to the Ch. Charan Singh University, Meerut by Board of Examiners to be held at the time of Practical / Viva-voce examination. The **Viva-voce will carry 10 Marks**.

**Guidelines :** It is advisable that the Law Department of the College / University should organize field work in such a manner that all the students get an opportunity to participate in field work so that each candidate may be able to attend at least two such field assignments.

## SEMESTER- VIII

### PAPER – I

#### ADMINISTRATIVE LAW

(Paper Code: BCL-8001)

1. Evolution of Administrative Law, Causes, Definition and its Scope.
2. Rule of Law.
3. Separation of Powers
4. Delegated Legislation: Necessity of Delegated Legislation; Constitutionality of Delegated Legislation; Control Over Delegated Legislation – Judicial Control, Parliamentary Control, and Procedural Control.
5. Principles of Natural Justice: Nemo judex in sua causa (Rule Against Bias), Audi alteram partem, Reasoned decision, Doctrine of Legitimate Expectation.
6. Writs with Special Reference to: Writ of Habeas Corpus, Writ of Prohibition, Writ of Certiorari, Writ of Mandamus, Writ of Quo-Warranto.
7. Public Interest Litigation.
8. Ombudsman (Lokpal) in India & Lokayukta in State of U.P.,
9. Administrative Tribunals - With Special Reference to Central Administrative Tribunals.

#### BOOKS RECOMMENDED

Basu D.D., Comparative Administrative Law.  
Jain M.P. & Jain S.N., Principles of Administrative Law.  
Joshi K.C., Administrative Law.  
Massey I.P., Administrative Law.  
S.P.Sathe, Administrative Law.  
Takwani C.K., Lectures on Administrative Law.  
Thakkar C.K., Administrative Law.  
Wade H.P.W., Principles of Administrative Law.

## **PAPER – II**

### **LAW OF PROPERTY AND EASEMENT**

**(Paper Code: BCL-8002)**

1. Preliminary (Sections 1 -4)
2. Transfer of Property whether movable or immovable (Sections 5 – 37), Transfer of Immovable Property [Sec 38 –53(A)]
3. Sales of Immovable Property (Sec 54 -57)
4. Mortgages of Immovable Property and charges (Sections 58 –104)
5. Leases of Immovable Property (Sections 105 –117)
6. Exchanges (Sections 118 -121)
7. Gifts (Sections 122 -129)
8. Transfer of Actionable Claims (Sections 130-137)
9. The Indian Easement Act

#### **BOOKS RECOMMENDED**

Diwan Paras, Transfer of Property.  
Lahri S.M., Transfer of Property.  
Mulla D.F., Transfer of Property Act.  
Shah S.M., Lecturers of Transfer of Property.  
Shukla S.N., Transfer of Property.  
Shukla V.N., Transfer of Property.  
Sinha S.N., Transfer of Property.  
Tripathi G.P., Transfer of Property.

**PAPER – III**  
**INTELLECTUAL PROPERTY LAW**

**(Optional Paper)**

**(Paper Code: BCL-8003)**

1. Concept of Property Vis-à-vis Intellectual Property – Concept of Property - An overview, need for Protecting Intellectual Property – Types of Intellectual Property Origin and Development – an Overview
2. Role of International Institutions – Agreements & treaties World Intellectual Property Organization (WIPO), Function of WIPO, TRIPS, PARIS & BERN convention & other important conventions & treaties.
3. Copyright – Copyright what and why, Works Protected Under Copy Right Act, Rights Conferred by the act, Author’s Special Rights, Term of Copy right, Infringements and Remedies - Civil, Criminal and Administrative.
4. Trademarks – Definition of Trade Marks, Service Marks, Property Marks, Conditions for Registration, Duration of Registration, Effect of Registration, Rights of the Trade mark owner, Passing – Off and Infringement of Trade Mark, Appellate Board, Offences, Penalties and Procedure.
5. Patent – Meaning of Patent, Subject Matter of the patent, Inventions - Concept of Novelty, Inventive Step and Utility, Inventions not Patentable, Process and Product Patent, Acquisition of Patent, Rights of Patentees and other \_\_s, Term of Patent, Infringement of patent and Remedies.

**BOOKS RECOMMENDED**

Ahuja, V.K., Intellectual Property Rights in India.  
Bently, Lionel & Sharman BRAD., Intellectual Property Law.  
Narayanan P., Intellectual Property Law.  
Wadehra, B.L., Law Relating to Intellectual Property.

**Prescribed Acts**

The Patent Act, 1970.  
The Copyright Act, 1957.  
The Trade Marks Act 1999.

## **PAPER – III**

### **LAW RELATING TO WOMEN AND CHILD**

**(Optional Paper)**

**(Paper Code: BCL-8003(A))**

A) Law Relating to Women:

1. Legal Position of Women in Pre-Independence Period:

- a) Legal Position of Women in Ancient India,
- b) Legal Position of Women in Medieval India,
- c) Legal Position of Women in British India

2. Women's Right and Indian Constitution:

Constitutional Provisions Concerning Equality and Protection of Women in Chapters of Fundamental Rights and Directive Principles.

3. U.N. Convention on Elimination of Discrimination Against Women, 1979.

4. U.N. Machinery for Advancement of Women's Equality and Women's Welfare.

- a) International Commission on Status of Women, (b) CEDAW

5. Social Legislation for Women: Dowry Prohibition Act, 1961,

6. Penal Remedy to Indian Women–

- a) Dowry Crimes and I.P.C. 1860.

- Cruelty Against Married Women (Section 498A)
- Offence of Dowry Death (Section 304B)

- b) Rape and Sexual Crimes–

- Criminal Law Amendment Act 2013 (Nirbhaya Act 2013),
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

7. Stree Dhan and Matrimonial Property

8. Women's Right to Control their Re-Productivity

B) Law Relating to Child: Legal protection to child, Child and criminal liability, State responsibility for the education of child, Family relations and child, Legal control of child labour, Discrimination against female child, child and contract edibility.

*BOOKS RECOMMENDED*

Jain S.N., Child and The Law.

Mukherjee Roma, Legal Status and Remedies for Women in India.

Saxena Shobha, Crime Against Women and Protective Laws.

Swaroop K. (Dr.), Legal Protection to Children.

