

**Syllabus  
for  
Agribusiness Management  
(COQP01)**

**Note:**

- i. There will be one Question Paper which will have 100 questions.*
- ii. All questions will be compulsory.*
- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## **Agribusiness Management (COQP01)**

### **Agronomy and its scope:**

Seeds and sowing, tillage and tilling, crop density and geometry, Crop nutrition, manures and fertilizers, nutrient use efficiency, water resources, soil-plant-water relationship, crop water requirement, water use efficiency, irrigation- scheduling criteria and methods, quality of irrigation water, logging.

### **Weeds:**

Importance, classification, crop weed competition, concepts of weed management principles and methods, herbicides- classification, selectivity and resistance, allelopathy.

### **Crop Production Technology:**

Rabi and Kharif crops, Farming System and Sustainable Agriculture, Sustainable agriculture-problems and its impact on agriculture, indicators of sustainability, adaptation and mitigation, conservation agriculture strategies in agriculture, Organic farming, principles and its scope in India; Precision agriculture: concepts and techniques; their issues and concerns for Indian agriculture

### **Genetics and Plant Breeding:**

Importance and techniques. Mendelian principles of heredity, Architecture of chromosome; chromonematic, chromosome matrix, chromomeres, centromere, secondary constriction and telomere; special types of chromosomes. Chromosomal theory of inheritance- cell cycle and cell division- mitosis and meiosis. Genetics in relation to plant breeding, Principles of Seed Technology.

**Pedological and ethnological concepts of soil;** Soil genesis: soil forming rocks and minerals; weathering, processes and factors of soil formation; Soil Profile, components of soil; Soil physical properties, Problematic Soils and their Management

### **Agricultural economics:**

Meaning, definition, characteristics of agriculture, importance and its role in economic development. Agricultural planning and development in the country. Agricultural Finance- meaning, scope and significance, credit needs and its role in Indian agriculture. Agricultural credit: meaning, definition, need, classification.

**Credit Analysis:** 4R's and 3C's of credits. Sources of agricultural finance: institutional and non-institutional sources, market structure, marketing mix and market segmentation, GATT and WTO; Agreement on Agriculture (AOA) and its implications on Indian agriculture farm management principles, production functions, Consumer behavior analysis, Product Life Cycle (PLC). Sales & Distribution Management. Pricing policy, various pricing methods. Project Management definition, project cycle, identification. Introduction to Statistics and its Applications in Agriculture, Graphical Representation of Data, Measures of Central Tendency & Dispersion.

**Introduction to Soil and Water Conservation,** causes of soil erosion. Definition and agents of soil erosion, water erosion: Forms of water erosion. Soil loss measurement techniques. Principles of erosion control, Introduction to contouring, strip cropping. Contour bund.

### **Importance of plant diseases, scope and objectives of Plant Pathology:**

Pathogenesis, Causes / factors affecting disease development: disease triangle and tetrahedron and classification of plant diseases. Important plant pathogenic organisms, different groups: fungi, bacteria, fastidious vesicular bacteria, phytoplasmas, Spiro plasmas, viruses, viroid's, algae, protozoa, phanerogamic parasites and nematodes with examples of diseases caused by them. Diseases and symptoms due to abiotic causes. IPM: Introduction, history, importance, concepts, principles and tools of IPM. Pests of Crops and Stored Grains and their Management

### **Plant propagation:-**

Methods and propagating structures; Seed dormancy, Seed germination, principles of orchard establishment; Principles and methods of training and pruning Production Technology for Fruit and Plantation Crops Post-Harvest Management and Value Addition of Fruits and Vegetables

**Rural Development:** concept, meaning, definition; various rural development programmes launched by Govt. of India. Meaning, definition, concept & principles, Philosophy of C.D.

### **Rural Leadership:**

Concept and definition, types of leaders in rural context; extension administration: meaning and concept, principles and functions. Meaning and process of communication, verbal and nonverbal communication

**Mineral nutrition of Plants:** Functions and deficiency symptoms of nutrients, nutrient uptake mechanisms; Photosynthesis: Light and Dark reactions, C<sub>3</sub>, C<sub>4</sub> and CAM plants, Role of microbes in soil fertility and crop production, definitions of basic terms related to forestry, objectives of silviculture.

### **Important Indian and exotic breeds:**

Breeds of cattle, buffalo, sheep, goat, swine and poultry. Improvement of farm animals and poultry.

**Syllabus  
for  
Applied Geography and  
Geoinformatics (COQP02)**

## Applied Geography and Geoinformatics (COQP02)

### *Note:*

- i. There will be one Question Paper which will have 100 questions.*
- ii. All questions will be compulsory.*
- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## **Applied Geography and Geoinformatics (COQP02)**

### **Human Geography**

1. Definition, Nature, Major Subfields, Contemporary Relevance.
2. Space and Society: Cultural Regions; Race; Religion and Language
3. Population: Population Growth and Demographic Transition Theory.
4. World Population Distribution and Composition (Age, Gender and Literacy).
5. Settlements: Types and Patterns of Rural Settlements; Classification of Urban Settlements; Trends and Patterns of World Urbanization

### **General Cartography**

1. Maps – Types, Elements and Uses
2. Map Scale – Types and Application, Reading Distances on a Map.
3. Map Projections – Criteria for Choice of Projections; Attributes and Properties of: Zenithal Gnomonic Polar Case, Zenithal Stereographic Polar Case, Cylindrical Equal Area, Mercator's Projection, Conical Projection with Two Standard Parallel, Bonne's Projection.
4. Representation of Data – Symbols, Dots, Choropleth, Isopleth and Flow Diagrams, Interpretation of Thematic Maps.

### **Environmental Geography:**

1. Concepts and Approaches; Ecosystem – Concept and Structure; Ecosystem Functions.
2. Human-Environment Relationship in Equatorial, Desert, Mountain and Coastal Regions.
3. Environmental Problems and Management: Air Pollution; Biodiversity Loss; Solid and Liquid Waste.
4. Environmental Programmes and Policies: Developed Countries; Developing Countries.
5. New Environmental Policy of India; Government Initiatives.

### **Geography of India**

1. Physical Setting – Location, Structure and Relief, Drainage, Climate.
2. Population – Size and Growth since 1901, Population Distribution, Literacy, Sex Ratio.
3. Settlement System – Rural Settlement Types and Patterns, Urban Pattern.
4. Resource Base – Livestock (cattle and fisheries), Power (coal, and hydroelectricity), Minerals (iron ore and bauxite).
5. Economy – Agriculture (Rice, Wheat, Sugarcane, Groundnut, Cotton); Industries (Cotton Textile, Iron- Steel, Automobile), Transportation Modes (Road and Rail).

### **Economic Geography**

1. Definition, Approaches and Fundamental Concepts of Economic Geography; Patterns of Development.
2. Locational Theories – Agriculture (Von Thunen) and Industrial (Weber).
3. Primary Activities – Intensive Subsistence Farming, Commercial Grain Farming, Plantation, Commercial Dairy Farming, Commercial Fishing, and Mining (iron ore, coal and petroleum).
4. Secondary Activities – Cotton Textile Industry, Petro-Chemical Industry, Major Manufacturing Regions.
5. Tertiary and Quaternary Activities – Modes of Transportation, Patterns of International Trade, and Information and Communication Technology Industry.

### **Disaster Management**

1. Hazards, Risk, Vulnerability and Disasters: Definition and Concepts.
2. Disasters in India: (a) Causes, Impact, Distribution and Mapping: Flood, Landslide, Drought.
3. Disasters in India: (b) Causes, Impact, Distribution and Mapping: Earthquake, Tsunami and Cyclone.
4. Human induced disasters: Causes, Impact, Distribution and Mapping.
5. Response and Mitigation to Disasters: Mitigation and Preparedness, NDMA and NIDM; Indigenous Knowledge and Community-Based Disaster Management; Do's and Don'ts During Disasters

### **Geography of Tourism**

1. Concepts, Nature and Scope; Inter-Relationships of Tourism, Recreation and Leisure; Geographical Parameters of Tourism by Robinson.
2. Type of Tourism: Nature Tourism, Cultural Tourism, Medical Tourism, Pilgrimage
3. Recent Trends of Tourism: International and Regional; Domestic (India); Eco-Tourism, Sustainable Tourism, Meetings, Incentives, Conventions and Exhibitions (MICE)
4. Impact of Tourism: Economy; Environment; Society
5. Tourism in India: Tourism Infrastructure; Case Studies of Himalaya, Desert and Coastal and Heritage; National Tourism Policy

### **Sustainability and Development**

1. Sustainability: Definition, Components and Sustainability for Development.
2. The Millennium Development Goals: National Strategies and International Experiences
3. Sustainable Development: Need and examples from different Ecosystems.
4. Inclusive Development: Education, Health; Climate Change: The role of higher education in sustainability; The human right to health; Poverty and disease; Sustainable Livelihood Model; Policies and Global Cooperation for Climate Change
5. Sustainable Development Policies and Programmes: Rio+20; Goal-Based Development; Financing for Sustainable Development; Principles of Good Governance; National Environmental Policy, CDM.

**Syllabus  
for  
B.Ed. (COQP03)**

**B.Ed. (COQP03)**

**Note:**

- i. There will be one Question Paper which will have 100 questions.*
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- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability. For the Candidate to attempt in one language only. i.e. either English or Hindi*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

**B.Ed. (COQP03)**

1. Teaching Aptitude
2. G.K related to School/ Education/ Books/ Films/ Institutions/ Awards
3. Mathematics
4. Science & Environment
5. Social Sciences
6. Arts, Music, Yoga, Theatre, Sports.

**Syllabus  
for  
B.Ed. Humanities and Social  
Science(COQP04)**

## **B.Ed. Humanities and Social Science (COQP04)**

**Note:**

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## **B.Ed. Humanities and Social Science (COQP04)**

**Humanities Equitable items from:**

1. History
2. Political Science
3. Geography
4. Economics
5. Commerce
6. Home Science.

**Syllabus  
for  
B.Ed. languages (COQP05)**

## **B.Ed. languages (COQP05)**

### **Note:**

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## **B.Ed. languages (COQP05)**

### **Languages Equitable items from**

1. Hindi
2. English
3. Sanskrit

**Syllabus  
for  
B.Ed. Science (COQP06)**

## **B.Ed. Science (COQP06)**

### **Note:**

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- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
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- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## **B.Ed. Science (COQP06)**

### **Science Equitable items from:**

1. Botany
2. Zoology
3. Chemistry
4. Physics
5. Home Science
6. Computer Science

**Syllabus  
for  
B.Ed. Mathematics (COQP07)**

## **B.Ed. Mathematics (COQP07)**

**Note:**

- i. There will be one Question Paper which will have 100 questions.*
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- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## **B.Ed. Mathematics (COQP07)**

**Questions will be from:**

1. Mathematics
2. Statistics
3. Computer Science

**Syllabus  
for  
Commerce (COQP08)**

## Commerce (COQP08)

### *Note:*

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### **Micro Economics**

1. Definition Nature and Scope of Economics, Marshall & Robins Views. Utility of Economics, Micro vs. Macromedia of Economics Study, Economic Theory and Business Decisions.
2. Utility Analysis, Consumer Behavior, Consumer's Equilibrium. Traditional Approach and Indifference Curve and Analysis: Price Income and Substitution Effects. Some Application of Indifference Curve Techniques, Elasticity of Demand.
3. Production – Equal Product Curves, Scale of Production: Input-Output Relationship, Cost Curves; Variable Cost Conditions and Law of Variable Proportions, Producers' Equilibrium. Product Pricing – Market Format, Perfect Competition, Monopoly and Imperfect Completion.
4. Pricing of Factors of Production, Concept of Marginal Productivity, Theories of Rent, Wages, Theories of Interest and Profit.

### **Currency and Banking**

1. Functions Significance of Money, Various Forms of Money, Causes, Remedies and Effects of Inflation, Deflation and Reflation Indian Money Market, Principles Methods of Note Issues, Monetary Standard – Gold Standard, Bi-metallize and Managed Currency Standard.
2. Meaning and Significance of Credit. Factors Influencing the Volume of Credit in Country, Credit Creations of Bank, Credit Control by RBI.
3. Functions of Commercial Bank, Types of Banks, Unit and Branch Banking System, Concept of Mix Banking, Central Bank and its Functions, Reserve Bank of India, State Bank of India, Regional Rural Banks, Progress of Nationalized Banks in India
4. Concept of Foreign Exchange and Exchange Rate, Factors Causing Fluctuation in Exchange Control Meaning, Objective and Methods.

### **Essential of Management**

1. Nature, Scope and Functions of Management, Evolution of Management Thought, Various Approaches to Management, Functions of a Manager, Introduction to Corporate Social Responsibility.
2. Planning: Objective, Nature and Process of Planning, SWOT Analysis, Formulation of Plans, Decision Making Process. Organizing: Objectives, Nature and Process of Organizing Formal

## Commerce (COQP08)

and Informal Organization, Authority and Responsibility, Delegation and Empowerment, Centralization and Decentralization, Concept of Departmentation, Organization Chart, Line, Staff and Functional Relationships.

3. Staffing: Concept, Manpower Planning, Recruitment, Selection, Training and Development, Performance Appraisal. Directing: Concept and Techniques of Motivation and Leadership. Process and Barriers to Communication.
4. Controlling: Concept, Need and Techniques. Controlling: Concept, Process and Techniques and Control, Management by Objectives (MBO) Management by Exception (MBE), Essentials of Effective Control, Managerial Effectiveness.

### Office Management

1. Office: Meaning, Importance, Activities, Emerging Trends, Concept of Paperless Office.
2. Office Management: Meaning, Functions. Office Organization: Definition, Characteristics, Types of Organization, Office Systems and Procedures, Charts and Manuals. Office Location, Layout and Environment, Flow of Work.
3. Computer Fundamentals: Concept, Components and Types of Computers. Operating System: Concept, Functions, Types. Managing Files and Folders. Internet: Basics, Features, Methods of Access. Applications and Benefits of Computerization and Internet in Office. Introduction to Word Processing and Spreadsheets: Templates and Creation of Documents, Editing and Formatting, Creating tables, Basic Applications.
4. Office Record Management: Importance, Filing Essentials, Modern Methods of Filing, Modern Filing Devices, Indexing System. Office Forms: Meaning, Principles, Design and Control of Office Forms.
5. Office Supplies: Management and Control of Office Supplies. Office Correspondence: Types, Centralized and Decentralized Correspondence, Procedure of Handling Inward and Outward Correspondence, Electronic Communication.
6. Office Information System: Concept, Basic Types and Business Applications. Planning and Designing of Information System: System Development Life Cycle, Flow Charts. Office Reports: Types of Reports, Report Writing and Precis Writing.
7. E-Commerce: Concepts, Types, Business Models, E-payment Systems.

