



Banasthali Vidyapith

Details of Courses Related to Professional Ethics

Human Values and Professional Ethics

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
5	0	0	5

Learning Outcomes:

After completion of the course, the students will be able to:

- Describe and evaluate ethical and social value in historical and cultural contexts.
- Evaluate the role of ethical leadership promoting effectiveness of the organizations.
- Identify the competencies and issues professional ethics.
- Distinguish between values and skills, happiness and accumulation of physical facilities, the self and the body, intention and competence of an individual.

Section A

1. Human Values: Meaning, Significance, Types and Theoretical approaches: Rokeach's Model, and Schwartz's Model of Basic Human Values.
2. Self Exploration – content and process: 'Natural Acceptance' and Experiential Validation. Continuous Happiness and Prosperity – basic Human Aspirations.
3. Ancient Scripture and Values: common ethical values in different religions.Values in the world of modernization.

Section B

1. Harmony in the Human Being/ Myself/ Family and Society: Human being as a co-existence of the sentient 'I' and the material 'Body'. Needs of Self ('I') and 'Body' – Sukh and Suvridha.
2. Body as an instrument of 'I'. Characteristics and activities of 'I' and harmony in 'I'. Harmony of I with the Body: Sanyam and Swasthya.
3. Harmony in the family. Values in human relationship; meaning of Nyaya and Ubhay-tripti. Trust (Vishwas) and Respect (Samman) as the foundational values of relationship.

Section C

4. Professional ethics: Conceptual understanding, Ethical inquiry and Ethical perspectives.
5. Natural acceptance of human values. Definitiveness of Ethical Human Conduct.
6. Leadership and Ethics. Ethical Decision making: Factors Promoting Ethical Decision.
7. Competence in professional ethics: augment universal human order, scope and characteristics of people-friendly and eco-friendly production systems.
8. Ethical issues in workplace, Ethical dilemmas.

Recommended Books:

1. Gaur, R. R., Sangal, R., &Bagaria, G. P. (2009).*A Foundation Course in Human Values and Professional Ethics*. Excel books Pvt.Ltd
2. Gaur, R. R., Sangal, R., &Bagaria, G. P. (2009).*Teacher's Manual*.

3. Goel, A. & Goel, S. L. (2008). *Human Values Principles and Practice*, Deep and Deep Publications PVT. LTD, New Delhi.
4. Tripathy, A. N. (2003). *Human values*, New Age International Publishers.
5. Banerjee, B. P. (2005). *Foundations of Ethics and Management*, Excel books.
6. Bajpai, B.L. (2008). *Indian Ethos and Modern Management*, New Royal book Co; Lucknow.
7. Dhar, P. L., & Gaur, R. R. (1990). *Science and Humanism*, Commonwealth Publishers.
8. George, S. (1991). *How the Other Half Dies*, Penguin Press.
9. Donella, H. M., Meadows, D. L., Randers, W., & Behrens, W. (1972). *Limits to Growth*. Club of Rome's Report, Universe Books.
10. Palekar, S. (2000). *How to practice Natural Farming*. Pracheen (Vaidik) Krishi Tantra Shodh, Amravati.
11. Nagaraj, A. (1998). *Jeevan Vidyaek Parichay*. Divya Path Sansthan, Amarkantak.
12. Schumacher, E. F. (1973). *Small is Beautiful: a study of economics as if people mattered*. Blond & Briggs, Britain.

Suggested E-learning Material:

1. Introduction to Ethics http://samples.jbpub.com/9781449649005/22183_CH01_Pass3.pdf
2. Introduction to Ethics https://www.soas.ac.uk/cedep-demos/000_P563_EED_K3736-Demo/module/pdfs/p563_unit_01.pdf
3. Basic Human Values in the Workplace <https://helda.helsinki.fi/bitstream/handle/10138/23465/basicum.pdf?sequence=2>

Professional Ethics and Accountancy for Lawyers

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	1	0	5

Learning Outcomes:

- The students will demonstrate comprehensive and accurate knowledge and understanding of code of conduct required for Legal Profession.
- The students will be able to exhibit understanding of Lawyers in the whole process of administration of justice.
- The students will study the provisions of Advocates Act, Contempt of Courts Act & Rules of Bar Council

Unit I The Historical development of legal profession and its responsibilities; the equipment of the lawyer; Seven lamps of Advocacy; Conduct in Court and professional conduct in general; Rights & privileges of a lawyer; Salient features of the Advocates Act, 1961; Rules of admission and enrollment of advocates.