## **PAPER – IV**

### **BANKING LAW INCLUDING NEGOTIABLE INSTRUMENT ACT**

**(Paper Code: BCL-8004)**

1. Nature and Development of Banking.
2. Relationship of Banker and Customer:
  - (a) Banks, Banking Business, Meaning of Customer, Types of Accounts, Banker as Borrower.
  - (b) Contract Between Banker and Customer - Their Rights and Duties
  - (c) Banker's Lien
  - (d) Banking Instruments
  - (e) Banking Services.
3. Laws Regulating the Business of Banking (Salient Features Only):
  - (a) Banking Companies Act, 1949
  - (b) Reserve Bank of India Act, 1934
  - (c) Foreign Exchange Management Act, 1998
4. Meaning and Kinds of Negotiable Instruments.
5. Indorsement, Negotiability and Assignability.
6. Holder and Holder in Due Course.
7. Rights and Liabilities of Paying and Collecting Banker.
8. Dishonour of Negotiable Instruments Including Criminal Liability of Drawer and Protection of Collecting Banker.

#### **BOOKS RECOMMENDED**

Bangia R.K., Negotiable Instrument Act.  
Bashyam & Adiga: The Negotiable Instrument Act.  
Chorley Lord, Law of Banking.  
Faizi O. P., The Negotiable Instrument Act.  
Gupta S.N., Banks and the Customer Protection Law.  
Gupta S.N., The Banking Law and Practice in India.  
Megrah Maurice & Ryder F.R., Pagets Law of Banking.  
Parthasarathy M.P., Negotiable Instrument Act.  
Singh Avtar (Dr.), Negotiable Instrument Act.

## **PAPER – V**

### **ARBITRATION, CONCILIATION AND ALTERNATE DISPUTE RESOLUTION (Practical Training)**

**(Paper Code: BCL-8005)**

The Course will be taught partly through classroom lectures including simulating exercise and partly through extension programme like Lok-Adalat, etc. This paper will carry Maximum 100 Marks. The written examination on this paper (Theory Paper) will be in descriptive form and of three (03) hours duration and will carry 50 Marks. The written examination (Theory Paper) shall be held by way of paper with the other theory papers. The Practical / Viva-voce Examination will carry 50 Marks.

The Course will be taught in association with practicing lawyers / retired Judges / retired Law Teachers. The Classroom instructions shall include lessons on the concepts and practice of Arbitration, Conciliation and Alternate Dispute Resolution. Students shall be required to maintain the Diary of the Sessional Work for this paper in which they shall record the written exercises assigned to them by the subject teacher during the session and their observations about the field work / training work of Lok Adalat etc. organized by the Law Department of the College / University and attended by them. This Paper will carry Maximum 100 Marks. The Sessional Diary will carry 20 Marks and will be evaluated by the Board of Examiners at the time of Semester Practical / Viva-voce examination. Twenty (20) Marks are assigned for the legal field work assigned by his / her subject teacher / supervisor carried on by student during the Session. Such field work will be evaluated by consensus of Board of Examiners (Internal & External Examiners). The marks earned by the students for the legal field work during the Session will be conveyed to the Ch. Charan Singh University, Meerut by Board of Examiners to be held at the time of Practical / Viva-voce examination. The Viva-voce will carry 10 Marks.

**Guidelines:** It is advisable that the Law Department of the College / University should organize field work in such a manner that all the students get an opportunity to participate in field work so that each candidate may be able to attend at least two such field assignments.

The course shall comprise the followings:

1. **ARBITRATION**– Definition, Nature, Scope and importance of Arbitration; Arbitration Agreement, Composition of Arbitral Tribunal; Jurisdiction of Arbitral Tribunals, Conduct of Arbitral Proceedings; Making of Arbitral Award, Termination of Proceedings; Resource against Arbitral Award, Finality and enforcement of Arbitral Awards; Appeal and Revision.
2. **FOREIGN AWARDS** – New York Convention Awards; Geneva Convention Awards.
3. **CONCILIATION** – Application, Scope, Commencement of Proceedings; Appointment of Conciliators, Submission of statement to conciliators; Role of Conciliator, Communication between Conciliator and Parties; Settlement Agreement, Termination of Conciliation Proceedings; Costs and Deposits of Conciliation Proceedings.

4. RULE- MAKING POWERS – High Courts, Central Government.
5. ALTERNATE DISPUTE RESOLUTION SYSTEM
  - a) Development, Meaning, Objective and Advantages of A.D.R. System.
  - b) Types of A.D.R. System – Mediation, Arbitration, Negotiation, Mini-Trial, Judicial Settlement, Fast Track Arbitration, Final Offer Arbitration, Multi door Court House, Medola,
  - c) Lok Adalats – Organization, Cognizance of Cases, Awards and Powers of LokAdalats.
  - d) Any two Cases of Arbitration and Conciliation

**BOOKS RECOMMENDED**

Rao P.C., Alternative Dispute Resolution.

Basu N.D., Law of Arbitration and Conciliation.

Kwatra G.K., The Arbitration and Conciliation Law of India.

Bansal A.K., Law of International Commercial Arbitration.

Saraf B.P.& Jhunjnuwala M., Arbitration and Conciliation.

Malhotra O.P., The Law and Practice of Arbitration and Conciliation

**Law Commission of India Report:**

Law Commission of India Report on Grama Nyayalayas

Law Commission of India Report on Urban Litigation- Mediation

**Statutes**

The Arbitration and Conciliation Act, 1996.

The Legal Services Authorities Act, 1987.

**YEAR 5**  
**SEMESTER 9**

<b>CODE</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
BCL-9001	Bharatiya Nagarik Suraksha Sanhita (BNSS)	96
BCL-9002	Civil Procedure Code and Limitation Act	97
BCL-9003	Bharatiya Sakshya Adhinyam (BSA)	98
BCL-9004	Consumer Protection Law and Competition Act	99
BCL-9005	Drafting of Pleading and Conveyancing (Practical Training)	100

**Note :** Paper Code : BCL-9005 entitled, “Drafting of Pleading And Conveyancing” will carry **Maximum 100 Marks** which will be divided into **Theory Paper** and **Practical / Viva-voce examination carrying 50 Marks each**. The Theory paper will be conducted at the time of other Theory papers. This course will be taught through class instructions and simulation exercises, preferably with the assistance of practicing Lawyers / retired Judges. Apart from teaching the relevant provisions of law, the course will include **10 written exercises in Drafting of pleading carrying 20 Marks (2 Marks for each exercise)** and **10 written exercises in Conveyancing carrying 20 Marks (2 Marks for each exercise)**. Each student will maintain a **Sessional Exercise Book** for the purpose and write down all the exercise in Pleading and Conveyancing during regular classes. **It will be assessed by the Board of Practical / Viva-voce Examiners. The Viva-voce will be of 10 Marks.**