### Accounting

1. Accounting an Introduction: Accounting Standard – National and International, Partnership Accounts – Admission, Retirement & Death and Dissolution of Partnership Firm.
2. Absorption, Amalgamation and Reconstruction of Companies, Liquidation of Companies and Preparation of a Liquidator's Final Statement of Account.
3. Hire Purchase and Instalment Accounts, Royalties Accounts, Insolvency Accounts.
4. Branch Account: Voyage Accounts, Accounts of Empties and Packages; Insurance Claim for Loss of Stock and Loss of Profit.

### **Business Organization**

1. Definition, Nature and Scope of Business, Business and Society, Social Responsibility of Business, Factors Determining the Size of Business Unit. Forms of Business Organization – A Comparative Study.
2. Monopolistic Combination, Production Management, Rationalization & Methods of Remunerating Labor.
3. Organization Process – Importance, Principles, Various Aspects of Organization, Organization Structure, Departmentation, Line and Staff Relationships, Span of Control, Delegation of Authority, Decentralization.
4. Produce and Stock Exchange: Its Organization and Economic Functions.

### **Statistical Methods**

1. General – The Nature and Scope of Statistics: Definition of Statistics. Law of Statistical Regularity: Law of Inertia of Large Numbers. Probability and Sampling. Limitations of Statistics.
2. Methods of Statistical Enquiry – Types and Characteristics of Units. Methods of Collection of Data; Questionnaire and Schedule; Proximations and Accuracy, Errors and their Effects.
3. Classification and Tabulation – Objects, General- Rules for the Construction of Tables; Statistical Series.
4. Measure of Central Tendency – Mean Mode, Median, Quartile Harmonic and Geometric Mean.
5. Measurement of Dispersion and Skewness – Range, Quartile Deviation, Mean Deviation, Standard Deviation and their Coefficients; Measures of Skewness.
6. Correlation Analysis – Graphic Method, Scatter Diagram, Karl Pearson's Coefficient of Correlation, Spearman's Ranking Method, Lag and Lead, Probable and Standard Error.
7. Regression Analysis – Linear Regression, Regression Lines, Regression Equations.
8. Interpolation – Assumptions, Newtons' Advancing Differences, LaGrange's' Formula; Parabolic Curve Method; Binominal Expansion Method.

### **Public Finance**

1. Public Finance – Definition and Scope; Public and Private Finance.
2. Public Revenue – Sources of Public Revenue; Nature and Principles of Taxation; Classification of Taxes; Problems Principles of Equity in Taxation. Incidence of Taxation; Shifting of Taxes. Effects of Taxation. Requirements of a Sound tax System. Canons of Taxation.
3. Principle of Maximum Social Advantage.
4. Public Expenditure – Classification, Effects and Canons of Public Expenditure, Public Debt, External and Internal Debt. Methods of Debt Redemption. Capital Levy, Deficit Financing.
5. Administration, Budget- Its Preparation, Legislation and Execution.
6. Analysis of Trends in Central Government's Revenue, Expenditure and Debt. Financing of Five-Year Plans, Deficit Financing in India.
7. State and Local Finance, Heads of Revenue and Items of Expenditure and Related Issues.

## **Business Law**

Main Principles of Indian Law Relating to:

1. Contract
2. Agency, Sale of Goods
3. Partnership, Negotiable Instruments and Hundis and Consumer Protection Act 1986
4. Common Carriers and Carriage of Goods of Land and Air. Foreign Exchange Management Act, 2000: Definitions & Main Provisions.

## **Cost Accounting**

1. Definition, Nature, Scope and Significance, Cost Unit, Cost Centre, Elements of Costs, System of Ascertainment of Cost, Control and Ascertainment of Materials, Labor and Overhead Costs, Allocation, Apportionment and Absorption of Overheads.
2. Single Output or Unit Costing, Contract and Job Costing, Calculation of Tender, Quotation, Estimated Price, Process and Operating Costing.
3. Marginal Costing – its use in Management Standard Costing, Variance Analysis.
4. Integrated Accounts.
5. Reconciliation of Cost and Financial Accounts, Cost Accounting/ Cost Control Accounts, Interfirm Comparison.

## **Company law and Secretarial Practice**

1. Company: Definition, Classification, Incorporation, Memorandum of Association, Articles of Association. Doctrine of Constructive Notice, Doctrine of Indoor Management, Commencement of Business. Company Management: Appointment, Rights and Obligations of Directors, Managers and Secretary.
2. Steps before Issue of Prospects, Definition and Contents of Prospectus, Liability for Untrue Statements. Shares: Definition, Share Vs Stock, Classes of Shares, Voting Rights, Issue of Shares at Par, Premium and Discount, ESOP, Bonus, Rights, Buyback, Public Shares at Par, Premium and Discount, ESOP, Bonus, Rights, Buyback, Public Issue, Calls, Forfeiture, Lean and Surrender, Transfer and Transmission, Statutory Restriction on Transfer, Borrowing Power, Mortgages and Changes, Debentures.
3. Secretarial Practice: Duties and Responsibilities of Company Secretary, Secretarial Duties Relating to Issue and Allotment of Shares, Calls, For Feature Lien and Transfer of Shares. Majority Powers and Minority Rights, Revelation of Oppression and Management. Specimen of Certificate of Incorporation. Certificate of Commencement of Business, Share Certificates and Share Warrants, Dematerialization of Shares.
4. Meeting and Proceedings: Provisions Relating to the Company and Board Meetings, Secretarial Duties Relating to Meetings, Notice, Agenda, Proxy, Motion, Resolution, Minutes and Reports.

## **Selling and Advertising**

1. Selling: Concept, Nature and Role in Marketing. Personal Selling: Evolving Face of Personal Selling, Nature and Importance of Personal Selling, Characteristics of a Successful Salesperson, Sales as a Career Option, Sale Training, Consumer Psychology and Buying Motives, Selling of Consumer and Industrial Products (Goods and Services)
2. Selling Process: Prospecting, Pre-approach, Approach, Sales Presentation and Demonstration, Handling Objections, Closing the Sale, After Sale Service. Effective Selling Techniques, Role of

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Relationship Marketing in Personal Selling, Tools of Selling, Motivating and Remunerating Sales Persons.

3. Advertising: Concept, role, functions, scope and types, Economic, Social, Legal and Ethical aspects of Advertising. Advertising Appeals: Meaning, types and methods, Advertising as a persuasive communication process. Advertising Design: Characteristics and basic elements of Advertising copy. Creation, Production and Planning of Advertisements.
4. Advertising Budget: Types, Components and Process of Preparing. Advertising Agency: Functions and Selection of Agency.
5. Advertising as a Component of Integrated Marketing Communication, AIDA and DAGMAR Model. Advertising Media: Types (Print, Outdoor, Electronic and Other), Characteristics, Merits and Limitations of Each Media Type. Media Planning: Selection of Media Category; their Reach, Frequency, Impact, Cost and Other Factors Influencing Media Choice. Problems in Reaching Rural and Remote Audience. Evaluation of Advertising Effectiveness: Importance, Difficulties and Methods of Measuring Advertising Effectiveness.

### Business Mathematics

1. Calculus: (Problems and Theorems Involving Trigonometrically Ratios are not to be done) Differentiation: Partial Derivatives up to Second Order; Total Differentials. Maxima and Minima Cases of one Variable Involving Second or Higher Order; Cases of two Variables Involving not more than One Constraint, Integration as Anti-derivative Process; Standard Forms; Methods of Reintegrating –by Substitution, by parts, and by use of Partial Functions; Definite Reintegrating; Finding Areas in Simple Cases.
2. Matrices and Determinants: Definition of a Matrix, Types of Matrices; Algebra of Matrices; Properties of Determinants; Calculation of Values of Determinants upto Third Order, Adjoint a Matrix; Elementary Row or Column Operations; Finding Inverse of Matrix through Adjoint and Elementary Row and Column Operations; Solution of a System of Linear Equations having Unique Solution and Involving not more than three Variables.
3. Linear Programming – Formulation of LPP: Graphical Method of Solution; Problems Relating to two Variables Including the Case of Mixed Constraints; Simplex Method – Solution of Problems up to three Variables, Duality, Transportation Problem.
4. Compound Interest and Annuities Certain, Different Types of Interest Rates; Concept of Present Value and Amount of a Sum; Equation of Payments, Types of Annuities; Present Value and Amount of an Annuity, Including the Case of Continuous Compounding; Analysis of Annuity; Valuation of Simple Loans and Debentures; Problems Relating to Sinking Funds

### Insurance Law and Accounts

1. Introduction to Insurance: Purpose and Need of Insurance, Insurance as a Social Security Tool; Insurance and Economic Development, Fundamentals/ Principles of Insurance. Contract of Insurance.
2. Life Insurance – Principles and Practice of Life Assurance. Life Assurance Contract, their Nature and Characteristics, Parties to the Contract and their Rights and Duties. Conditions and terms of Policy. Nominations and Assignment Practice in Connection with Collection of Premium, Revivals, Loans, Surrenders, Claims, Bonuses and Annuity Payments, Mortality Table.
3. Fire Insurance - The Basic Principles of Fire Insurance Contracts. Fire Policy, Conditions, Assignment of Policy, Claims. Marine Insurance – General Principles – Insurable Interest and Value Disclosure Marine Policy and their Conditions, Premium Double Insurance: Assignment of Policy

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Warranties the Voyage, Loss and Abandonment: Partial Losses and Particular Charges; Salvage; Total Losses and measures of indemnity, Subrogation equation of payments, types of annuities; Present Value and Amount of an Annuity, Including the Case of Continuous Compounding; Analysis of Annuity; Valuation of Simple Loans and Debentures; Problems Relating to Sinking Funds.

### Insurance Law and Accounts

1. Introduction to Insurance: Purpose and Need of Insurance, Insurance as a social security tool; Insurance and economic development, Fundamentals/ Principles of Insurance. Contract of Insurance. Life Insurance – Principles and practice of life assurance. Life assurance contract, their nature and characteristics, Parties to the contract and their rights and duties. Conditions and terms of policy. Nominations and Assignment Practice in connection with collection of premium, revivals, loans, surrenders, claims, bonuses and annuity payments, Mortality Table.
2. Fire Insurance - The basic principles of Fire Insurance contracts. Fire Policy, conditions, Assignment of Policy, Claims. Marine Insurance – General Principles – Insurable interest and value disclosure Marine Policy and their conditions, Premium double insurance: assignment of policy warranties the voyage, Loss and abandonment: partial losses and particular charges; salvage; total losses and measures of indemnity, Subrogation.
3. Insurance Intermediaries – Agents and Procedure for Becoming and Agent: Pre-Requisite for Obtaining a License: Duration of License; Cancellation of License, Revocation of Suspension/ Termination of Agent Appointment; Code of Conduct; Unfair Practices, Insurance Accounts – Life Insurance and General Insurance Company.

### Income Tax Law and Accounts

1. Basic Concepts: Income, Agricultural Income, Casual Income, Assessment Year Previous Year, Gross Total Income, Total Income Person. Tax Evasion, Avoidance and Tax Planning. Basic of Charge; Scope of Total Income, Residence and Tax Liability, Income which does not form Part of Total Income. Deduction from Gross Total Income.
2. Head of the Income: Salaries; Income from House Property; Profit and Gains to Business or Profession. Capital Gains; Income from Other Sources.
3. Computations of Total Income of an Individual, H.U.F and Firm.
4. Deemed Income: Aggregation of Income, Set-off and Carry Forward of Losses; Tax Authorities; Assessment Procedures.

### Contemporary Audit

1. Introduction: Meaning and objectives of Auditing: Types of Audits; Internal Audit. Audit Process: Audit Programmed; Audit and Books; Working Papers and Evidences; Consideration for Commencing an Audit; Routine Checking and Test Checking. Internal Check System: Internal Control.
2. Audit Procedure: Vouching; Verification of Assets and Liabilities. Audit of Limited Companies: Company Auditor- Appointment, Powers, Duties, and Liabilities.
3. Auditing Standards – Appointment, Power, Duties and Liability of Auditor. Broad Outlines of Company Audit and Auditor's Report. Special Audit – Banking Companies, Educational Institutions, Insurance Companies. Investigation, Audit of Non-profit Organization, Divisible Profit & Dividend.

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4. Recent Trends in Auditing – Nature and Significance of Cost Audit; Tax Audit, Management Audit, Computerized Audit

### Indian Economic Structure

1. Nature of Indian Economy, Features of a Developing Economy. Characteristics and Problems of Indian Economy. Objectives of Economics Planning in India. India's Five-Year Plans – Achievements and Failures. Indian Agriculture – Its Features and Problems. Agricultural Development in Planned Era. Green Revolution, Agricultural Marketing, Rural Poverty and Indebtedness. Rural Industrialization. Rural Development Programmed, Cooperative Movement.
2. Population Growth and Population Explosion. Population Policy and Programmed. Problem of Unemployment. Forms of Unemployment. Employment Programmed and Poverty Alleviation.
3. Large Scale, Small Scale and Cottage Industries. Industrial Development during Five Year Plans. Public Sectors and Private Sector, Industrial Relations, Industrial Policy. Industrial Sickness, Industrial Finance. Money Market and Capital Market Structure. Capital Formation, Indian Money Market and Fiscal Policies, Deficit Financing and its Implications.

### Marketing, Practice and Finance

1. Introduction: Nature and Scope of Marketing: Importance of Marketing as a Business Function and in the Economy; Marketing Concepts- Traditional and Modern; Selling Vs. Marketing; Marketing mix; Marketing Environment.
2. Consumer Behavior and Market Segmentation; Nature, Scope and Significance of Consumer Behavior; Market Segmentation Concept and Importance; Basis for Market Segmentation.
3. Promotion; Methods of promotion; Optimum promotion mix; Advertising Media – their Relative Merits and Limitations; Characteristics of an Effective Advertisement; Personal Selling; Selling as a Career; Classification of a Successful Sales Person; Functions of Salesman.
4. Product: Concept of Product, Consumer and Industrial Goods; Product Planning and Development; Packaging – Role and Functions; Brand name and Trade Mark; after Sales Service; Product Life Cycle Concept. Price: Importance of Price in the Marketing mix; Factors Affecting Price of a Product / Service; Discounts and Rebates.
5. Distribution Channels – Concept and Role; Types of Distribution Channels; Factors Affecting Choice of a Distribution Channel; Retailer and Wholesale; Physical Distribution of Goods; Transportation; Warehousing; Inventory Control; Order Processing.