Unit II The Bar Council of India Rules on standards of professional ethics: Duty to the court, Duty to the client, Duty to opponent, Duty to colleagues, Duty in imparting training, Duty to render legal aid, Restriction on other employments, Conditions for right to practice, How to address the court, Dress to be worn by advocates.

Professional or other misconduct; Powers of the Disciplinary committee of the Bar Council of India; Procedure of complaints against advocates; Punishments for misconduct and Remedies against order of punishment.

Judgments related with professional misconduct:

1. Ex. Capt. Harish Uppal v. Union of India, A.I.R. 2003 S.C. 739.
2. P.D. Gupta v. Ram Murthi, AIR 1998 SC 283.
3. Shambhu Ram Yadav v. Hanuman Das Khatri, AIR 2001 SC 2509.
4. Harish Chandra Tiwari v. Bajju, AIR 2002 SC 548.
5. Bar Council of Andhra Pradesh v. Kurapati Satyanarayana, AIR 2003 SC.

Unit III Bench Bar Relationship: Meaning, necessity, nature and scope, Reciprocity as partners in administration of justice – **Duties of Judges and Advocates**

Unit IV The Contempt of Courts Act, 1971: Historical development of the Act in India; its object and constitutional validity; meaning of contempt; kinds of contempt; defenses available to contemnor; Nature and extent of punishment, remedies; Contempt by lawyers, judges, state and corporate bodies.

Judgments regarding Contempt of court:

1. Re: Ajay Kumar Pandey, A.I.R 1997 SC 260.
2. SC Bar Association v. U.O.I., AIR 1998 SC 1895.
3. Nirmaljit Kaur v. State of Punjab, AIR 2006 SC 605.
4. Zahira Habidullah Sheikh v. State of Gujarat, AIR 2006 SC 1367.
5. Rajendra Sail v. M.P High Court Bar Association, AIR 2005 SC 2473.
6. Justice C.S. Karnan vs The Honourable Supreme Court of India Ors, decided on 23rd August, 2017

Unit V Accountancy for lawyers (Elementary Accountancy) : Need for maintenance of accounts for Lawyers- Liability of the Lawyer arising out of Accounts;

Elementary aspects of Accounting- Accounting system; Rules for recording; Books of accounts - Cash Book, Journal and ledger; Final Accounts (Income & Expenditure Account, Balance Sheet)

Leading Cases:

1. Rajendra V. Pai vs. Alux Fernandes, AIR 2002 SC 1808.
2. In Re. Mr. AAn Advocate, AIR 1962 SC 1337.

3. In Re Mr. G a senior Advocate of Supreme Court, AIR 1954 SC 557.
4. In Re Lalit Mohandas, AIR 1957 SC 250.
5. Sheo Narayan Jafa vs. Judges Allahabad High Court, AIR 1953 SC 368.
6. P. J. Ratnam vs. D. Kanikaran, AIR 1964 SCC 244.
7. In Re 'M' an Advocate, AIR 1957 SC 149.
8. L. D. JaiSingham vs. Narayan Das Punjabi, (1976)1 ACC 354.
9. John D' Souza vs. Edward Ani (1994)2 SCC 64.
10. In Re Vinay Chandra Mirza, AIR 1995 SC 2348.

Suggested Readings:

1. Holland A. (1994). *Advocacy*, Delhi, Universal
2. Keith E, (1994). *The Golden Rule of Advocacy*, Delhi, Universal
3. Sandeep Bhalla. *Advocate Act and Professional Misconduct*, Nasik Press
4. Sirohi J. P. S. (2018). *Professional Ethics, Lawyers Accountability, Bench Bar Relationship*, ALA
5. Krishna Murthy, *Iyer's Book on Advocacy*.
6. Prasad A., Singh C. S. P. (2018). *Legal Education & the Ethics of Legal Profession in India*, Jaipur, University Book House Pvt. Ltd.
7. Edward A. P. (1968). *Seven Lamps of Advocacy*, New York, Freeport N.Y.

Suggested E-Learning Material:

1. Supreme Court Bar Association (2015, Feb 9). A Lecture by Mr. Dushyant Dave (Sr. Advocate) -Part-1. Retrieved from <https://www.youtube.com/watch?v=GQnfc8UhX18>
2. Supreme Court Bar Association (2015, Feb 9). A Lecture by Mr. Dushyant Dave (Sr. Advocate) -Part-2. Retrieved from <https://www.youtube.com/watch?v=h9JNA-0gYnE>
3. Supreme Court Bar Association (2015, Feb 9). A Lecture by Mr. Dushyant Dave (Sr. Advocate) -Part-3. Retrieved from https://www.youtube.com/watch?v=kCJH_TvtZRQ
4. Supreme Court Bar Association (2015, Feb 9). A Lecture by Mr. Dushyant Dave(Sr. Advocate) -Part-4. Retrieved from https://www.youtube.com/watch?v=L_qgAgutSN8

Introduction to Intellectual property Rights (IPR)

Max. Marks : 100

ESA : 100

L	T	P	C
0	0	0	2

Objectives:

- To make students understand the acquired importance by Intellectual Property Rights in recent times as a result of the recognition that “knowledge is property”.
- To create IPR consciousness and to make students familiarize with the documentation and administrative procedures related to the IPR in India.
- To aware students with the Types, Benefits, and Effects of the IPR.