## SEMESTER- IX

### PAPER – I

#### BHARATIYA NAGRIK SURAKSHA SANHITA (BNSS)

(Paper Code: BCL-9001)

1. Definitions Constitution of Criminal Courts and their Powers & Jurisdiction
2. Arrest of persons and the rights of arrested persons; Bail
3. Information to the police and their powers to investigate.
4. Cognizance of offences by the magistrate and court of sessions.
5. Complaints to Magistrates and commencement of Proceedings before Magistrates
6. The Charge:
  - a) Form of Charges
  - b) Joinder of Charges
7. Principal features of fair trial. Trial Procedures–
  - a) Sessions Trial
  - b) Warrant Trial
    - Cases Instituted upon a Police Report
    - Cases Instituted otherwise than on a Police Report
    - Conclusion of Trial
  - c) Summons Trial by Magistrates
  - d) Summary Trial
8. Appeal, Revision & Reference.
9. Maintenance of wives, children and parents (Section 125 to 128).

**Note – All above topics shall be discussed as per provisions of the recent Baratiya Nagrik Suraksha Sanhita Act.**

#### BOOKS RECOMMENDED

Banerjee P.C., Criminal Trial and Investigation.  
Kelkar R.V., Criminal Procedure Code.  
Kelkar R.V., Lecturers on Criminal Procedure.  
Lal Ratan & Lal Dhiraj, The Code of Criminal Procedure.  
Mishra S.N., The Code of Criminal Procedure.  
Sarkar S.C., Law of Criminal Procedure.

## **PAPER – II**

### **CIVIL PROCEDURE CODE AND LIMITATION ACT**

**(Paper Code: BCL-9002)**

1. Preliminary, Definitions, Suits of civil nature, Principles of Res-judicata and Res subjudice, Foreign judgement, place of suing.
2. Parties to suit, Frame of suit, pleading: Complaint, Written statement, Set-off, Counter claim, Suits by indigent persons, Suits in particular cases.
3. Summons and Discovery, Issues of Summons, Appearance of parties, Summoning and Attendance of witness, Execution of Decrees.
4. Incidental proceedings: Commission, Letter of request, Supplemental proceedings: Arrest and Attachment before judgement, Temporary injunction, Interlocutory orders, Receiver appeals, References, Review, Revision, Restitution, Caveat, Inherent powers of court.
5. Limitation of suits, appeals and applications, Period of Limitation, Continuous running of time, Effect of sufficient cause for not preferring appeals or making applications within the period of limitation, Legal disability, Computation of period of Limitation and Execution of time in legal proceedings, Effect of Death, Fraud, Acknowledgement in writing, Acquisition of ownership by possession.

**Note – All above topics shall be discussed as per provisions of the recent Bharatiya Nyaya Sanhita Act.**

#### **BOOKS RECOMMENDED**

Mulla, Code of Civil Procedure.

Takwani C.K., Civil Procedure.

Mathur D.N., The Code of Civil Procedure.

Jain J.D., Indian Limitation Act.

## **PAPER – III**

### **BHARATIYA SAKSHYA ADHINIYAM (BSA)**

**(Paper Code: BCL-9003)**

1. Fact In-Issue; Relevant Facts; Document.
2. Evidence: Proved; Disproved; Not proved;
3. May Presume, Shall Presume, and Conclusive Proof.
4. Circumstantial Evidence.
5. Relevancy and Admissibility; Res Gestae (Sections 6 to13).
6. Admission; Confession (Sections 17 to31).
7. Dying Declaration [Section32(1)].
8. Relevancy of Judgments (Sections 40 to44).
9. Opinion of Experts; Opinion of Third Persons (Sections 45 to47).
10. Conduct and Character of Parties (Sections 52to55).
11. Judicial Notice (Sections 56 to57).
12. Estoppel (Sections 115 to116).
13. Means of Proof: Oral Evidence; Documents - Public Document, Private Document, Primary and Secondary Evidence; (Sections 59 to 65 and 74 to 78); Exclusion of Oral by Documentary Evidence (Sections 91 to92).
14. Burden of Proof (Sections 101 to106).
15. Witnesses: Competency and Compellability of Witnesses; Examination of Witnesses; Privileges: State Privilege and Private Privilege (Sections 118 to155).

**Note – All above topics shall be discussed as per provisions of the recent Bharatiya Sakshya Adhinyam Act.**

#### **BOOKS RECOMMENDED**

- Lal Batuk, Law of Evidence.  
Ratanal & Dhiraj Lal, The Law of Evidence.  
Sarathi Vepa P, Law of Evidence.  
Sarkar M.C. & Sarkar S.C., Law of Evidence in India.  
Sarkar S. & Ejaz Ahmed, Law of Evidence.  
Singh Avatar (Dr.), Law of Evidence.

## **PAPER – III**

### **CONSUMER PROTECTION LAWS AND COMPETITION ACT**

**(Paper Code: BCL-9004)**

1. Aims objectives and reasons of the Consumer Protection Act, 1986. Definitions and Scope of the Act, Protection of Consumers in Other Laws (Law of Torts, Sales of Goods Act).
2. Meaning and Scope of deficiency in service in the Consumer Protection Act, 1986. Consumerism, Consumer and Consumer Protection Councils (Composition, Powers and Functions).
3. Consumer disputes redressal agencies, Composition, Jurisdiction, Powers and Function of District Forum, State Commission, National Commission, Appeals, Finality of Order, Limitation period, Enforcement of Orders, Powers to make rules.
4. Aims, Objectives and reasons of the Competition Act, 2002, Definitions, Anti-competitive agreements, Abuse of dominant position, Regulations of Combinations.
5. Establishment and Composition of Competitive Commission of India, Appointment and Removal of Chairperson and other members of Commission, Duties, Powers and Functions of Commission. Duties of Director General, Penalties of Contravention of Commission Orders, Powers to make rules.

#### **BOOKS RECOMMENDED**

Bangia R. K., The Consumer Protection Act.  
Dugar, Competition Law of Consumer Protection.  
Singh Avatar (Dr.), Law of Consumer Protection.  
Tripathi S.C. (Dr.), The Consumer Protection Act.