### Macro- Economics

1. Concept – Definition and Scope of Macro-Economics, Statics and Dynamics, The Circular Flow of Income. The Analysis and Measurement of Economic Activity – National Income Accounting – Concept and Definitions of National Income. Various Component of National Income, Methods of Measurement of National Income and Welfare.
2. The consumption function – The Keynesian Consumption Function, Relative Income Hypothesis, Permanent Income Hypothesis Multiplier and the Process of Income – Propagation. The Investment Function – Autonomous and Induced Investment. Government and the Theory of Income Determination – Government Purchases and Income, Taxes and Equilibrium Level of Income, Tax Multiplier Determination of the Equilibrium Level of Income – The Simple Keynesian Model.
3. Marginal Efficiency of Capital, Relation between MEC and MEI. The Derivation and Shift in IS and LM Curves, the Interaction between IS and LM Curves. The Acceleration Principle. Theories of

## Commerce (COQP08)

Employment – Say's Law of Market and Classical Theory of Employment, Saving Investment Analysis. An Outline of Keynesian Theory of Employment.

4. Theory of Inflation – Concepts of Inflation, Inflationary Gaps Demand Pull and Cost Push Inflation. The Philips Curve, Effects of Inflation, Anti-Inflation Policies – Monetary and Fiscal Policies. Fluctuation and Growth – Hawtrey, Hayek, Schumpeter, Samuelson, Hicks. Theories of Population – Malthusian Theory and Theory of Optimum Population.

### Trade of India

1. Introduction – Trade its meaning and types. Difference between Internal and International Trade. Theories of International Trade with Particular reference to the Theory of Comparative Cost. Trade: Terminology and Abbreviations. India's Internal Trade - Characteristics and Problems. Coastal Trade and Trade of Uttar Pradesh.
2. Foreign Trade of India – Brief History before Independence Recent Trends in India's Foreign Trade. Composition of Imports and Exports – Changes during Planning Period. Important Items of Imports and Exports.
3. Direction of India's Foreign Trade – Changes in Directional Pattern during Planning Period. India's Major Trading Partners. State Trading Organizations, Financing of India's Foreign Trade Role of EXIM, Bank ECGC and other Institutions in Financing of Foreign Trade, STC, MMTC.
4. Trade Policy in India – General Developments during Planning Period. Import Substitution and Export Promotion. Recent Changes in Trade Policy, Trade Agreements – Bilateral and Multilateral Trade Agreements. GATT & UNCTAD. India's Balance of Trade and Balance of Payments – Trends during Planning Period. Problems of Bot, BOP and Corrective Measures.

### Applied & Business Statistics

1. Statistical System in India- Indian Statistical Machinery – Organization at Central State Level, National Sample Survey – Design and Technique. Agricultural Statistics in India – Nature of Crop Estimates, Estimation of Area and Yield, Industrial Statistics, Annual Survey of Industries. Statistics of Prices, Wage, Trade and Transport.
2. Population Statistics – Vital Statistics, Computation of Birth, Death and Survival Rates. Methods of Population Projection. Population Census in India.
3. Analysis of Time Series – Trend Measurement Different Method of Computing Seasonal Indices. Cyclical and Irregular-Fluctuations.
4. National Income Statistics: Methods of Measuring National Income and Related Aggregates. Statistical Quality Control Construction and uses of Control Charts.

### Law and Practice of Banking

1. The Ordinary, Practice of Bankers with Regard to the Opening and Conduct of Banking Accounts, Closing of Accounts. Banker and Customer – General and Special Relations.
2. Law Relating to Cheques, Bill of Exchange and other Negotiable Instruments. Discounting of Bill of Exchange, the Practice relating to Cheques Bills of Exchange and Other Negotiable Instruments.
3. Banker's Credit, Advance and Overdrafts Traveler Cheque, Letter of Credit, Confirmed Bankers Credit, Unconfirmed Bankers Credit, Acceptance Credits and Documentary Credit.

## Commerce (COQP08)

4. Revolving Credit, Banker's Advance against Marketable Securities, Goods & Produce, Debentures and Life Insurance Policies. Unsecured Advances – Guarantees, Precautions/ Duties of Banker.

### Development Banking

1. Meaning, Determinant and Obstacles of Economic Development, Sources and Problems of Rural and Industrial Finance.
2. Meaning Objective, Characteristics and Functioning of Development Banks, Difference between Commercial and Development Banks.
3. Role of Commercial Banks in Agricultural and Industrial Finance. Terms Lending Operations of Land Development Banks.
4. National Bank for Agricultural and Rural Development (NABARD) – Objectives Organisation and Functions.
5. Structure of Development Banks in India, Progress of these Banks (terms lending institutions) and Deficiencies in their Working.
6. National Level Financial Corporation – IFCI, IDBI, ICICI & IRBI – their Objectives Functions and Evaluations of Performance.
7. State level Financial Corporation – SFCs and SIDCs – their Objectives Organizations, Functions and Evaluations of Performance.
8. Capital Market in India & Industrial Growth – Structure, Present Position, Problems and Stepstaken by the Government to Active and Capital Market.

### Quantitative Economics

1. **Economics of a Fir** – Applications of Differential Calculus, Cost Minimization, Profit Maximization, Price – Quantity Determination, Elementary Partial Differentiation and Economic Application, Partial Elasticities, Elementary Integral Calculus and Economics Applications.
2. Linear Programming – Meaning, Application, Limitation Simple Formulation, Graphic Method, Simplex Method Duality.
3. Games theory – Classifying Pay off Matrix, Principle of Dominance, Strategy – Pure Strategy and mixed Strategies –  $2 \times 2$  Games,  $2 \times n$  Games.
4. Decision Theory Decision Making Under Risk, Decision Making Under Inconstantly- Maximum Criterion, Maximax Criterion, Hurvics, Criterion Savage Criterion, Laplace Criterion Inventory Economics – Inventory Costs, Various Inventory Models – EOQ with Uniform Demand, Production Inventory Model, Back-order Inventory Model Inventory Model with Quantity Discount, Price Break Approach, Re-order point Safety Stock and Stock-outs, Determining Optimum Safety Stock Levels, ABC Analysis.
5. Input- Output Analysis – Meaning Assumption Viability of System, Technological Co-efficient Closed & Open Economy, Determination of Out-put Labor Requirement Price Equilibrium and Value Added.
6. Query Problems – Query Discipline Formulae for Solving Single-channel Quiring Problems.

**Syllabus  
for  
Disaster Studies (COQP09)**

## Disaster Studies (COQP09)

### *Note:*

- i. There will be one Question Paper which will have 100 questions.*
- ii. All questions will be compulsory.*
- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## **Disaster Studies (COQP09)**

1. Constitution, Fundamentals of Indian Legal system, Fundamentals of Governance, International Legal Developments, Laws related to Disasters, Human Rights and Sustainable Development Goals (SDGs).
2. Social Science Perspectives of Disasters, Definition, Concepts and Theories around the key terms in disaster studies (Understanding of Disaster, Risk, Hazard, Vulnerability, Resilience).
3. Development and Disasters, Geography of Disasters and GIS Applications (Regional Imbalance, Health Issues, Fragile areas and Critically Endangered Zones).
4. Computer, Information and Communication Technologies, Artificial Intelligence, Database Systems (Application of modern scientific tools in early warning systems, relief, rehabilitation and appropriate measurement of damages and losses).
5. Health in Emergencies and Disasters, Trauma and Stress Management (Mental health and psychosocial care in disasters), First Aid and Emergency Procedures, Chemical, Biological, Radiological and Nuclear (CBRN) disasters, Pandemics, Occupational health and safety.
6. Ecology and Environment (Dams, Pollution, Climate Change, Effluent Discharges, Human Consumption as cause of environmental destruction and increased vulnerability of ecosystems).

**Syllabus  
for  
Economics (COQP10)**

## Economics (COQP10)

### Note:

- i. *There will be one Question Paper which will have 100 questions.*
- ii. *All questions will be compulsory.*
- iii. *The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. *Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. *Part B will have 75 questions based on Subject-Specific Knowledge.*

## Economics (COQP10)

### Micro Economics:

- Consumer Theory or Behavior: Demand, Utility, Indifference Curve, Revealed Preference Theory, Consumer Surplus
- Production Theory: Production Function, Law of Variable Proportions, Returns to Scale, Cost Function, types and concepts
- Price and Output determination in Market: Perfect and Imperfect Competition (Monopoly, Price Discrimination, Monopolistic, Duopoly and Oligopoly models) General Equilibrium, Efficiency and Welfare: Equilibrium and efficiency under pure exchange and production; overall efficiency and welfare economics, externality

### Macro Economics:

- National Income Accounting
- Income and Output Determination: Aggregate Demand and Aggregate Supply, Effective Demand Principle, Classical and Keynesian Theory

### Money and Inflation:

- Demand and Supply of Money, Money Multiplier and High-Powered Money, Credit Creation, Role of Reserve Bank of India and Commercial Banks, Quantitative Theories of Money, Philip's Curve
- Monetary and Fiscal Policy of India and its role.

### Consumption and Investment Function:

- Permanent, Relative and Life Cycle Hypothesis, determinants of business fixed investment; residential investment and inventory investment, Multiplier and Accelerator
- Open Economy Models: Mundell and Fleming Model (IS, LM and BP curve), Balance of Payments, exchange rate determination, Purchasing Power Parity
- Economic Growth: Harrod-Domra Model, Solow Model

### Statistical Methods in Economics:

- Mean, Mode, Median, Dispersion, Skewness, Quartile Deviation, Average Deviation, Standard Deviation
- Correlation

## Economics (COQP10)

- Simple Regression Model Probability Distribution Sampling

### **Mathematical Methods in Economics:**

- Sets and Vector
- Functions of one and several real variables Single and Multi-variable optimization  
Integration of functions
- Difference equations
- Determinants Matrix
- Linear Programming Probability
- Differential Equations

### **Indian Economy:**

#### **Overview of colonial economy:**

- Macro Trends: National Income; population; occupational structure.
- Agriculture: Agrarian structure and land relations; agricultural markets and institutions – credit, commerce and technology; trends in performance and productivity; famines. Railways and Industry: Railways; the de-industrialization debate; evolution of entrepreneurial and industrial structure; nature of industrialization in the interwar period; constraints to industrial breakthrough; labor relations.
- Economy and State in the Imperial Context
- The imperial priorities and the Indian economy; drain of wealth; international trade, capital
- Flows and the colonial economy – changes and continuities; government and fiscal policy.
- New Economic Policy:
- Public Economics: Public and Private Goods, Externalities, Budget, Deficits, Public Debt, Fiscal Federalism in India,
- Taxation: its economic effects; dead weight loss and distortion, efficiency and equity considerations, tax incidence, optimal taxation.
- International Trade Theories: Adam Smith, Ricardo, Heckscher-Ohlin model and New Trade Theories

**Syllabus  
for  
General Paper  
(COQP11)**

## General Paper (COQP11)

### Note:

- i. *The Question Paper will have 100 questions comprising of Verbal Ability/ Language Comprehension, General Knowledge/Awareness, Computer Basics and Logical Reasoning.*
- ii. *All questions will be compulsory.*
- iii. *Candidate has to Attempt Verbal Ability/ Language Comprehension in one language only. i.e. Either English or Hindi.*
- iv. *The Remaining Questions would be Bilingual.*

## General Paper (COQP11)

### 1 English/Comprehension

English Grammar  
English Usage Errors  
Jumbled Para  
Sentence Correction  
Sentence Improvement  
Reading Comprehension  
Paragraph Completion  
One-word Substitution  
Synonyms & Antonyms  
Idioms & Phrases

### हिन्दी पाठ बोधन (Comprehension)

हिन्दी व्याकरण  
अशुद्ध प्रयोग  
परिच्छेद का उचित क्रम  
वाक्य शुद्धि  
वाक्य परिष्कार  
पाठ बोधन  
वाक्य की पूर्णता  
अनेक शब्द के लिये एक शब्द  
समानार्थी एवं विलोम  
मुहावरे एवं कहावते

**2. General Knowledge/Awareness**

Literature  
History  
Indian Constitution  
Personalities  
Sports  
National and International Economy  
Economics  
Science  
Politics  
Trade Awareness  
Geography  
Culture

**3. Computer Basics**

Fundamentals of Computer  
Computer Abbreviations  
Computer Shortcut Keys  
Microsoft Windows  
Microsoft Office  
MS Word  
MS PowerPoint  
MS Excel  
MS Access  
MS Outlook  
Types of Computer  
Storage Devices  
Hardware and Software  
Input and Output Devices  
Internet  
Computer Networks  
Websites  
Web Browsers  
Computer Virus  
Important Computer-related Terms

**4. General Aptitude & Logical Reasoning**

**General Aptitude**

Clocks  
Calendar

Average  
Simplification  
Problems on Ages/Numbers/Train  
LCM and HCF  
Percentage  
Profit & Loss  
  
Partnerships  
Compound Interest  
Ratio & Proportion  
Simple Interest  
Time & Work  
Pipes & Cisterns  
Time & Distance  
Stock & Shares  
Discount/Bankers Discount  
Geometry & Mensuration  
Sets & Union  
Permutation & Combination  
Mixture & Allegation  
Area  
Volume and Surface Area

**5. Logical Reasoning**

Ranking Tests  
Linear  
Arrangements  
Matrix Arrangements  
Sequencing  
Statements Arguments  
Cause and Effects  
Statements Assumptions  
Statements and Conclusion  
Number Series  
Blood Relationship Tests  
Coding and Decoding  
Inferences  
Non-Verbal Reasoning  
Analogy Test  
Symbol Based Problems  
Direction and Distance Test  
Analytical Reasoning

**Syllabus  
for  
General Paper (MBA etc.)  
(COQP12)**

## General Paper (MBA etc.)(COQP12)

### Note:

- i. *The Question Paper will have 100 question comprising of Language Comprehension/ Verbal Ability, Mathematical/Quantitative Ability, Data Interpretation and Logical Reasoning.*
- ii. *All questions will be compulsory.*
- iii. *Candidate has to Attempt Verbal Ability/ Language Comprehension in one language only. i.e. Either English or Hindi.*
- iv. *The Remaining Questions would be Bilingual.*

## General Paper (MBA etc.) (COQP12)

### 1. English Comprehension

English Grammar  
English Usage Errors  
Jumbled Para  
Sentence Correction  
Sentence Improvement  
Reading Comprehension  
Paragraph Completion  
One-word Substitution  
Synonyms & Antonyms  
Idioms & Phrases

### हिन्दी पाठ बोधन (Comprehension)

हिन्दी व्याकरण  
अशुद्ध प्रयोग  
परिच्छेद का उचित क्रम  
वाक्य शुद्धि  
वाक्य परिष्कार  
पाठ बोधन  
वाक्य की पूर्णता  
अनेक शब्द के लिये एक शब्द  
समानार्थी एवं विलोम  
मुहावरे एवं कहावते

## **2 Maths/Quantitative Ability**

Partnership  
Simple Interest and Compound Interest  
Profit & Loss  
Percentages  
Pipes and Cisterns  
Time-Speed-Distance  
Problems on Train  
Work and Wages  
Time and Work

## **3. Logical Reasoning**

Ranking Tests  
Linear  
Arrangements  
Matrix Arrangements  
Sequencing  
Statements Arguments  
Cause and Effects  
Statements Assumptions  
Statements and Conclusion  
Number Series  
Blood Relationship Tests  
Coding and Decoding  
Inferences  
Non-Verbal Reasoning  
Analogy Test  
Symbol Based Problems  
Direction and Distance Test

## **4. Data Interpretation**

Pie Charts  
Line Charts  
Bar Graphs  
Tabular Charts  
Mixed Graphs  
Data Sufficiency  
Graph Number Systems  
Tabulation  
Sets and Venn Diagrams

**Syllabus  
for  
Library & Information Science  
(COQP13)**

## Library & Information Science (COQP13)

### *Note:*

- i. There will be one Question Paper which will have 100 questions.*
- ii. All questions will be compulsory.*
- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## **Library & Information Science (COQP13)**

### ➤ **Foundation of Library and Information Science**

- Data, Information, Knowledge, Wisdom; Knowledge Society, Information Transfer - Generation, Storage and Dissemination of information.
- Five Laws of Library Science, Historical Development of Libraries; Types of Libraries and Information Centers; Objectives, Features, Functions of libraries; Public Relations and Extension Activities.
- Library Legislation in India; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act; Right to Information Act; Intellectual Property Rights; Information Technology Act.
- Librarianship as a Profession, Professional Ethics, National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA, Role of UNESCO, UGC and RRRLF in the promotion and development of libraries.