## **PAPER – III**

### **DRAFTING OF PLEADING AND CONVEYANCING**

#### **(Practical Training)**

#### **(Paper Code: BCL-9005)**

This paper will carry Maximum 100 Marks which will be divided into Theory Paper and Practical /Viva-voce examination carrying 50 Marks each. The Theory paper will be conducted at the time of other Theory papers. This course will be taught through class instructions and simulation exercises, preferably with the assistance of practicing Lawyers / retired Judges. Apart from teaching the relevant provisions of law, the course will include 10 written exercises in Drafting of Pleading carrying 20 Marks (2 Marks for each exercise) and 10 written exercises in Conveyancing carrying 20 Marks (2 Marks for each exercise). Each student will maintain a Sessional Exercise Book for the purpose and write down all the exercise in Pleading and Conveyancing during regular classes. It will be assessed by the consensus of Board of Practical / Viva-voce Examiners (Internal & External Examiners). The Viva-voce will be of 10Marks.

The course shall comprise the following:

- I. Drafting: General Principles of Drafting and Relevant Substantive Rules shall be taught.
- II. Pleadings:
  - Civil
    - a) Plaint
    - b) Written Statement
    - c) Interlocutory Application
    - d) Original Petition
    - e) Affidavit
    - f) Execution Petition
    - g) Memorandum of Appeal
    - h) Memorandum of Revision
    - i) Petition under Articles 226 and 32 of the Constitution of India.
  - Criminal
    - a) Complaints
    - b) Criminal Miscellaneous Petition
    - c) Bail Application
    - d) Memorandum of Appeal and Revision.
- III. Conveyancing: Essentials of Deed, Sale Deed, Mortgage Deed, Lease Deed, Gift Deed, Promissory Note, Power of Attorney, Will, Agreements.

#### **BOOKS RECOMMENDED**

Chaturvedi A.N., Pleadings, Conveyancing and Drafting and Legal Professional Ethics.  
Chaturvedi R.N., Pleading, Drafting and Conveyancing.  
Moga P.C., The Law of Pleadings in India.  
Singh B.P., Pleadings, Conveyancing and Drafting.

**YEAR 5  
SEMESTER 10**

<b>CODE</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
BCL-9006	Land Laws (U.P. Revenue Code, 2006)	103
BCL-9007	Law of Taxation	104
BCL-9008	Indian Judicial System ( <b>Optional Papers</b> )	105
BCL- 9008(A)	Law of Trust, Equity and Fiduciary Relation ( <b>Optional Papers</b> )	106
BCL-9009	Law Relating to Right to Information ( <b>Optional Papers</b> )	107
BCL- 9009(A)	Information Technology and Cyber Laws ( <b>Optional Papers</b> )	108
BCL-9010	Moot Court, Pre-Trial Preparation And Participation In Trial Proceedings‘ (Practical Training)	109-110

**Note :** Paper Code : BCL-9010 entitled, “Moot Court, Pre-Trial Preparation And Participation In Trial Proceedings (Practical Training)” shall comprise of the following :

(A). **Moot Court :** The Maximum Marks to this Paper will be 100. Each student will do at least Two Moot Courts in a Semester with 10 Marks each. The Moot Court work will be on assigned

problem and will be evaluated for **5 Marks** for written submissions (to be recorded in Sessional Diary) and **5 Marks** for Oral Advocacy.

**Guidelines :** For the purpose of Moot Court, **groups will be formed of 8/10 students** and cases involving several issues shall be assigned in Court practice *i.e.* Operation of Courts and legal professionals on panel of the College / University may be sought, especially in the matter of getting copies of paper books of cases which have been decided by various Courts.

The Course shall emphasize points of Court craft and decorum. The **male students shall wear white pant – shirt and a Black Tie and female students shall wear white dress with black scarf** while addressing a Moot Court and during their visits to the Court / Advocates chambers and other practical training programmes.

Practice Moots shall be held as a routine in the class itself and the three compulsory test Moots for examination shall be held after such practice Moots near the end of semester term. Attendance at such practice Moot Courts shall be counted. Each student shall be required to maintain a regular record of his / her preparation for all the Moot Courts attended by him / her in the Sessional Diary. **The Sessional Diary will carry 15 Marks (5 Marks for each Test Moot).**

**(B). Court Assignments :** Observation of Trial in **Four Cases** *i.e.* **Two Cases in Civil and Two in Criminal.** Each student will attend **Four Trial Courts during the Semester term.** He / She will maintain record of his / her visits in his / her Diary of Sessional Work and enter the various steps observed during his / her attendance on different days in the Court assignment. This Scheme will carry **25 Marks.**

**(C). Interviewing Techniques And Pre-Trial Preparation :**

(i). Each student will observe for Interviewing Sessions of Clients at the Lawyer's Office / Legal Aid Office and record the proceedings in the Diary of Sessional Work, which will carry **10 Marks.**

(ii). Each student will further observe the preparation of documents and Court Papers by the Advocate and procedure for filing the Suit / Petition. This will be recorded in **Sessional Diary** which will carry **10 Marks.**

**Guidelines :** To make the training meaningful, students visits have to be organized for a continuous period, sufficiently long to observe and understand the process taking place in their proper context. Efforts should be directed to acquaint the students in the different branches of legal practice including **Civil, Criminal, Revenue, and Labour Court Practice.** Besides the legal Professionals on the College / University Panel, the students should regularly be supervised and helped by the subject teacher / tutor. It is desirable that besides Advocates Chambers the students are taken for academic Family Court / Revenue Court / Income Tax & Sales Tax Offices and other venues where judicial administrative proceedings are held. The **Indian Law Institute, Parliament, Supreme Court, and High Courts, Tribunals etc.,** may be visited to make the training academically multifarious. This programme can be intellectually and professionally challenging if properly organized and integrated with Curriculum.

**(D). Viva-voce :** The **Fourth Component** of this Paper will be **Viva-voce examination** by the **Board of Examiners on the above three aspects.** This will carry **10 Marks.**

## SEMESTER- X

### PAPER – I

#### LAND LAWS (U.P. Revenue Code, 2006)

(Paper Code: BCL-9006)

1. Division and Constitution of U.P. into Revenue Areas, Powers and Function of Revenue Board, Commissioners, Collectors, Additional Collectors, Tahsildar and Lekhpal.
2. Boundary and Boundary Marks – Fixation, Demarcation, Repair and Renewal, Penalty for Damage and destruction, Settlement of Boundary disputes.
3. Maintenance and Revision of Village Records – Record of Rights, Mutation Proceedings, Record and Survey Operation, Preparation of New Record of Rights.
4. Management of Land and Other Properties by Gram Panchayat, Land Management Committee, Gaon Fund, Consolidated Gaon Fund.
5. Classes and Rights of Land Tenures – Bhumidhar with Transferable Rights, Bhumidhar with non-Transferable Rights and Asami. Declaration, Bequeth, Transfer, Exchange, Lease, Mortgage, Division.
6. Devolution – Order of Succession and Survivorship.
7. Abandonment, Surrender, Ejectment and Declaratory Suit and Rent.
8. Land Revenue – Liability, First Charge, Process of Collection of Land Revenue.
9. Revenue Courts – Jurisdiction and Procedure, First Appeal, Second Appeal, Board's
10. Power of Review.

#### BOOKS RECOMMENDED

Maurya R.R., Uttar Pradesh Land Laws.

Singh D.P. Kanwal, Land Laws (Including Land Acquisition and Rent Laws)

Singh Yatindra, The Uttar Pradesh Imposition of Ceiling of Land Holding Act, 1960.

Uttar Pradesh Revenue Code, 2006 as amended by U.P. Revenue Code (Amendment) Act, 2016 (4 of 2016) (w.e.f. 18-12-2015 & 11-02-2016).

## **PAPER – II**

### **LAW OF TAXATION**

**(Paper Code: BCL-9007)**

1. Introduction: History and Objects of Taxation, Direct and Indirect Taxes, Concept of Tax and Fee.
2. Definitions: Assessee, Assessment Year, Previous Year, Business, Agricultural Income, Income, Person.
3. Residence (Sections 6, 7 and 9).
4. Salaries (Sections 15 to 17).
5. Income from House Property (Sections 22 to 27).
6. Profits and Gains of Business or Profession (Section 28).
7. Depreciation Allowance (Section 32).
8. Business Expenditure and Loss (Section 37).
9. Capital Gains (Sections 45, 46 and 54).
10. Income from other Sources (Sections 56 to 58).

### **BOOKS RECOMMENDED**

Rai Kailash (Dr.), *Taxation Law*.

Singhania V.K. (Dr.), *Students Guide to Income Tax*.

Kanga & Palkiwala, *Law of Income Tax*.

Taxman, *Three Direct Taxes*.

## **PAPER – III**

### **INDIAN JUDICIAL SYSTEM**

**(Optional Paper)**

**(Paper Code: BCL-9008)**

1. Administration of Justice – Its Meaning and Kinds, Law and Justice, Judiciary and Constitutional obligation, Independence of Judiciary, Appointment of Judges in supreme Court, High Courts.
2. Judicial Structure, Hierarchy of Courts (Criminal and Civil Courts), Legal Professionals responsibilities, Obligation and their role, Public Interest Lawyering.
3. Access to Judicial system, Public participation in judicial process, Poverty and Judicial system, Cost of litigation, Court fee, Advocate fee, Legal Aid, Mechanism and its effectiveness.
4. Delay in justice, Speedy justice (Criminal and Civil Courts), Judicial accountability.
5. Writs: Habeas Corpus, Mandamus, Prohibition, Certiorari, Quo-warranto.

#### **BOOKS RECOMMENDED**

Baxi Upendra, The Crisis of Indian Legal System, Vikas Publication, New Delhi, 1982.  
Cardozo B.N., The Nature of Judicial Process, New Haven, Yale University Press, 1995.  
Chakraborti N.K.(ed.), Administration of Criminal Justice- The Correctional Services, Deep & Deep Publications, New Delhi, 1997.  
Jain M.P., Constitutional Law.  
Pandey J.N., Constitutional Law of India.  
Seervai H.M., Constitutional Law of India.  
Shukla V.N., Constitutional Law of India.  
Tope T.R., Constitutional Law of India.  
Law Commission of India Report No. 14, 31st, 79th, 80th, 120th and 124th.

## **PAPER – III**

### **LAW OF TRUST, EQUITY AND FIDUCIARY RELATION**

**(Optional Paper)**

**Paper Code: BCL-9008(A)**

History, nature and principles of Equity-Emergence of law of trust from Equity— The making of Indian Law of Trust and provisions of law of Trust-Religious Trusts-Principles of Equity and Equitable Remedies, Equitable Relief in different branches of law with special reference to property law.

1) Equity

a) Nature of Equity, (b) History of Courts of Equity, (c) Relations of law of Equity, d) The maxims of equity, (e) Different Equitable remedies.

2) Trust & Fiduciary Relations: a) Essentials of Trust.

b) Fiduciary Relationship— Concept, kinds vis-à-vis Trusteeship.

c) Trust and contract, Power, condition, charge and personal obligations—distinguished.

d) Classification of Trust and its importance.

e) Private Trusts. f) Public Trusts.

g) Appointments, Retirement and removal of Trustee.

h) Rights, Power, Discretion and control of Trustees.

i) Duties of trustee in relation to: (1) Trust property; and (2) Beneficiary.

j) The Administration of Trust.

k) Liability for Breach of Trust.

l) Rights and Remedies of the Beneficiary.

m) Constructive Trusts.

#### **BOOKS RECOMMENDED**

Ahmad Aquil, Equity, Trusts and Specific Relief.

Desai S.T., Equity, Trusts and Specific Relief.

Hansbury & Mousley, Modern Equity.

Jhabwala N.H, Elements of Equity, Trusts and Specific Relief.

Rao GCV Subha, Equity, Trust and Fiduciary Relation.

Singh G.P., Principles of Equity. Snell, Principles of Equity.

Tondon M.P., Principles of Equity and Trusts.

## **PAPER – IV**

### **LAW RELATING TO RIGHT TO INFORMATION**

**(Optional Paper)**

**(Paper Code: BCL-9009)**

1. Meaning and Scope of Right to Information.
2. Historical Background: Indian Perspective, Global Perspective.
3. Media Access to Official Information.
4. Right to Information and Human Rights Violations.
5. Right to Information different from Right to Obtain Information.
6. Basic Elements of Right to Information Law.
7. Factors Restricting Free Flow of Information.
8. The Right to Information Act, 2005: Preliminary (Section 1 to 2), The Central Information Commission (Section 12 to 14), Right to Information and
9. Obligations of Public Authorities (Section 3 to 11), The State Information Commission (Section 15 to 17), Powers & Function of the Information Commission, appeals & penalties (Section 18 to 20), Miscellaneous (Section 21 to 31).
10. JUDICIARY ON RIGHT TO INFORMATION:
  - a) Free flow of Information for Public Record.
  - b) Right to information: Fundamental Right.
  - c) Disclosure of Information.
  - d) Right to Know.
  - e) Right to Acquire & Disseminate Information.
  - f) Direction on Voter's Right to Information.
  - g) Right to Information and Community Participation.
  - h) Third Party Information.
  - i) Public Authority under Article 12 of the Indian Constitution.