### ➤ **Library Management**

- Management: Concept, Scope, Schools of Management Thoughts Principles and Functions of Management.
- Acquisition of Books and Subscription of Periodicals, Technical Processing, Circulation Methods and Processes, Maintenance, Stock Verification, Shelf-rectification, Binding, Preservation.
- Sources of Library Finance, Estimation of Library's Financial Requirements, Budgeting, Accounting and Auditing, Cost Effectiveness Analysis and Cost Benefit Analysis, Human Resource Management.
- Library Committee, Library Statistics; Annual Report; Library Rules and Regulations, Library Building and Space Management.

### ➤ **Information Sources, Systems and Services**

- Information Sources, Documentary and Non-Documentary Sources, Primary, Secondary and Tertiary Sources of Information, Human Sources of Information; Institutional Sources.
- Reference Sources: Characteristics, Types, Usefulness, Electronic Sources: E-

## Library & Information Science (COQP13)

books, E-journals, ETDs, Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories, Evaluation of Reference Sources and Electronic Information Sources.

- Reference Service: Concept, Purpose, Types, Theories, Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services, Document Delivery Services, Inter Library Loan (ILL) Service, Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile Based Library Services and Tools; Collaborative Services: Social Networks, Social Bookmarking; Community Information Services.
- Information Systems: Characteristics, Functions, National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET; National Knowledge Network (NKN), Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS), Library resources sharing and Consortia.

### ➤ Knowledge Organization: Classification

- Universe of Knowledge: Nature, Attributes, Subject: Meaning, Types (Basic, Compound, Complex), Modes of Subject Formation, Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC, CC, LCC).
- Library Classification, Canons and Postulates, Knowledge Classification and Book Classification, Notation, Call number.
- Species of Library Classification Schemes, Dewey Decimal Classification (DDC), Colon Classification (CC); Universal Decimal Classification (UDC, Library of Congress Classification (LCC).

Current Trends Simple Knowledge Organization Systems (SKOS), Automatic Classification, Web Dewey, Taxonomies, Folksonomies

### ➤ Knowledge Organization: Cataloguing

- Library Catalogue, Physical Forms of Library Catalogue: Conventional and Non-conventional, Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetic-Classed Catalogue, Alphabetic-Subject Catalogue.
- Catalogue Codes, Normative Principles, Catalogue Entries according to CCC and AACR (latest editions), Authority File.
- Subject Catalogue: Meaning, Purpose, Union Catalogue: Concept, Purpose, Tools and Techniques for Deriving Subject Headings, Selective, Simplified, Cooperative and Centralized Cataloguing.
- ISBD, CCF, RDA, FRBR and Bib frame Metadata: Meaning, Purpose, Types, Uses, MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core, MODES, Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71.

### ➤ Information and Communication Technology

- Computers, Concept, Generations, Types; Hardware; Units of Computers: Arithmetic and Logic Unit, Control units; Input and Output Unit, Memory Unit, Software: System Software - Operating Systems-MS-Windows, UNIX and LINUX; Application Software - MS-Word, MS-Excel and MS-Power Point, Introduction to Character Recognition, Programming Languages.

## Library & Information Science (COQP13)

- Library Automation, Planning and Implementation of Automation in Housekeeping Operations, Retrospective Conversion, Standards for Library Automation, Library Management Software: Proprietary, Free and Open-Source Software (FOSS);
- Telecommunication, Transmission Channels, Mode, and Media, ISDN, PSDN, Technologies Modulation, Frequency, Bandwidth and Multiplexing, Standards and Protocols, Wireless Communication: Media, Wi-fi, Satellite Communication, Mobile Communication.
- Computer Networks: Concept, Need; Topologies; Types: LAN, MAN, WAN, Internet: Web Browsers, WWW, E-mail; Search Engines Internet Protocols and Standards: HTTP, FTP, SMTP, TCP/IP, URI, URL; Search Strategies; Data and Network Security: Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System, Library Networks (Regional, National, International)

**Syllabus  
for  
Law (LLM) (COQP14)**

## Law (LLM) (COQP14)

### *Note:*

- i. There will be one Question Paper which will have 100 questions.*
- ii. All questions will be compulsory.*
- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## Law (LLM) (COQP14)

### **CONTRACT: GENERAL PRINCIPLES OF CONTRACTS**

**UNIT I - History** – Formation of Contract – Agreement and Contract – Definitions – Classification - Offer and Acceptance – Communication – Revocation – Essential elements – Invitation to Offer – Tenders. Consideration – Nudum Pactum - Essential elements – Privity of Contract and of Consideration – Exceptions – Unlawful Consideration and its effect. Contractual Ability – Electronic Documents as Web Pages – Digital Certificates as Entry Passes – Time and Place of Contract – Secured Custody of Electronic Records.

**UNIT II - Capacity to Contract** – Minor's Agreements and its effects – Persons of unsound mind – Persons disqualified by Law. Free Consent – Coercion - Undue influence – Misrepresentation – Fraud – Mistake – Legality of Object – Void Agreements – Agreements against Public Policy – Wagering Agreements – Its exceptions – Contingent Contracts.

**UNIT III - Discharge of Contracts and its various Modes** – by performance – Time and place of performance Performance of reciprocal promises - Appropriation of Payments – Discharge by Agreement – By operation of Law – By frustration (Impossibility of Performance) – By Breach (Anticipatory and Actual).

**UNIT IV - Remedies for Breach of Contracts** – Damages – Remoteness of damages – Ascertainment of damages -Injunction – When granted and when refused– Restitution – Specific performance when granted Quasi Contracts.

**UNIT V - The Specific Relief Act** Nature of Specific Relief – Recovery of Possession of movable and immovable Property – Specific performance when granted and not granted – Who may obtain and against whom – Discretionary remedy – Power of Court to grant relief – Rectification of instruments – Cancellation Declaratory decrees – Preventive relief – Temporary injunctions – Perpetual and Mandatory Injunctions. Government as a contracting party: Constitutional provisions – Government powers to contract – Procedural requirements – Kinds of Government Contracts, their usual clauses, performance of such contract, settlement of disputes and remedies.

### **CONSTITUTION**

**UNIT I - Salient Features of the Indian Constitution, Preamble, Citizenship, Fundamental Rights.**

**UNIT II - Directive Principles of State Policy, Fundamental Duties, Parliamentary Government, Bicameralism, Legislative Process, Privileges, Council of Ministers, President of India, Governor.**

**UNIT III - Judicial process under the Constitution, Nature of Judicial Review, Judicial Review Arts.32, 226 and 227, Court system in India, Judges- Appointments, conditions of service, etc., Advisory Jurisdiction of the Supreme Court, Public Interest Litigation, Activism v. Restraint.**

## Law (LLM) (COQP14)

**UNIT IV** - Federalism, Center-State Relations, Freedom of Inter State Trade, Methods of Constitutional Amendment, Limitation on Constitutional Amendment.

**UNIT V** - Emergency provisions, Services under the State, State Liability.

### LAW OF TORTS

**UNIT-I** Evolution of law of torts- Nature and scope of law of torts; Meaning; Torts distinguished from Contract; Crime- Development of Ubi jus ibis Remedios; Mental elements Intention, Motive, Malice in Law and in Fact.

**UNIT-II** General Defense, Vicarious Liability.

**UNIT-III** Negligence; Nuisance; Absolute and Strict liability. Legal Remedies-Awards-Remoteness of damage.

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

**UNIT- V** Consumer Protection Act, 1986

### FAMILY LAW: HINDU LAW

**UNIT – I** Introduction - Concept of Dharma - Sources of Hindu Law – Modern and Ancient - Importance of Dharma Shastra on Legislation – Two Principal Schools of Hindu Law - Application of Hindu Law.

**UNIT – II** Marriage and Kinship - Evolution of the Institution of Marriage and Family- Law Prior to Hindu Marriage Act -A detailed study of Hindu Marriage Act, 1955 -Matrimonial Remedies - Maintenance and Alimony; Customary Practices and legislative provisions relating to dowry prohibition.

**UNIT – III** Hindu undivided family – Mitakshara Joint Family - Formation and Incidents - Property under both Schools – Kartha: His Position, Powers, Privileges and Obligations - Debts –Doctrine of Pious Obligation - Partition and Reunion –Religious and Charitable Endowment.

**UNIT – IV** Inheritance and Succession - Historical perspective of traditional Hindu Law relating to Inheritance - A detailed study of Hindu Succession Act, 1956. Stridhana- Woman’s Property - Recent State and Central Amendments to Hindu Succession Act; Gifts and Testamentary Succession – Wills.

**UNIT – V** Law relating to Hindu Minority and Guardianship: Kinds of Guardians; Duties & Powers of Guardians; A detailed study of Hindu Adoption and Maintenance Act, 1956; Maintenance: Traditional Rights and Rights under Hindu Adoption & Maintenance Act 1956.

### CRIMINAL LAW: INDIAN PENAL CODE

**UNIT – I** General Principles of Crime; Conceptions of Crime; Distinction between Crime and other wrongs under common Law – Crime and morality distinction – Circumstances when morality amounts to crime - State’s responsibility to detect, control and punish crime. Principles of criminal liability – Actus reus and men’s rea (also statutory offences) and other maxims; Variations in liability – Mistake, intoxication, compulsion, legally abnormal persons; Possible parties to the crime: Principal in the I degree; Principal in the II degree; Accessories before the fact; Accessories after the fact. Indian Penal Code: General Explanation, Sections 6 – 33 and 39 – 52A; Punishment, Sections 53 – 75- Social relevance of Capital Punishment - Alternatives to Capital Punishment - Discretion in awarding punishment and minimum punishment in respect of certain offences with relevance to precedents (judgements).

**UNIT – II** General Exceptions: Sections 76 – 106; Criminal act by several persons or group: Sections 34 – 38; Abetment: Sections 107 – 120; Criminal Conspiracy: Sections 120A & 120B; Offences against

## Law (LLM) (COQP14)

State: Sections 121 – 130; Offences against the public tranquility: Sections 141 – 160; Offences relating to election: Sections 171A – 171; Contempt of lawful authority and public servants: Sections 172 – 190; False evidence and offences against public trust: Sections 172 – 229; Offences relating to coins and Government Stamps: Sections 230 – 263A; Offences relating to weights and measures: Sections 260 – 294A; Offences relating to religion: Section 295 – 298.

**UNIT – III** Offences affecting human life, causing miscarriage, injuries to unborn children - Exposure of infants, concealment of birth - Hurt, Grievous Hurt- Wrongful restraint - Wrong confinement - Criminal force and Assault (Sections 299 – 358).

**UNIT – IV** Kidnapping, Abduction - Slavery and forced labor – Rape: custodial rape, marital rape - Prevention of immoral traffic - Prevention of sati - Prohibition of indecent representation of women - Unnatural offences, theft, robbery and dacoity - Criminal Misappropriation of property - Criminal breach of trust - Receiving of stolen property – Cheating - Fraudulent deeds and disposition of property (Sections 378 – 424).

**UNIT – V** Mischief (Sections 425 – 440) - Criminal Trespass (Sections 441 – 462) - Offences relating to document and property marks (Sections 463 – 480) - Offences relating to marriage (Sections 493 – 498 A) - Defamation (Sections 499 – 502); Criminal intimidation and annoyance and attempt to commit such offences (Sections 506 – 511).

### CONTRACT-II

**UNIT – I** Contract of Indemnity – Documents/Agreements of Indemnity - Definition, Nature and Scope - Rights of indemnity holder – Commencement of the indemnifier’s liability – Contract of Guarantee – Definition, Nature and Scope – Difference between contract of indemnity and Guarantee – Rights of surety – Discharge of Surety – Extent of Surety’s liability – Co-surety. Contract of Bailment – Definition – Kinds – Duties of Bailer and Bailee – Rights of Finder of goods as Bailee – Liability towards true owner – Rights to dispose of the goods. Contract of pledge – Definition – Comparison with Bailment – Rights and duties of Pawn or and Pawnee

**UNIT – II** Agency – Definition – Creation of Agency – Kinds of Agents – Distinction between Agent and Servant – Rights and Duties of Agent – Relation of Principal with third parties – Delegation – Duties and Rights of Agent – Extent of Agents authority – Personal liability of Agent – Termination of Agency.

**UNIT – III** Indian Partnership Act – Definition – Nature, Mode of determining the existence of Partnership

– Relation of Partner to one another – Rights and duties of partner – Relation of partners with third parties – Types of partners – Admission of partners – Retirement – Expulsion – Dissolution of Firm – Registration of Firms.