#### **BOOKS RECOMMENDED**

Das P.K., The Right to Information Act.

Jain N.K., Right to Information Concept Law and Practice.

Khandelwal Dheera & Khandelwal Krishana K., The Right to Information Act, 2005.

Niraj Kumar Dr., Treatise on Right to Information Act, 2005.

## **PAPER – IV**

### **INFORMATION TECHNOLOGY AND CYBER LAWS (Optional Paper)**

**Paper Code: BCL-9009(A)**

#### **(A) INTRODUCTION**

1. Basic concept of Technology and Law: Understanding the Technology, Scope of Cyber Laws, Cyber Jurisprudence
2. Understanding Electronic Contracts: The Indian Law of Contract, Types of Electronic Contracts, Construction of Electronic Contracts

#### **(B) IPR IN CYBERSPACE**

1. Copyright in Information Technology: Copyright in internet, Software Piracy, Multimedia and copyright issues.
2. Patents: Indian position on computer related patents, International context of patents.
3. Trademarks: Trade mark Law in India, Infringement and passing off.

**(C) INFORMATION TECHNOLOGY ACT 2000: Digital Signature, E-Governance, Regulation of Certifying Authorities, Duties of Subscribers, Penalties and Adjudication, Offences under the Act, Making of Rules and Regulation.**

#### **(D) CYBERCRIMES**

Understanding Cyber Crimes: Crime in context of Internet, Types of Crime in Internet  
Indian Penal Law & Cyber Crimes: Fraud, Hacking, Mischief, Trespass, Defamation, Stalking, Spam  
Issues of Internet Governance: Freedom of Expression in Internet,  
Issues of Censorship, Hate Speech, Sedition, Libel, Subversion, Privacy Issues,  
International position on Free Speech in Internet

#### **BOOKS RECOMMENDED**

Gerold R.Ferresc, Cyber Law(Text & Cases)  
Prof. S.R. Bhansali, Information Technology Act  
Rodney D. Ryder, Guide to Cyber Law  
Vakul Sharma, Cyber Crime.

## **PAPER – V**

### **MOOT COURT, PRE-TRIAL PREPARATIONS AND PARTICIPATION IN TRIAL PROCEEDINGS (Practical Training)**

**(Paper Code: BCL-9010)**

(A) **Moot Court:** The Maximum Marks to this Paper will be 100. Each student will do at least Two Moot Courts in a Semester with 10 Marks each. The Moot Court work will be on assigned problem and will be evaluated for 5 Marks for written submissions (to be recorded in Sessional Diary) and 5 Marks for Oral Advocacy.

**Guidelines:** For the purpose of Moot Court, groups will be formed of 8/10 students and cases involving several issues shall be assigned in Court practice i.e. Operation of Courts and legal professionals on panel of the College / University may be sought, especially in the matter of getting copies of paper books of cases which have been decided by various Courts.

The Course shall emphasize points of Court craft and decorum. The male students shall wear white pant – shirt and a Black Tie and female students shall wear white dress with black scarf while addressing a Moot Court and during their visits to the Court / Advocates chambers and other practical training programmes.

Practice Moots shall be held as a routine in the class itself and the three compulsory test Moots for examination shall be held after such practice Moots near the end of semester term. Attendance at such practice Moot Courts shall be counted. Each student shall be required to maintain a regular record of his / her preparation for all the Moot Courts attended by him / her in the Sessional Diary. The Sessional Diary will carry 15 marks (5 marks for each Test Moot)

(B) **Court Assignments:** Observation of Trial in Four Cases i.e. Two Cases in Civil and Two in Criminal. Each student will attend Four Trial Courts during the Semester term. He / She will maintain record of his/her Diary of Sessional Work and enter the various steps observed during his/her attendance on different days in the Court assignment. The scheme will carry 25 marks.

#### **(C) Interviewing Techniques and Pre-Trial Preparation:**

(i) Each student will observe for Interviewing Sessions of Clients at the Lawyer's Office / Legal Aid Office and record the proceedings in the Diary of Sessional Work, which will carry 10 Marks.

(ii) Each student will further observe the preparation of documents and Court Papers by the Advocate and procedure for filing the Suit / Petition. This will be recorded in Sessional Diary which will carry 10 Marks.

To make the training meaningful, students visits have to be organized for a continuous period, sufficiently long to observe and understand the process taking place in their proper context. Efforts should be directed to acquaint the students in the different branches of legal practice including Civil, Criminal, Revenue, and Labour Court Practice. Besides the legal Professionals on the College / University Panel, the students should regularly be supervised and helped by the subject teacher / tutor. It is desirable that besides Advocates Chambers the students are taken for academic Family Court / Revenue Court / Income Tax & Sales Tax Offices and other venues where judicial administrative proceedings are held. The Indian Law Institute, Parliament, Supreme Court, and High Courts, Tribunals etc., may be visited to make the training academically multifarious. This programme can be intellectually and professionally challenging if properly organized and integrated with Curriculum.

(D) **Viva-voce:** The Fourth Component of this Paper will be Viva-voce examination by the consensus of Board of Practical / Viva-voce Examiners (Internal & External Examiners) on the above three aspects. This will carry 10 Marks.

#### BOOKS RECOMMENDED

Rai Kailash (Dr.), Moot Court, Pre-Trial Preparations & Participation in Trial Proceedings.  
Awasthi S.K. (Prof.), Practical Training of Law, Moot Court & Viva-Voce.

# Personality Development Legal Communication

## Course Curriculum

### Semester- 1

#### **Unit 1: School to College: The Transition**

Code of Conduct, Need of Uniform in College, Mindset Building, building peer relationships in a diverse environment, Respecting cultural and regional diversity,

#### **Unit 2: Foundations of Personality Development**

Definition, Scope and Importance of Personality Development, Determinants of Personality, Self-awareness and Self-analysis, Building Self-esteem, Developing a Positive Attitude, Introduction to Emotional Intelligence.