**UNIT – IV** Sale of Goods Act – The Contract of sale – Conditions and Warranties – Passing of property – Transfer of title – Performance of the Contract – Rights of Unpaid Seller against goods – Remedies for Breach of Contract

**UNIT – V** Hire Purchase Act 1972 – Rights and Obligation of the Hirer and Owner, Form and contents of Hire Purchase Agreements, Warranties and Conditions - Standard Form of Contracts: Nature, Advantages

– Unilateral Character, Principles of Protection against the possibility of exploitation – Judicial Approach to such Contracts – Exemption Clauses – Clash between two standard forms of contracts.

### COMPANY LAW

**UNIT – I** The Companies Act, 1956 – Corporate Personality and its kinds – Promoters – Registration and Incorporation – M O A

**UNIT – II** AOA – Prospectus – Directors – Meetings – Role of Company Secretary – Dividends; Brief analysis of corporate ethics.

**UNIT – III** Issue of Shares – Types of Shares – Debentures – Procedure for allotment of shares and debentures – share capital – Rights and privileges of shareholders – Preventions of Oppression and

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Mismanagement – Different modes of winding up of companies.

**UNIT - IV** SEBI Act, 1992; Securities Contracts (Regulation) Act, 1956 and Rules.

**UNIT - V** FEMA Act, 1999; Competition Act, 2002; Brief introduction to BPO & LPO

### PROPERTY LAW

**UNIT – I** General principles of Transfer of Property by Act of parties inter- vivos- Concept and meaning of immovable property- Transferable Immovable Property- Persons Competent to transfer - Operation of Transfer- Conditions restraining alienation and restrictions repugnant to the interest created- rule against perpetuity and exceptions- Direction for accumulation- Vested and Contingent interest.

**UNIT – II** Doctrine of election- transfer by ostensible and co-owner- Apportionment- Priority of rights- Rent paid to holder under defective title- Improvements made by bonafide holder Doctrine of Lis pendens- Fraudulent transfer and part-performance.

**UNIT – III** Mortgages of Immovable property: Definition- Kinds of mortgages and their features Rights and liabilities of mortgagor and mortgagee- Priority of securities- Marshalling and contribution- Charges.

**UNIT – IV** Sale of immovable property: Rights and liabilities of seller and buyer before and after completion of sale- Difference between sale and contract for sale; Leases of immovable property: Definition- Scope- creation of lease- rights and liabilities of lessor and lessee Determination and holding over; Exchange: Definition and mode- Actionable Claims; Gifts: Scope- meaning- mode of transfer- universal gifts- onerous gifts.

**UNIT – V** Law of Trusts with Fiduciary Relations: Definitions of Trust and its comparison with other relationships like Debt, Ownership, Bailment, Agency and Contract; Kinds of Trusts- Creation of Trust- Appointment of Trustees- Duties and Liabilities of Trustees Rights and Powers of Trustees- Disabilities of Trustee- Rights and Liabilities of the Beneficiary- Vacating the office of trustee and Extinction of Trusts.

### ADMINISTRATIVE LAW

**UNIT – I** Evolution- Nature and Scope of Administrative Law- Relation with Constitutional Law Separation of powers and concepts- Rule of law- Council d' Etate, (French system) - Classification of Administration Action- functions- Administrative direction and discretion.

**UNIT – II** Legislative power of the administration- Extent of delegation and control over delegated Legislation- Sub-delegation- Judicial- Parliamentary control over delegated Legislation.

**UNIT - III** Judicial power of Administration- Nature of procedure- Principles of Natural justice Effect of non-compliance with principles of Natural Justice- Exception to principles of Natural Justice.

**UNIT – IV** Judicial control of administrative action – Writs, Principles and Procedure - Public Law Review and Private Law Review of Administration action- Liability of State – Torts, Contract- Promissory Estoppel-Government Privileges- Right of information- Doctrine of Legitimate expectation- Doctrine of Accountability- Waiver- Doctrine of Proportionality.

**UNIT – V** Corporations and Public undertaking- Commission of Enquiry- Ombudsman in India (Lokpal and Lokayuktha) - Central Vigilance Commission- Parliamentary Committees Civil services in India- Accountability and responsibility- Problems and Prospective Administrative deviance- Corruption- Mal-administration- Control mechanism of Accountability.

### FAMILY LAW –II: MOHAMMEDAN LAW AND INDIAN SUCCESSION ACT

**UNIT-I** Development of Islamic Law: Advent of Islam & development of Muslim Law, Schools of Islamic Law, the Shariat Act, 1937; Concept of Marriage: Definition, object, nature, essential

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requirements of a Muslim marriage, classification of marriage - Legal effects of valid, void and irregular marriage - Muta marriage; Sources of Islamic law; Customary practices and State regulation: Polygamy; Child marriage; Pre-emption; Wakf; Dower.

**UNIT-II** Conversion and its consequences on family: Marriage, Guardianship, Succession; Child and Family: Legitimacy, Custody, maintenance and education, Guardianship and parental rights.

**UNIT-III** Matrimonial Remedies under Islamic Law and Indian Divorce Act, 1869(Amended Act) - Nullity of marriage - Bar to matrimonial relief; Alimony and Maintenance: Alimony and Maintenance as an independent remedy- A review under Muslim law, Indian Divorce Act, 1869, provisions under the Criminal Procedure Code, 1973; Maintenance of divorced Muslim Women under the Muslim Women (Protection of Rights on Divorce) Act, 1986.

**UNIT-IV** Will and Inheritance: Will- Meaning, difference between will and gift, Will made in death bed or during illness; Muslim law of Inheritance- Shia and Sunni schools; Distribution of property under Indian Succession Act of 1925(Of Christians, Parsis and Jews) - Domicile - Parsis Intestate succession and Non Parsis Intestate succession, Succession certificate, Probate and letters of administration, powers and duties of executor.

**UNIT-V** Wills – Privileged and unprivileged wills - Construction of Wills in brief - Void bequests, void wills, kinds of legacies - Protection of property of the deceased; Family Courts Act, 1984- Constitution, powers, and its functions; Need for Uniform Civil Code- Article 44 of Indian Constitution.

## ENVIRONMENTAL LAW

**UNIT – I** The Idea of Environment: Ancient and Medieval Writings, Traditions, Natural and Biological Sciences – Perspectives: Modern concept, Conflicting dimensions, recent issues -Environment and sustainable development - National and International Perspectives - Population and Development.

**UNIT– II** Environmental Policy and Law: Environmental Policy : Pre & Post Independence Period; From Stockholm to Johannesburg Declaration (Rio) and Role of Government - Five year Plans - Forest Policy - Conservation strategy - Water Policy; Conservation of Natural Resources and its Management; Constitution and Environment: Right to Environment - Constitutional provisions on Environment and its Protection - Role of Judiciary on Environmental issues - Evolving of new Principles - Polluter pays principle  
- Precautionary principle - Public trust doctrine.

**UNIT - III** International Law and Environmental Protection: International conventions in the development of Environmental Laws and its Policy - From Stockholm to recent conventions (Special Emphasis on Major conventions & Protocols) - Control on Marine Pollution; Common Law aspects of Environmental Protection; Remedies under other Laws (I.P.C., C.D.C., C.P.C.) - Riparian rights and prior-appropriation.

**UNIT – IV** Prevention and Control of Pollution: Pollution of Water, Sources, Legal Control, The Water Act, 1974 - Pollution of Air, Modalities of control, The Air Act, 1981 - Noise Pollution and its control, Noise Pollution control order - Disposal of Waste, laws on waste, disposal and its control - Trans-boundary Pollution hazards & Regulation; Biological Diversity and Legal Order: Bio-diversity and Legal regulation - Utilization of flora and fauna - Experimentation on animals - Legal and Ethical issues - Genetic Engineering  
- Wildlife Protection Act, 1972 - Forest Conservation Act, 1980 - Prevention of Cruelty against animals - Problems in Legal regulation of medicinal plants - The Plant Varieties Act - Wetland Conservation.

**UNIT - V** Environment Protection Act, 1986 including, Environment Protection Rules, Coastal Zone Regulation, ECO-Mark, Environment Impact Assessment, Environmental Audit, Public Participation in Environmental decision making, Environment information, public hearing, Regulation on Bio-Medical Waste.

## LABOUR LAW

**UNIT- I** Introduction to Law of Industrial Disputes Act, 1947: Historical Aspects-Master and slave

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relationship-Industrial revolution-Laissez-faire state-Impact of Constitution on Labor provision; Definition and law relating to Appropriate Government- Award and settlement- Industry-Industrial Dispute- Workman. Strikes and Lock-out

**UNIT –II** Industrial Disputes Act, 1947: Lay-off –Retrenchment- Closure - Unfair Labor Practices and Role of Government; Authorities under the Act (Chapter II) to be read with chapters II B, III and IV Adjudication and Arbitration; Restrictions on the right of the employer- Chapter IIA-Notice of change, section 11-A and sections 33,33A; Recovery of money due from an employer. Industrial Employment (Standing Orders) Act, 1946 and Disciplinary Enquiry

**UNIT-III** Trade Unions Act, 1926: Salient features of the enactment and important definitions - Registration of Unions, Amalgamation of Unions, Cancellation and Registration of Trade Unions, Funds of the Union, Immunity enjoyed by the Union. Workmen’s Compensation Act, 1923: Emergence of the legislation-Total and partial disablement –Dependent-Workman-Wages-Liability of the employer to pay compensation and right of the workman to receive compensation-Accident “Arising out of and in the course of employment” -Occupational Disease-Doctrine of ‘Added peril’

**UNIT –IV** Labor Welfare Legislations: The Employees State Insurance Act, 1948: Corporation, Standing Committee and Medical Benefit Council; Contributions; Benefits; Adjudication of disputes and Claims; Penalties. The Employees Provident Fund Act, 1952: Employees Provident Fund Scheme and Authorities; Miscellaneous. The Maternity Benefit Act, 1961- object and its scope.

**UNIT-V** Minimum Wages Act, 1948- Fixation of minimum rates of wages - working hours and determination of wages and claims The Factories Act- its essential features, Safety, Health and Welfare measures. The Contract Labor (Regulation and Abolition) Act, 1970 - object and its essential features.

## **CRIMINAL LAW –II: CRIMINAL PROCEDURE CODE, 1973, JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 AND PROBATION OF OFFENDERS ACT, 1958.**

**UNIT – I** Introductory and Pre-trial Process Meaning of procedure; The organization of the functionaries under the Code; their duties, functions and powers; First Information Report, complaint; Arrest; Types of trial and Features of a fair trial

**UNIT - II** Trial Process-I: Magisterial Powers to take cognizance; Commencement of proceedings; Dismissal of complaints; Charge; Processes to compel appearance and production of things; Bail; Preliminary plea to bar trial.

**UNIT - III** Trial Process-II: Provisions as to Inquiries and Trials; Judgment; Appeals, Revision and Reference; Security for keeping peace and good behavior; Maintenance.

**UNIT - IV** Miscellaneous: Transfer of cases; Execution, suspension, remission and commutation of sentences; Disposal of property; Preventive action of the police; Irregular proceedings; Limitation of taking cognizance; Compounding of offences and plea bargaining; Criminal Rules and Practice.

**UNIT - V** 1. Salient features of the Juvenile Justice (Care & Protection of Children) Act, 2000. 2. Salient features of the Probation of Offenders Act, 1958.

## **JURISPRUDENCE**

**UNIT – I** Meaning and nature of ‘Jurisprudence’ - Purpose and value of Jurisprudence -Schools of Jurisprudence: Natural law, Imperative Theory, Legal Realism, Historical School, Sociological School.

**UNIT – II** Functions and purpose of law, questions of law, fact and discretion - Justice and its kinds - Civil and Criminal Administration of Justice - Theories of Punishment and Secondary functions of the Court.

**UNIT – III** Sources of Law: Legislation, Precedent and Custom - A Comparative study

**UNIT – IV** Legal Concepts: Right and Duty, Kinds, Meaning of Right in its wider sense; Possession: Idea

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of Ownership, kinds of Ownership, Difference between Possession and Ownership; Nature of Personality, Status of the Unborn, Minor, Lunatic, Drunken and Dead Persons.

**UNIT – V Liability:** Conditions for imposing liability - Wrongful act: Damnum Sine Injuria, causation, mensrea, intention, malice, negligence and recklessness, strict liability, vicarious liability, obligation.

### **CLINICAL COURSE-I: PROFESSIONAL ETHICS AND PROFESSIONAL ACCOUNTING SYSTEM**

**UNIT-I** The legal profession and its responsibilities; The equipment of the lawyer; Conduct in court; Professional conduct in general; Privileges of a lawyer; Salient features of the Advocates Act, 1961.

**UNIT-II** Duty to the court; Duty to the profession; Duty to the opponent; Duty to the client; Duty to the self; Duty to the public and the state;

**UNIT-III** Contempt of Court Act, 1972

Selected major judgments of the Supreme Court:

In the matter of D, An Advocate, AIR 1956 SC 102.

P. J. Ratnam v. D. Kanikaram, AIR1964 SC 244.

N. B. Mirza v. Disciplinary committee of Bar Council of Maharashtra and Another, AIR 1972 SC

Bar Council of Maharashtra v. M. V. Dabholkar, etc., AIR 1976 SC 242.

V. C. Rangadurai v. D. Golan and others, AIR 1979 SC 201.

Chandra Shekhar Soni v. Bar Council of Rajasthan and Others, AIR 1983 SC 1012.

In Re an Advocate, AIR 1989 SC 245.

In Re Vinay Chandra Mishra, 1995 (Vol-I) IBR 118.

Supreme Court Bar Association v. Union of India, AIR 1998 SC 1895.

Ex-Capt. Harish Uppal v. Union of India, AIR 2003 SC 739.

**UNIT-IV** Selected opinions of the Bar Council of India

**UNIT-V** Accountancy for lawyers: Need for maintenance of accounts- Books of accounts that need to be maintained- Cash Book, journal and ledger Elementary aspects of bookkeeping: Meaning, object, journal, double entry system, closing of accounts The cash and bulk transaction- The Cash book- Journal proper especially with reference to client's accounts- Ledger, Trial balance and final accounts- Commercial mathematics.

Mode of assessment: There shall be a written examination for this course for a maximum of 80 marks, and viva voce for 20 marks. The viva voce shall be conducted by the course teacher and the principal.

### **PUBLIC INTERNATIONAL LAW**

**UNIT-I** Nature, definition, origin and basis of International Law; Sources of International Law; Relationship between Municipal and International Law; Subjects of International Law.

**UNIT- II** States as subjects of International Law: States in general; Recognition; State territorial sovereignty.

**UNIT –III** State Jurisdiction: Law of the sea; State Responsibility; Succession to rights and obligations.

**UNIT – IV** State and Individual - Extradition, Asylum and Nationality; the agents of international business; diplomatic envoys, consuls and other representatives; the law and practice as to treaties.

## Law (LLM) (COQP14)

**UNIT – V** United Nations Organization - Principal organs and their functions; World Trade Organization- Main features; International Labor Organization.

### HUMAN RIGHTS LAW AND PRACTICE

**UNIT – I** Jurisprudence of Human Rights; Nature, definition, origin and theories of human rights.

**UNIT – II** Universal protection of human rights- United Nations and Human Rights- Universal Declaration of Human Rights, 1948; International Covenant on Civil and Political Rights, 1966; International Covenant Economic, Social and Cultural Rights, 1966.

**UNIT - III** Regional Protection of Human rights- European system- Inter American System- African System

**UNIT – IV** Protection of Human Rights at national level; Human rights and the Constitution; The Protection of Human rights Act, 1993.

**UNIT - V** Human Rights and Vulnerable Groups: Rights of Women, Children, Disabled, Tribals, Aged and Minorities - National and International Legal Developments

### RIGHT TO INFORMATION

**UNIT-I** Right to Information before Right to Information Act, 2005; Significance in democracy; Constitutional basis; Supreme Court on right to information.

**UNIT-II** RTI Act- definitions; Right to information and obligations of public authorities.

**UNIT-III** Central Information Commission; State Information Commission; Powers and functions of information commissions; Appeals and penalties.

**UNIT-IV** Other related laws - The Official Secrets Act, 1923; The Public Records Act, 1993; The Public Records Rules, 1997; The Freedom of Information Act, 2002; The Commission of Inquiry Act, 1952; The Commission of Inquiry (Central) Rules, 1972.

**UNIT-V** Best practices- A study of decisions rendered by state commissions and central Commission in the following areas of – Police, Revenue, PWD, Irrigation, Secretariat, BSNL, Posts and Telegraphs, Scheduled Banks, CPWD, Income Tax Department, Central Excise Department, Local Authorities.

### BANKING LAW

**UNIT – I** Indian Banking Structure - Origin – Evolution of Banking Institutions – Types and functions of banks - Commercial banks – Functions – Banking Companies in India – RBI - Constitution, Management and Functions - Banking Regulation Act, 1949 – State Bank of India- UTI, IDBI, RRBs'-Local banks

**UNIT - II** Employment of funds - Loans and Advances- Guarantees- Advances secured by Collateral securities- Agency Services- Financing of Exports- Special Banking Services – Advances to Priority Sectors and Credit Guarantee schemes- Securitization Act, 2002.

**UNIT - III** Law relating to Negotiable Instruments, 1881 Act (Read with the amended Act of 2002) - Negotiable Instruments - Kinds - Holder and holder in due course – Parties – Negotiation- Assignment – Presentment – Endorsement – Liability of parties – Payment in due course – Special rules of evidence - Material alteration – Noting and protest – Paying banker and collecting banker – Bills in sets – Penal provisions under NI Act - Banker's book evidence Act.

**UNIT – IV** Banker and customer Relationship - Definition of banker and customer – General relationship –Special relationship - Banker's duty of secrecy, banker's duty to honor cheques, banker's lien, and banker's right to set off - Appropriation of payments - Garnishee order - Customer's duties towards his banker. Opening of New Accounts – Special types of customers - Minor's A/C, Joint A/C, Partnership A/C, Company's A/C, Married women's A/C, Trust A/C, Joint Hindu family A/C - Illiterate persons, lunatics, executors - Precautions required in case of administrators, clubs, societies and charitable institutions to open an account

**UNIT – V** Ancillary Services and E- Banking: Remittances - General, DD, MT, TT, Traveler’s cheques, bank orders, credit card, debit/smart cards, safe deposit vaults, gift cheques, stock invest. E-Banking - Definition

– E-Banking includes - Internet banking, mobile banking, ATM banking, computerized banking –E-banking services – retail services – wholesale services – E- Cheque- authentication-Cyber Evidence-BankingOmbudsman.

## **INSURANCE LAW**

**UNIT – I** Introduction: Nature- Definition- History of Insurance- History and development of Insurance in India- Insurance Act, 1938- (main sections) Insurance Regulatory Authority Act, 1999: Its role and functions.

**UNIT – II** Contract of Insurance: Classification of contract of Insurance- Nature of various Insurance Contracts- Parties there to- Principles of good faith – non disclosure – Misrepresentation in Insurance Contract- Insurable Interest- Premium: Definition method of payment, days of grace, forfeiture, return of premium, Mortality; The risk – Meaning and scope of risk, Causa Proxima, Assignment of the subject matter.

**UNIT – III** Life Insurance: Nature and scope of Life Insurance- Kinds of Life Insurance. The policy and formation of a life insurance contract- Event insured against Life Insurance contract- Circumstance affecting the risk- Amount recoverable under the Life Policy- Persons entitles to payment- Settlement of claim and payment of money- Life Insurance Act, 1956- Insurance against third party rights- General Insurance Act, 1972- The Motor Vehicles Act, 1988 – Sec. (140-176), Nature and scope- Absolute or no fault liabilities, Third party or compulsory insurance of motors vehicles- Claims Tribunal Public Liability Insurance –Legal aspects of Motor Insurance –Claims – Own Damages Claims – Third Party Liability Claims.

**UNIT – IV** Fire Insurance: Nature and scope of Fire Insurance –Basic Principles – Conditions & Warranties

– Right & Duties of Parties – Claims – Some Legal Aspects.

Introduction to Agriculture Insurance – History of Crop Insurance in India – Crop Insurance Underwriting, Claims, Problems associated with Crop Insurance – Cattle Insurance in India.

**UNIT – V** Marine Insurance: Nature and Scope- Classification of Marine policies- Insurable interest- Insurable values- Marine insurance and policy- Conditions and express warranties- Voyage deviation- Perils of sea- Loss- Kinds of Loss- The Marine Insurance Act, 1963 (Sections 1 to 91).

## **ALTERNATIVE DISPUTE RESOLUTION SYSTEMS**

**UNIT-I** General; Different methods of dispute resolution; Inquisitorial method; Adversarial method; Other methods- both formal and informal- like Arbitration, Conciliation, Negotiation, Mediation, etc.; Advantages and disadvantages of above methods; Need for ADRs; International commitments; Domestic needs; Suitability of ADRs to particular types of disputes; Civil Procedure Code and ADRs

**UNIT-II** Arbitration: Meaning of arbitration; Attributes of arbitration; General principles of arbitration; Different kinds of arbitration; Qualities and qualifications of an arbitrator; Arbitration agreement and its drafting; Appointment of arbitrator; Principal steps in arbitration; Arbitral award; Arbitration under Arbitration and Conciliation Act, 1996.

**UNIT-III** Conciliation: Meaning; Different kinds of conciliation- facilitative, evaluative, court annexed, voluntary and compulsory; Qualities of a conciliator; Duties of a conciliator; Role of a conciliator; Stages of conciliation; Procedure; Conciliation under statutes Industrial Disputes Act, 1947; Family Courts Act, 1984; Hindu Marriage Act, 1955; Arbitration and Conciliation Act, 1996.

**UNIT-IV** Negotiation: Meaning; Different styles of negotiation; Different approaches to negotiation;

Phases of negotiation; Qualities of a negotiator; Power to negotiate.

**UNIT-V** Mediation: Meaning; Qualities of mediator; Role of mediator; Essential characteristics of the mediation process – voluntary, collaborative, controlled, confidential, informal, impartial & neutral, self-responsible; Different models of mediation; Code of conduct for mediators.

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

**UNIT – I** Civil Procedure Code Introduction; Distinction between procedural law and substantive law- History of the code, extent and its application, definition; Suits: Jurisdiction of the civil courts- Kinds of jurisdiction-Bar on suits- Suits of civil nature (Sec.9); Doctrine of Res sub judice and Res judicata (Sec. 10, 11 and 12); Foreign Judgment (Sec. 13, 14); Place of Suits (Ss. 15 to 20); Transfer of Cases (Ss. 22 to 25).

**UNIT – II** Institution of suits and summons: (Sec. 26, 0.4 and Sec. 27, 28, 31 and O.5); Interest and Costs (Sec. 34, 35, 35A, B); Pleading: Fundamental rules of pleadings- Complaint and Written Statement- Return and rejection of complaint- Defenses- Set off- Counter claim; Parties to the suit (O. 1): Joinder, misjoinder and non-joinder of parties- Misjoinder of causes of action- Multifariousness.

**UNIT – III** Appearance and examination of parties (O.9, O.18) - Discovery, inspection and production of documents (O.11 & O.13) - First hearing and framing of issues (O.10 and O.14) - Admission and affidavit (O.12 and O.19) - Adjournment (O.17) - Death, marriage-Insolvency of the parties (O.22) - Withdrawal and compromise of suits (O.23) - Judgment and Decree (O.20); Execution (Sec. 30 to 74, O.21): General principle of execution- Power of executing court- Transfer of decrees for execution- Mode of execution- a) Arrest and detention, b) Attachment, c) Sale.

**UNIT – IV** Suits in particular cases; Suits by or against Governments (Sec. 79 to 82, O.27); Suits by aliens and by or against foreign rulers, ambassadors (Sec. 85 to 87); Suits relating to public matters (Sec. 91 to 93); Suits by or against firms (O.30); Suits by or against minors and unsound persons (O.32); Suits by indigent persons (O.33); Inter-pleader suits (Sec. 88, O.35); Interim Orders; Commissions (Sec. 75, O.26); Arrest before judgment and attachments before judgment (O.38); Temporary injunctions (O.39); Appointment of receivers (O.40); Appeals (Ss. 90 to 109, O.41, 42, 43, 45); Reference- Review and Revision (Ss. 113, 114, 115, O.46, O.46); Caveat (Sec. 144.A)- Inherent powers of the court (Ss. 148, 149, 151).

**UNIT –V** Limitation Act

## **INTELLECTUAL PROPERTY RIGHTS-I**

**UNIT I** Introductory Aspects: Overview of the concept of property; Industrial property and non-industrial property; Historical background of IPR; Importance of human creativity in present scenario; Different forms of IP and its conceptual analysis. Patents: Introduction and overview of patent protection; History of Patent protections; What is patent and definition of patent; Object of patent; Scope and salient features of patent; How to obtain patent; Product patent and Process patent; Specification – Provisional and complete specification; Procedure for patent applications; Register of patents and Patent Office; Rights and obligations of patentee; Transfer of Patent Rights; Government use of inventions; Biotech patents and patentability of life forms; Infringement of Patents; Offences and Penalties.

**UNIT II** Trade Marks: Introduction and overview of trade mark; Evolution of trade mark law; Object of trade mark; Features of good trade mark; Different forms of trade mark; Trade mark registry and register of trademarks; Property in a trade mark; Registrable and non-registrable marks; Basic principles of registration of trade mark; Deceptive similarity; Assignment and transmission; Rectification of register; Infringement of trade mark; Passing off; Domain name protection and registration; Offences and penalties.

**UNIT III** Introduction and overview of Cyber Intellectual Property; Intellectual property and cyberspace; Emergence of cyber-crime; Grant in software patent and Copyright in software; Software piracy;

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Trademarks issues related to Internet (Domain name); Data protection in cyberspace; E-commerce and E-contract; Salient features of Information Technology Act; IPR provisions in IT Act; Internet policy of Government of India.

**UNIT IV** Geographical Indications: Introduction and overview of geographical indications; Meaning and scope of geographical indications; Important geographical indications of India and their features; Salient features of the Protection of Geographical Indications Act; Protection of geographical indications; Misleading use of geographical indications; Registration of geographical indications; Right to use geographical indications; Infringement; Remedies against infringement; Role and functions of Registrar of Geographical indication; Conflict between Trade mark and geographical indications.

**UNIT V** International Convention and Treaties: Paris Convention: Background; Salient features of Paris Convention; Governing rules of Paris Convention; Patent Cooperation Treaty: Background; Objectives of PCT; Salient features of PCT; Madrid Convention: Salient features; International registration of marks; World Intellectual Property Organization: Background; Salient features WIPO; Organization of WIPO.

### **PENOLOGY & VICTIMOLOGY**

**UNIT – I** Introduction: Notion of punishment in law; Difference between crime prevention and control; Theories of punishments.

**UNIT - II** Kinds of punishment; Sentencing policies and processes; the riddle of capital punishment.

**UNIT - III** Prison reforms; Alternatives to imprisonment; Victimology- Introduction, history and philosophy.

**UNIT – IV** Victimology- European experience; American experience; Victim witness assistance programmed; Restitution.

**UNIT – V** Victimology - Indian experience; Legal framework; Role of Courts; Role of NHRC.

### **INTERPRETATION OF STATUTES & PRINCIPLES OF LEGISLATION**

**UNIT-I** Basic Principles; Guiding Rules; Internal aids to construction.

**UNIT-II** External aids to construction.

**UNIT-III** Subsidiary rules; Operation of statutes; Expiry and repeal of statutes.

**UNIT-IV** Statutes affecting the state; Statutes affecting the jurisdiction of courts. Construction of taxing statutes and evasion of statutes; Remedial and penal statutes.

**UNIT-V** Principles of Legislation.

### **COMPETITION LAW**

**UNIT-I** Constitutional provisions regulating trade; Salient features of MRTP Act, 1986; Salient features of Consumer Protection Act, 1986.

**UNIT-II** Sherman Antitrust Act, 1890; Relevant provisions of Clayton Act, 1914; Relevant provisions of the Federal Trade Commission Act; Salient features of U.K. Competition Act, 1998.

**UNIT-III** Competition Act, 2002; Preliminary; Prohibition of certain agreements, abuse of dominant position and regulation of combinations. **UNIT-III** Competition Commission of India; Duties, powers and functions. **UNIT-III** Duties of Director general; Penalties; Competition advocacy; Important judgments of the Supreme Court.

## LAW OF EVIDENCE

**UNIT-I** Introduction: Distinction between substantive and procedural law- Conceptions of evidence in classical Hindu and Islamic Jurisprudence- Evidence in customary law systems (Non-state law)- Introduction to the British 'Principles of Evidence'- Legislations dealing with evidence (other than Indian Evidence Act) with special reference to CPC, C.D.C., Bankers Book Evidence Act, Commercial Document Evidence Act, Fiscal and revenue Laws- Salient features of the Indian Evidence Act, 1861, Applicability of the Indian Evidence Act. Central Conceptions in Law of Evidence – Facts - Facts in issue and relevant facts-Evidence- Circumstantial and direct evidence Presumptions, proved, disproved, not proved- Witness- Appreciation of evidence. Relevancy of Facts- Facts connected with facts in issue- Doctrine of Res gestae; Sections 6, 7, 8 and 9 of Evidence Act- Evidence of Common Intention- Section 10, Relevancy or otherwise irrelevant facts- Facts to prove right or custom (Section 13) Facts concerning state of mind/state of body or bodily feelings (Sections 14 and 15) - Relevancy and admissibility of admissions, privileged admissions-evidentiary value of admissions (Sections 17 to 23).