#### **Unit 3: Communication Basics**

Elements of Communication, Barriers to Effective Communication, Verbal and Non-verbal Communication, Listening Skills, Feedback Skills, Improving Vocabulary, Introduction to Legal Communication.

#### **Unit 4: Self-confidence and Motivation**

What is Self-Confidence and Motivation, Overcoming Fear and Shyness, Assertiveness Skills, Importance of Motivation, Types of Motivation, Goal Setting, Time-bound Action Plans, Developing Self-motivation.

#### **Unit 5: Presentation Skills**

Why is it Important to Develop Presentation as a skill? Planning and Structuring Presentations, Body Language and Gestures, Voice Modulation and Clarity, Persuasive Speaking, Visual Aids in Presentations, Handling Questions and Objections, Mock Presentations.

## **Semester- 2**

### **Unit 1: Interpersonal Skills**

Understanding Interpersonal Relationships, Building Rapport, Empathy in Communication, Conflict Resolution Skills, Negotiation Skills, Teamwork and Collaboration, Networking Skills.

### **Unit 2: Emotional Intelligence and Stress Management**

Components of Emotional Intelligence, Self-regulation, Empathy and Social Skills, Identifying Stress, Causes and Effects of Stress, Stress Management Techniques, Mindfulness for Law Students.

### **Unit 3: Professional Etiquette and Grooming**

Importance of Professional Etiquette, Dress Code for Legal Professionals, Courtroom Etiquette, Meeting Etiquette, Telephone and email etiquette, Social Etiquette.

### **Unit 4: Public Speaking**

Importance for Law Students, Overcoming Stage Fear, Speech Structuring, Storytelling in Speeches, Voice modulation and Clarity, Engaging the Audience, Debates.

### **Unit 5: Internship Preparation**

Understanding the Role of Internships in Legal Education, Resume and Cover Letter Drafting for Legal Internships, preparing for Internship Interviews, Mindset building for Internship, Art of self-introduction.

## **Semester- 3**

### **Unit 1: Time Management**

Importance of Time Management, Prioritization Skills, Avoiding Procrastination, Balancing Academics and Personal life, Managing Deadlines, Time Management Tools.

### **Unit 2: Critical Thinking and Problem Solving**

Importance for Legal Studies, Analytical Thinking, Logical Reasoning, Creative Problem-solving, Decision-making Models, Evaluating Outcomes, Case Study Analysis.

### **Unit 3: Leadership Skills.**

Role of Leadership in Legal Profession, Leadership Styles, Motivating Others, Interpersonal Skills for Leaders, Conflict Management.

### **Unit 4: Personality Enhancement**

Self-improvement Strategies, Handling Failures, adapting to Change, Developing Personal Brand, Continuous Learning, Long-term Personality Growth.

## **Legal Aspect**

### **Unit -1: Introduction to Legal Communication**

Importance of clarity precision and structure in legal communication, Difference between general and legal communication

### **Unit -2: Legal Maxims and Terminologies**

Features of Legal maxims, Important legal maxims, Land mark case laws where maxims have been used

### **Unit -3: Case Analysis and Case Comments**

Using AIR, Supreme Court Digest or Manupatra and other legal databases to find relevant cases.

Structure of a case comment: Facts, issues, arguments, ratio, and obiter dicta.

Techniques for concise and persuasive legal writing:

1. Techniques for analyzing judgments (social, economic, political impact).
2. Techniques for reading and interpretation of Bare Acts

## **Semester 4**

### **Unit 1: Advanced Communication Skills**

Advanced Listening Skills, Persuasion Techniques, Cross-cultural Communication, Assertive Communication, Negotiating under Pressure, Difficult Conversations.

### **Unit 2: Career Development**

Career Planning for Law Students, Resume and Cover Letter Writing, Interview Skills, Networking for Career Growth, Preparing for Internships, Job Search Strategies.

### **Unit-3 Developing Human Values and Professional Ethics**

What are Ethics and Professional Ethics? Human Values: Respect, Acceptance, Consideration, Appreciation, Affection, Professional Ethics for a Lawyer, Lawyer's Duty to the Court, Lawyer's Duty to the Client, Lawyer's Duty to the Colleagues, Professional Misconduct.

### **Unit 4: Future-readiness**

Adapting to Technological Advances, Digital Etiquette, Global Awareness, Sustainability Awareness, Developing a future-ready Legal Personality, Lifelong Learning, Continuous Professional Development.

## **Legal Aspect**

### **Unit -1: Essentials of Legal Drafting**

Principles of clear and unambiguous drafting.

Key components of agreements (parties, clauses, enforceability).

### **Unit -2: Legal Notice Drafting**

Purpose, components, and legal consequences of notices

Drafting Legal Notices (Practical Session)

### **Unit-3: Ethics in Legal Communication**

Avoiding misrepresentation, maintaining professionalism, and confidentiality.

Court Etiquettes, Advocate- Client relationship

### **Unit-4: Art of Advocacy in Civil/Criminal Trials**

Differences in drafting for civil vs. criminal cases.

# Diploma in Media and Entertainment Law

## SEMESTER – 5

### JOURNALISM, MEDIA STRUCTURE & BROADCASTING LAWS

#### **Unit 1 – Journalism & Media Structure**

- Meaning and Significance of Journalism
- Media as the Fourth Pillar of Democracy
- Functions of Media: Informing, Educating, and Entertaining
- Yellow Journalism, Advocacy Journalism, and Watchdog Journalism

#### **Unit 2 – Print Media & Governance**

- Registrar of Newspapers for India (RNI): Purpose and Functions
- Audit Bureau of Circulations (ABC): Ensuring Transparency in Readership Data

#### **Unit 3 – Major News Agencies: Role & Objectives**

- PTI, UNI, Reuters, AP, AFP, Antara, TASS, AAP, Xinhua

#### **Unit 4 – Radio & Television Broadcasting Laws**

- Evolution of Television in India
- All India Radio (AIR): Role Post-Independence
- Content Regulation:
  - Ministry of Information & Broadcasting (I&B)
  - Broadcasting Content Complaints Council (BCCC)

#### **Unit 5 – Cinema: Law, Certification & Influence**

- Central Board of Film Certification (CBFC):
  - Film Bans, Court Rulings, and Social Movements
- Cinema as a Medium for Education and National Integration

#### ***Books Recommended:***

- *Mass Communication in India – Keval J. Kumar*
- *Ogilvy on Advertising – David Ogilvy*
- *Advertising Management: Text and Cases – Prakash Neelamkar*
- *Advertising Management – Jaishri Jethwaney*
- *Media and Ethics – S.K. Agarwal*