**UNIT-II** Relevancy and admissibility of confessions- Admissibility of information received from an accused person in custody- Confession of co-accused (Sections 24 to 30) - Admitted facts need not be proved (Section 58); Dying declaration- Justification for relevance Judicial standards for appreciation of evidentiary value-Section 32 with reference to English Law -Other statements by persons who cannot be called as witnesses- (Sections 32(2) to (8), 33)- Statement under special, circumstances (Sections 34 to 39); Relevance of judgments- General principles – Fraud and collusion (Sections 40 to Sec. 44); Expert testimony: General principles (Sections 45-50) - Who is an expert- Types of expert evidence – Problems of judicial defense to expert testimony.

**UNIT-III** Character evidence- Meaning – Evidence in Civil Criminal cases; English Law (Sections 52-55) - Oral and documentary Evidence -Introduction on Proof of facts General principles concerning oral; Evidence (Sections 59-60) - General principles concerning documentary; Evidence (Sections 61-90) - General principles regarding exclusion by evidence (Sections 91-100).

**UNIT-IV** Burden of Proof- The general conception of onus probandi (Section 101) - General and special exception to onus probandi (Sections 102-106) - The justification of presumption and burden of proof (Sections 107 to 114) with special reference to presumption to legitimacy of child and presumption as to dowry death- Doctrine of judicial notice and presumptions. Estoppel: Scope of Estoppel - Introduction as to its rationale (Section 115) Estoppel distinguished from Res judicata - Waiver and Presumption- Kinds of Estoppel- Equitable and Promissory Estoppel- Tenancy Estoppel (Section 116).

**UNIT-V** Witness, Examination and Cross Examination: Competence to testify (Sections 118 to 120) - Privileged communications (Sections 121 to 128) - General principles of examination and cross examination (Sections 135 to 166) - Leading questions (Sections 141- 145) - Approver's testimony (Section 133) - Hostile witnesses (Section 154) - Compulsion to answer questions (Sections 147, 153) - Questions of corroboration (Sections 156-157) - Improper admission of evidence.

## TAXATION

**UNIT – I** Concept of Tax- Nature and characteristics of taxes- Distinction between tax and fee, tax and cess- Direct and Indirect taxes- Tax evasion and tax avoidance- Scope of taxing powers of Parliament, State Legislatures and Local bodies. The Income Tax Act: Basis of taxation of Income- Incomes exempted from tax- Income from salaries- Income from house property- Income from business or profession and vocation- Income from other sources- Taxation of individuals, HUF, firms, association of persons, Co- operative Societies and Non- Residents.

**UNIT- II** Income Tax Authorities- Their appointment- Jurisdiction- Powers and functions Provisions relating to collection and recovery of tax- Refund of tax, appeal and revision provisions, offences and penalties. Wealth Tax: Charge of Wealth tax, assets, deemed assets, and assets exempted from tax Wealth tax Authorities- Offences and penalties.

**UNIT- III** Central Excise Laws: Nature, scope and basis of levy of Central Excise duty- Meaning of goods- Manufacture and manufacturer- Classification and valuation of goods- Duty payment and

## Law (LLM) (COQP14)

exemption provisions- Provisions and procedure dealing with registration and clearance of goods- An overview of set-off of duty scheme.

**UNIT- IV** Customs Laws: Legislative background of the levy- Appointment of Customs officers Ports-warehouses- Nature and restrictions on exports and imports- Levy, exemption and collection of customs duties, and overview of law and procedure - Clearance of goods from the port, including baggage- Goods imported or exported by post, and stores and goods in transit- Duty drawback provisions.

**UNIT V** Central Sales Tax Laws: Evolution and scope of levy of Central Sales tax- Inter- State sale outside a State and sale in the course of import and export- Basic principles Registration of dealers and determination of taxable turnover; Service Tax – Main features of Service Tax; VAT- Introduction to Value Added Tax.

### INTELLECTUAL PROPERTY RIGHTS-II

**UNIT I** Indian Copyright Law: Introduction and overview of copyright: History of the concept of copyright and related rights; Nature of copyright: Salient features of Copyright Act; Subject matter of copyright; Literary work; Dramatic work; Musical works; Artistic works; Cinematographic films; Sound recordings; Term of copyright; Computer software and copyright protection; Author and ownership of copyright; Rights conferred by copyright; Assignment, transmission and relinquishment of copyright; Infringement of copyright; Remedies against infringement of copyright

**UNIT II** Biological Diversity Law: Introduction and overview of Biological Diversity; Meaning and scope of Biological Diversity; Biological resources and traditional knowledge; Salient features of Biological Diversity Act; Biological Diversity concerns and issues; Bio piracy; Regulation of access to Biological Diversity; National Biodiversity Authority; Functions and powers of Biodiversity Authority; State Biodiversity Board; Biodiversity Management Committee and its functions.

**UNIT III** Protection of Plant Varieties and Farmers Rights Law: Legal concepts relating to the protection of plant varieties rights; Legal concepts relating to the protection of plant breeders rights; IPR in new plant varieties; Policy and objectives of protection of plant varieties and farmers rights act; Plant varieties and Farmers rights protection authority; National register of plant varieties; Procedure for registration; Rights and privileges; Benefit sharing; Compensation to communities; Compulsory license; Relief against infringement; National Gene Fund.

**UNIT IV** Designs Law: Introduction and overview of Designs Law; Salient features of Designs Law; Procedure for registration; Rights conferred by registration; Copyright in registered designs; Infringement; Powers and duties and Controller; Distinction between design, trade mark, copyright & patent.

**UNIT V** International Treaties / Conventions on IPR: TRIPS Agreement: Background; Salient Features of TRIPS; TRIPS and Indian IPR; Berne Convention: Background; Salient features of Paris Convention; Convention of Bio-Diversity: Objectives of CBD; Salient features of CBD; International IPR agreements affecting protection of plant varieties: The WTO Doha round of trade negotiations; International Treaty on Plant Genetic Resources (“ITPGR”)

### WHITE COLLAR CRIMES (PRIVILEGED CLASS DEVIANCE)

**UNIT – I** Introduction - Concept of white-collar crime – Indian approaches to socio-economic offences- forms of privileged class deviance – official deviance (Legislators, judges and bureaucrats), professional deviance, trade union deviants, land law deviance, upper class deviance, police deviance, gender-based deviance, deviance by religious leaders and organizations.

**UNIT - II** Official deviance; Prevention of Corruption Act, 1988.

**UNIT - III** Police and politicians’ deviance; N. N. Vohra Committee Report; Lokpal and Lokayukta institutions.

**UNIT – IV** Professional deviance; Medical profession - The Lentin Commission Report; Legal profession – Opinions of Disciplinary Committee of Bar Council of India.

## Law (LLM) (COQP14)

**UNIT – V** Gender based deviance – sexual harassment; Offences against scheduled castes and scheduled tribes

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

**UNIT-I** Women in Pre-Constitution Period: Social and Legal Inequality; Social Reform Movement in India; Legislative response in India. Women & children in Post-Constitution Period. Provisions of Constitution of India Preamble, Art. 14, 15, 23, and Part IV Legal Measures in relating to Child Labor Women and Political Representation.

**UNIT-II** Different Personal Laws- Unequal Position of Indian Women-Uniform Civil Code; Sex Inequality in Inheritance Rights: Right of Inheritance by birth for Sons and not for Daughters; Inheritance under Christian Law; Inheritance under Muslim Law; Matrimonial Property Law; Right of Women to be Guardian of her minor sons and daughters.

**UNIT-III** Law of Divorce - Christian Law-Discriminatory Provision; Muslim Law- Inheritance divorce. Women and Social Legislation: Dowry Prohibition Law; Sex Determination Test, Law relating to Prevention of Immoral Trafficking in Women Act.

**UNIT-IV** Women and Criminal Law: Adultery; Rape; Outraging the Modesty of Women; Kidnapping; Sati Prohibition Law; Law relating to Domestic Violence; Law relating to Eve Teasing; Indecent Representation of Women Act.

**UNIT-V** Women and Employment: Factories Act- Provisions relating to women; Maternity Benefit Act; Equal Remuneration Act; Law Relating to Sexual Harassment at Working Place; N.C.W-Aims, Functions and Performance.

### **LAW RELATING TO INTERNATIONAL TRADE**

**UNIT I** Historical perspectives of International Trade, Institutions – UNCTAD, UNCITRAL, GATT (1947- 1994); World Trade Organization-Objectives, Structure, Power; Most Favored Nation Treatment and National Treatment; Tariffs and Safeguard measures.

**UNIT II** Technical Barriers to Trade; Sanitary and Phyto- sanitary measures; Trade Related Investment Measures (TRIMs); Anti- Dumping, Subsidies and Countervailing Measures; Dispute Settlement Process.

**UNIT III** International Sales of Goods Formation and Performance of International Contracts, Various Forms and Standardization of Terms; Acceptance and Rejection of Goods, Frustration of Contract, Invoices and packing, Product liability.

**UNIT IV** Exports – Insurance of Goods in Transit; Marine Insurance and kinds; Law on Carriage of goods by sea, land and air, Container transport, Pre-Shipment Inspection; Licensing of Export and Imports.

**UNIT V** Laws Governing Finance and Investments; Foreign Collaboration and Investment Policy; Foreign Direct Investment in Industries and Governing Policies; Foreign Institutional Investors (FIIs); Investment by Non-resident Indians (NRIs) and Overseas Corporate Bodies (OCBs); Foreign Collaboration Agreement-Foreign Technology Agreement; Foreign Companies and Foreign Nationals in India.

**Syllabus  
for  
Masters of Education (COQP15)**

## Masters of Education (COQP15)

### *Note:*

- i. There will be one Question Paper which will have 100 questions.*
- ii. All questions will be compulsory.*
- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## Masters of Education (COQP15)

### Unit I

#### **Basics of Education:**

#### **Meaning and nature of Education:**

- Modes of Education- Formal, Non-formal, Open and MOOCS.
- Aims of Education
- Philosophy and Education
- Meaning and Scope of Philosophy
- Functions of Philosophy
- Relationship between Education and Philosophy
- Significance of Philosophy of Education

#### **Western Schools of Philosophy:**

- Naturalism
- Idealism
- Pragmatism
- Existentialism their educational implications for aims content
- Methods of teaching and role of a teacher and concept of discipline
- Educational Thinkers: M.K Gandhi, Allamah, Iqbal, John Dewey, J.J Rousseau.

### Unit II

#### **Indian Society and Education:**

- Education as a sub-system of Indian Society
- Education and relationship with Indian Social Structure
- Social Demand for Education

#### **School as a Social Unit:**

- Democracy in School life
- Culture and Education

### Unit III

#### **Psychology & Educational Psychology:**

##### **Nature & Meaning of Psychology**

- Nature, Meaning and functions of Educational Psychology

#### **Learning & Motivation:**

##### **Concept of learning & Motivation**

- Factors of influencing learning – Personal & Environmental

##### **Techniques of enhancing learner's motivation**

- S-R Theory of Learning (Thorndike)
- Classical conditioning (Pavlov)
- Operant Conditioning
- Theory of learning (Skinner) and Gestalt Theory of Learning (Kohler et al)
- Cognitive theory (Piaget)
- Social Development Theory (Vygotsky)

##### **Behaviorism**

- Constructivism and Eclectic approach

### Unit IV

#### **Intelligence and Personality:**

##### **Nature & Meaning, Measurement of Intelligence:**

- Concept of I.Q
- Verbal, Non- verbal & Performance tests
- Two-factor Theory (Spearman)
- Multifactor Theory (Thurston)
- Structure of intellect (Guilford)
- Multiple Intelligence (Gardner) Personality

##### **Meaning & Nature and Development of Personality**

- Biological & Socio-culture determinant a brief overview of Trait-theory of Personality (Allport)
- Factor-theory of Personality (Cattell)
- Psycho analytical theory of Personality (Freud)

## Masters of Education (COQP15)

- Maslow's hierarchy of needs and their educational implication

### Unit V

- Definition, concept and importance of inclusive education
- Historical perspectives on education of children with diverse needs
- Difference between special education integrated education and inclusive education
- Advantages of inclusive education for all children

### Unit VI

#### Concept & Functions of Educational Management

- Basis of management Planning
- Organizing, Control, Direction and Financing
- School as a unit of decentralization planning

### Unit VII

#### Modern Management Techniques:

- Case study
- Man power surveys
- Educational Management Information System (EMIS)

#### Nature, Scope & types of Guidance

- Meaning and Definitions of Counseling
- Counseling as profession

#### Phases of Counseling Process:

- Assessment, Intervention, and Termination
- Qualities of an Effective Counselor

### Unit VIII

#### Elementary Education in India, Concept of Elementary Education

- Objectives of Elementary Education (UEE)
- District Primary Education Programmed (DPEP)
- Universalization of Elementary Education (UEE)
- Sarva Shiksha Abhiyan (SSA) 2002
- Right to Education Act (RTE) 2009

### Unit IX

#### Current issues:

- Universalization of Elementary Education with special reference to Sarva Shiksha Abhiyan
- Education of children with special needs
- Women's Education

- Education of Weaker Sections

## **Unit X**

### **Teaching Process:**

- Concept of teaching
- Characteristics & Functions of teaching
- Principles & Maxims of teaching

### **Techniques of Teacher-Preparation:**

- Microteaching - Nature & Meaning
- Main proposition, Phases, Steps, Merits & Limitations
- Simulated - Nature & Meaning
- Teaching Role Play
- Advantages & Limitations
- Programmed learning- Meaning & Characteristics
- Learning - Principles & Development of the Programmed instructions.  
**Types. Merits & Demerit**

**Syllabus  
for  
M.A. Education (COQP16)**

*Note:*

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- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

**M.A. Education**  
**(COQP16)**

**1. Education & Philosophy:** Nature & Meaning of Education, Relationship between Philosophy & Education.

**2. Major Philosophies of Education:** Naturalism; Idealism; Pragmatism.

**3. Educational Thinkers & their Contribution in developing Principles of Education:** M. K. Gandhi: Basic Education; Tagore, John Dewey: Learning by doing.