## **SEMESTER- 6**

### **ADVERTISING, PUBLIC RELATIONS & NEW MEDIA**

#### **Unit 1 – Advertising Communication: Regulatory Authorities & Self-Regulation**

- Advertising Models:
  - The AIDA Model
  - Lavidge & Steiner Model
- Advertising Standards Council of India (ASCI): Handling Misleading Claims, Disclaimers, and Endorsements
- Advertising Agencies Association of India (AAAI): Industry Guidelines

#### **Unit 2- Surrogate Advertising: Meaning**

- Social Awareness Campaigns
- Case Studies: Banned Advertisements and Public Backlash
  - Surrogate Marketing and False Health Claims

#### **Unit 3 – Public Relations**

- Definition, Objectives, and Tools of PR
- Public Relations Society of India (PRSI)
- Media Business Management:
  - Building Relationships with Journalists
  - Press Releases and Press Conferences
  - Understanding Newsroom Needs and Media TRP Value
  - Case Studies: Media Trials, Judicial Discourse, and Fake News

#### **Unit 4 – Government Information Systems**

- Role of the Press Information Bureau (PIB)
- Role of the Directorate of Advertising and Visual Publicity (DAVP)

#### **Unit 5 – Role of AI & Cyber Issues in Media Sector**

- Role of Artificial Intelligence in Media Sector (Content Creation, Targeting, Automation)
- Digital Arrests and Cyber Harassment & Deepfakes
- Digital Personal Data Protection Act, 2023

#### ***Books Recommended:***

- *Mass Communication in India – Keval J. Kumar*
- *Ogilvy on Advertising – David Ogilvy*
- *Advertising Management: Text and Cases – Prakash Neelamkar*
- *Advertising Management – Jaishri Jethwaney*
- *Media and Ethics – S.K. Agarwal*

## **Diploma in Cyber Laws Course Syllabus**

### **A. Fundamentals of Cyber Law**

1. Introduction to Cyber Law
2. Legislative Framework
3. Judicial Framework
4. Quasi-judicial Framework
5. Investigative Framework
6. International Framework
7. Basic legal terms and concepts
8. Cyber Law & Your World

### **B. E-commerce-Legal issues**

1. Digital Signatures - technical issues
2. Electronic & Digital Signatures - legal issues
3. Electronic Contracts

### **C. Intellectual Property Issues & Cyberspace - Indian Perspective**

1. Copyright
2. Understanding Computer Software
3. Computer Software & Copyright Law
4. Software Licenses
5. Computer Databases & the Law
6. Domain Names & the Law
7. Trademark issues in Cyberspace
8. Semiconductor Layout & Design Law

### **D. Cyber Crime Law in India**

1. Cyber Frauds
2. Computer Source Code
3. Cyber Pornography
4. Cyber Security
5. Cyber Terrorism
6. Data Privacy & confidentiality
7. Digital Signature
8. Freedom of speech
9. Information & Traffic Data
10. Intermediaries
11. Malware
12. Other computer related offences
13. Unauthorized Access
14. Violation of privacy

## **Diploma in Intellectual Property Rights (IPR)**

- **Module 1:**Understanding the IP Ecosystem
- **Module 2:**Fundamentals of Intellectual Property
- **Module 3:**Protection of Intellectual Property
- **Module 4:**Enforcement of Intellectual Property
- **Module 5:**Strategic Issues in Commercialization of IP
- **Module 6:**Intellectual Property Licensing and Franchising
- **Module 7:**Intellectual Property Management Issues
- **Module 8:**Brand Management and Commercial Opportunity
- **Module 9:**Risk Management
- **Module 10:**Intellectual Property Valuation
- **Module 11:**Intellectual Property Valuation Methodologies & Case Studies
- **Module 12:**Anti Competition Issues
- **Module 13:**Compliance Issues in a Borderless Economy
- **Module 14:**Technology Transfer and Intellectual Property Rights
- **Module 15:**Supplemental Material

# Diploma in Fashion Law

## MODULE 1

### Fundamentals of Fashion Law & Intellectual Property

#### Unit 1 : Introduction to Fashion and Fashion Law

- What is Fashion: History and Evolution of Fashion.
- What is Fashion Law: Definition and Scope of Fashion Law.
- Laws relating to the Fashion Industry in India and the World.

#### Unit 2 : Intellectual Property Rights and Fashion Law

- Copyrights and their role in protecting Designs and Creative Works.
- Trademarks for Brand Identity and Brand Protection.
- Industrial Designs and Patents in the Fashion Sectors.
- Geographical Indications in Fashion.
- Domain Name Protection for Fashion Brands.
- Trade Secrets and their management.

## MODULE 2

### Commercial Transactions and Employment Laws *vis-à-vis* Fashion Law

#### Unit 1: Contracts and Commercial Transactions in Fashion

- **Types of Agreement:** Licensing Agreement, Manufacturer Agreement, Vendor Agreement, Supplier Agreement, Distribution Agreement, Modeling Agreement, Celebrity/Influencer Agreement, Marketing and Advertising Agreement, Non-Disclosure Agreement, Franchise Agreement, E-commerce and Website Policies.

#### Unit 2 : Employment and Labour Aspects in Fashion

- Nature of Employment and Standard Agreements in the Industry.
- Applicable Laws (Labour Code and Human Rights).
- Prevention of Sexual Harassment (POSH) compliance in Fashion Workplaces.
- Rights of workers, rights of fashion models, and welfare schemes.

- Role of the Fashion Design Council of India (FDCI) in promoting ethical practices.

### **Unit 3 : Practical Exercises and Case Studies**

- Drafting of Agreements relevant to the fashion industry.
- Analysis of real-life disputes in fashion law.
  - *Louis Vuitton Malletier v. My Other Bag, Inc.* 156 F. Supp. 3d 425 (2016)
  - *Gucci America, Inc. v. Guess?, Inc. et al* 868 F. Supp. 2d 207 (2012)
  - *Christian Louboutin Sas v. Mr Pawan Kumar & Ors.* CS (COMM) No.890/2018
  - *Burberry Limited v. Megha Overseas Private Limited* CS (COMM.)/968/2022
  - *Ritika Private Limited v. Biba Apparels Private Limited* CS(OS) No.182/2011
- Preparation of a **Practical File** compiling contracts, policies and compliance checklists.
- Presentation of findings.



**ASIAN LAW COLLEGE**

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