**4. Culture & Social Change:** Concept & Dimensions of Culture; Relationship between Culture & Education with special reference to conservative and creativity roles; Concept of social change and Roles of Education for social change.

**5. Psychology & Educational Psychology:** Nature & Meaning of Psychology; Nature, Meaning and functions of Educational Psychology.

**6. Learning & Motivation:** Concept of learning & Motivation; Factors of influencing learning – Personal & Environmental, Techniques of enhancing learner's motivation; S-R Theory of Learning (Thorndike), Classical conditioning (Pavlov), Operant Conditioning theory of learning (Skinner) and Gestalt theory of Learning (Kohler et al), Cognitive theory (Piaget), Social development theory (Vygotsky), Behaviorism, Constructivism and Eclectic approach.

**7. Growth and Development:** Concept, Stages of development, Role of hereditary and environment in the development of individual.

**8. Intelligence:** Nature & Meaning, Measurement of Intelligence – Concept of I.Q, Verbal, Nonverbal & Performance tests; Two-factor Theory (Spearman); Multifactor Theory (Thurston); Structure of intellect (Guilford), Multiple Intelligence (Gardner)

**9. Personality:** Meaning & nature and Development of Personality – biological & socio-culture Determinants- a brief overview of Trait-theory of Personality (Allport), Factor-theory of Personality (Cattell), Psycho analytical theory of Personality (Freud), Maslow's hierarchy of needs and their educational implication.

**10. Current issues:** Universalization of Elementary Education with special reference to Sarva Siksha Abhiyan; Education of children with special needs, Women's Education, Education of Weaker Sections, Right to Education Act 2009.

**11. Teaching Process:** Concept of teaching; Characteristics & Functions of teaching; Principles & Maxims of teaching.

**12. Techniques of Teacher-Preparation:** Microteaching - Nature & Meaning, Main proposition, Phases, Steps, Merits & Limitations; Simulated - Nature & Meaning, Teaching Role Play, Advantages & Limitations; Programmed learning- Meaning & Characteristics, Learning - Principles & Development of the Programmed instructions. - Types. - Merits & Demerits.

**13. Taxonomy of Educational Objectives & Lesson Planning:** Bloom's Taxonomy of instructional objectives - Cognitive, Affective & Psychomotor domains; Meaning & Significance of lesson planning, Preparation of Lesson planning, Lesson plan in constructivist approach

**14. Methods of teaching:** Play Way Method; Project Method; Discussion method, Heuristic Method, Activity method, Cooperative learning.

**15. ICT:** Basics in ICT, Multimedia approach, Use of ICT in teaching learning process.

**Assessment:** Concept of CCE, Grading, Achievement test, blue print, diagnostic test, Quantitative analysis, Descriptive statistics, Qualitative analysis.

**Syllabus  
for  
Mass Communication and  
Journalism (COQP17)**

## Mass Communication and Journalism (COQP17)

**Note:**

- i. There will be one Question Paper which will have 100 questions.*
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- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## **Mass Communication and Journalism (COQP17)**

1. General Awareness of Indian Political and Economic Environment.
2. International Developments (Political and Entertainment)
3. Awareness of current public issues.
4. Indian history and Social Science.
5. Information Communication Technologies and its application in Media Industry.
6. Mass Media and Society.

**Syllabus  
for  
Physical Education (COQP18)**

## Physical Education (COQP18)

*Note:*

- i. There will be one Question Paper which will have 100 questions.*
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- iii. The Question Paper will have two Parts i.e. Part A and Part B:*
- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## Physical Education (COQP18)

- 1. Historical Perspective:** Physical Education and Sports in Ancient Greece, Rome and India. Ancient Olympics Games.
- 2. Philosophical Perspective:** Philosophies of Education as applied to Physical Education- Idealism, Pragmatism, Naturalism and Realism
- 3. Psychological Perspective:** Psycho-physical unity of human organism, laws of learning, their application to sports situations. Theories of play, learning stages, Motor Skill Learning, Learning Curve, Transfer of Training. Sports Psychology Theories. Personality and its types. Concepts of Motivation, Stress and Anxiety. Leadership. Group Cohesion.
- 4. Sociological Perspective:** Orthodoxy, Customs, Religion, Festivals, Traditions and Physical Education. Socialization through Physical Education & Sports, Social Conglomeration and Social group, Primary group and Remote group. Features and Importance of Culture. Impact of Culture on life style.
- 5. Anatomy and Physiology:** Levels of Structural Organization of Human Body. Growth and Development. Various Systems of the Human Body. Skeleton System, Circulatory System and Blood, Respiratory System, Muscular System, Digestive System, Excretory System, Endocrine System, Energy System, Nervous System. Structural Classification and the functions of Muscles. Movements of Muscles.
- 6. Health Education:** Nutrition. Balanced Diet. Proteins, Carbohydrates, Fats, Vitamins, and Minerals. Sources of Nutrition and Micro-nutrients. Personal Hygiene. Environment and Health. Communicable Disease.
- 7. Sports Training:** Methods of Sports Training. Periodization. Environmental factors and Sports Performance. Effect of Exercise on Body Systems. Drugs and Doping in Sports.

## Physical Education (COQP18)

- 8. Kinesiology & Sports Bio-Mechanics:** Terminology of fundamental Movements; Planes and Axis. Body levers. Centre of Gravity. Equilibrium. Newton's Laws of Motion. Force; direction and application. Speed, Acceleration, Velocity and Momentum. Postural Deformities. Common Sports Injuries. First Aid.
- 9. Introduction to Research:** Types of Research. Research Problem. Review of Literature. Hypothesis. Sampling Methods. Data Collection. Data Analysis and Evaluation. Research Report Writing.
- 10. Test, Measurement and Evaluation in Physical Education:** Formative and summative evaluation; Classification of Test: Knowledge test, Criterion for the selection test: Validity, reliability, objectivity, norms and standard. Physical Fitness Tests: AAHPER Youth Fitness Tests, National Physical Fitness Tests, Indiana Motor Fitness Tests, JCR Tests. Skill Tests for various games and sports.
- 11. Sports Management:** Organization and Administration of Games and Sports. Intramural, Extramural and competitions. Sports Facilities.
- 12. Major Sports Competitions and Awards:** Modern Olympics Games, Asian Games, Common Wealth Games, National Games. Recent Events in Sports.
- 13. Rules, Regulations and Records of Games and Sports:** Athletics, Swimming, Tennis, Basketball, Football, Hockey, Cricket, Kabaddi, Wrestling, Kho-Kho, Handball, Volleyball, Badminton, Boxing, Yoga.
- 14. National Sports Scheme and Policy, Administrative and Academic Institutes of Excellence:** Sports Authority of India, N.S. National Institute of Sports, N.C.T.E., N.C.E.R.T., U.G.C., L.N.I.P.E. Institute of Sports, National Education Policy. National Sports Association/Federation their Composition and functions. Recent Developments in Physical Education.

**Syllabus  
for  
Public Health (COQP19)**

## Public Health (COQP19)

**Note:**

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- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## Public Health (COQP19)

- Basic Microbiology, Biochemistry, Biotechnology
- Epidemiology, Social Science, Food & Nutrition
- Communicable & Non-Communicable Disease (Prevention/Prediction)
- Public Health and Epidemiology
- Biostatistics, Environmental Sciences

**Syllabus  
for  
Sports Physiology etc (COQP20)**

## Sports Physiology etc (COQP20)

### *Note:*

- i. There will be one Question Paper which will have 100 questions.*
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- iv. Part A will have 25 questions based on Language Comprehension/Verbal Ability, General Awareness, Mathematical/Quantitative ability and Analytical Skills.*
- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## Sports Physiology etc (COQP20)

**Biochemistry:** Structure and Function of Carbohydrate, Protein, Nucleic acid, Fatty acids, Lipids and Enzymes, Bioenergetics, Glycolysis, Gluconeogenesis, Pentose Phosphate Pathway, Citric Acid Cycle, Electron Transfer System, Oxidative Phosphorylation; Metabolic Regulation of Glucose and Glycogen, Lipid Biosynthesis, Fatty Acids Catabolism, Biosynthesis, Oxidation and Production of Urea.

**Genetics:** Principles of inheritance, linkage & crossing over, chromosomal aberrations, mutation, extrachromosomal inheritance, replication, transcription, translation, DNA repair, transformation, transduction, conjugation and population genetics

**Human Physiology:** Cellular Physiology; Exercise and Energy Metabolism; Macronutrients, micronutrients and water, Basic energy systems and their functions, Drugs and doping; Blood, Body fluids and Endocrinology; Exercise and Muscular system: Classification of muscle, Physiological anatomy of skeletal muscle, Motor unit and All-or-none law, Muscular adaptations in response to training; Exercise and Cardiovascular system: Basic anatomy of heart and vessels, Cardiac output and cardiac cycle; Exercise and Respiratory system: Physiological anatomy of respiratory system, Internal and external respiration; Exercise and Nervous system: Nervous system types, components and their functions, Structure, types and functions of neuron, Synaptic junction; Exercise and Thermoregulation; Hypo- and hyperthermia, Mechanisms of heat exchange.

**Human Psychology:** Introduction to Psychology and Sport Psychology; Cognitive processes Motivation and Emotion; Personality and Intelligence; Group dynamics; Mood Disorders-Unipolar Disorder, Bipolar Disorder, Depression; Personality Disorders and Schizophrenia; Growth and Development at different stages of life; Learning Processes; Personality, Motivation and Emotion; Coping with Stress

**Mechanics:** Scalar and Vector, Force, Momentum, velocity work, momentum, projectile motion, gravitation, circular motion, rotational motion, Simple harmonic motion, Sound waves, potential and kinetic energy, conservation of energy, Elasticity, Angular Momentum, Moment of Inertia, Radius of gyration.

**Food and Nutrition:** - Food groups and RDA, Functions, metabolism, sources and deficiency of nutrients, water, energy, CHO, proteins, fats, vitamins and minerals. Cereals and millets, Legumes and oil seeds, Fruits and vegetables, Flesh foods and Eggs, Milk and milk products, Sugar and jiggery, Fats and oils. Etiology, symptoms, and dietary management in diseases of the gastrointestinal tract, metabolic disorders, kidney diseases, diseases of cardio vascular system, diet for weight management, diet for allergic conditions. Introduction to quality control, evaluation and assurance, organization of quality control department; Food laws and standards, control of food quality, evaluation of food safety. Food adulteration- classification & detection methods of adulterants Hygiene and sanitation- issue in food safety, potable water, cleaning and washing, cleaning agents, personal hygiene of the food handlers, food contamination and its hazards.

**Syllabus  
for  
Yoga (COQP21)**

## Yoga (COQP21)

**Note:**

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- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## Yoga (COQP21)

1. Yogic science origin
2. History and development of Yoga
3. Etymology and definitions
4. Misconceptions
5. Aim and objectives of Yoga
6. True nature and principles of Yoga

**Syllabus  
for  
Hospital Management (COQP22)**

## Hospital Management (COQP22)

*Note:*

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- v. Part B will have 75 questions based on Subject-Specific Knowledge.*

## Hospital Management (COQP22)

### **Health and disease concepts**

Various dimensions and determinants of Health, Measures and Indicators of Health and related issues, Natural history of disease and sciences, Primary Health Care services, Hospital and its role in health and diseases

### **Environment and health**

Effect of various factors like Water, Air, Light, Ventilation, Noise, Meteorological environment, Humidity, Housing, Disposal of waste, Excreta disposal on health and wellbeing

Basic concepts of Biological/Medical entomology & Insecticides, Rodents & related Disease, Radiation, and Zoonosis on public health and health administration

### **Medicine and social science**

Understanding the concepts in Sociology of health, Psychology and health, Social Psychology, Family in health and disease in understanding health

Cultural factors in health and disease, Hospital Sociology, Social Problems and health. Basic health economics, Social security and health of population

### **Hospital waste management**

Basic understanding of sources of health care waste, Health care waste hazards, Method of treatment and Bio medical waste management for health care administration

### **Basic Epidemiology and population health**

Understanding population health and epidemiology, Rates, ratios and measurement of morbidity and mortality of health and related parameters, Basic statistics of association and causation in biological sciences. Concepts of disease transmission, Immunity, and immunizing agent, basic understanding of disease prevention and control in India.

### **Basic understanding of biological sciences and life sciences**

Recent developments in cell biology, genetics, pharmaceutical sciences, health care information technology, nutrition sciences, diagnostics, bio-technology, vaccine development, and sanitation

### **General awareness on healthcare**

Current happenings of healthcare and life sciences sector, population health, epidemiology, basic public health and programs of India, basic physiology and anatomy of human body, society and health, understanding hospital management, understanding of World Health Organization and other bodies of International Health, basic issues and challenges of healthcare business verticals such as pharmaceuticals, healthcare Information Technology, healthcare entrepreneurship, and hospital management. Understanding of National Health Programs.

### **Introduction to Hospitals:**

Types of Hospitals, Health system in India sub-centre, PHC, CHC, First referral units, Districts Hospitals, Corporate Hospitals and Charitable Trust Hospitals.

### **Departments in Hospitals:**

Clinical departments in Hospitals- Basic Specialization. General Medicine, Surgery, ODG, Paediatrics, Anaesthesia Super Specializations and Sub-Specializations in Hospitals- Cardiology, Urology, Neurology etc.

### **Supportive Services in Hospitals:**

CSSD, Pharmacy, Linen and Laundry, Food and Beverages, Dietary Services in Hospitals.

### **Engineering Services:**

Heating, Ventilation and Air conditioning, Civil, Electrical, Water Supply.

### **Hospital Management Fundamentals:**

Process of management, Principles of management, Accounting and Costing in Hospitals

### **Materials and Equipments in Hospitals:**

Classification of equipments- Diagnostic and Therapeutic equipments, X-Ray, CT, MRI, PETCT, Cath-lab, Dialysis, OT Equipments, Purchasing and Store.

### **Infection Control and BioMedical Waste Management:**

Nosocomial infections and their Prevention, BioMedical waste - rules and regulations.

### **Legal aspects- Laws pertaining to Hospital and Health Care:**

Consumer Protection act, PCPNDT act, Human organ transplantational Committees in the Hospitals- ICC Committee, Infection Control Committee, Ethical issues in Hospitals.

## Hospital Management (COQP22)

### **Management Concepts in the Hospitals:**

Human Resources Management- Doctors, Nurses, Parramedics, Recruitment, Selection, Training motivation, Finance Management, Budgetize, Marketing of Hospital services.

### **Disaster Preparedness and Hospital Management:**

Types of Disasters, Disasters Management team, Various Codes used during Disasters.