Theory:

Section A

Introduction to Intellectual Property and Rights, Objectives of National Intellectual Property Rights (IPR) Policy 2016, Government Initiatives for IPR: National Intellectual Property Rights Policy 2016 (NIPR Policy), Cell for IPR Promotion and Management (CIPAM), Awareness Initiatives, Strengthening Enforcement Agencies, Sensitization of Judiciary, Modernization of IP Offices, Augmentation of Human Resources, Re-engineering of IP Processes - Patent & Trade Mark Rules Amended, IPRs for Startups, Concession for MSMEs

Section B

Importance of IPR, Benefits of IP Registration, Effects of Non-Registration, Infringement and Penalties

Section C

Types of Intellectual Property Rights: Patents & Patents Registration Process, Designs & Design Registration Process, Trademarks & Trademarks Registration Process, Copyrights & Copyright Registration Process, Geographical Indications (Gi) & Gi Registration Process, Plant Varieties, Semiconductor Integrated Circuits Layout Design

Learning Outcomes:

On completion of this study students should be able to:

- Define intellectual property
- Identify and State reasons and ways to protect intellectual property
- Define the types such as: patents, copyrights, trademarks, designs, etc., found in everyday experiences
- Define piracy and counterfeit
- Understand the harm caused by piracy and counterfeit
- Identify the timelines and Duration of patents, copyrights, trademarks and designs
- Use the knowledge for getting IPR as per the requirement.

Suggested Reading:

- *Secrets of Intellectual Property A Guide for Small and Medium-Sized Exporters.* (2004). New York: United Nations.
- Pandey, N., & Dharni, K. (2014). *Intellectual property rights.* Delhi: PHI Learning Private Limited.
- Inventing the Future - An Introduction to Patents for ... (n.d.). Retrieved from <http://www.wipo.int/publications/en/details.jsp?id=132&plang=EN>
- Marketing Crafts and Visual Arts: The Role of Intellectual ... (n.d.). Retrieved from https://www.wipo.int/edocs/pubdocs/en/intproperty/itc_p159/wipo_pub_itc_p159.pdf
- Marketing Crafts and Visual Arts: The Role of Intellectual ... (n.d.). Retrieved from https://www.wipo.int/edocs/pubdocs/en/intproperty/itc_p159/wipo_pub_itc_p159.pdf

- A Stitch in Time - Smart Use of Intellectual Property by ... (n.d.). Retrieved from http://www.wipo.int/sme/en/documents/guides/stitch_in_time.html

Online Resources:

- **DIPP:** Nodal point for all IPR policy issues: <http://dipp.nic.in/>
- **CGPTDM office:** For filing of IP applications/ to obtain real time status of all IP applications/ checking grants/ registration of IPRs: www.ipindia.nic.in
- **Copyright office:** For information related to filling and status of copyright applications: <http://copyright.gov.in>
- **Startup India:** For information regarding startups: [http:// startupindia.gov.in](http://startupindia.gov.in)
- **Protection of Plant Varieties and Farmers' Rights Authority:** For filing/ registration of plant variety applications: [http:// plantaauthority.gov.in](http://plantaauthority.gov.in)
- **TIFAC:** For information on filing of Indian/ foreign patents, patent search facilities: www.tifac.org.in
- **Ministry of Electronics and Information Technology:** Providing IP Facilitation Support to DeitY Societies and Grantee Institutions, Financial Support to Startups and SMEs for International Patent Filing through SIP-EIT Scheme, Creation of IPR Awareness through Financial Support to Industry Bodies and Academia, Providing IPR Related Services including Prior Art Search: <http://meity.gov.in/content/ipr-promotion>
- **Semiconductor Integrated Circuits Layout Design Registry (SICLDR):** For information related to filling and status of Semiconductor Integrated Circuit Layout Designs applications: <http://siclDR.gov.in>
- **Teachers' Training Module:** <http://cipam.gov.in/publications/resource-material/>
- **Booklet:** <http://cipam.gov.in/wp-content/uploads/2017/09/bookletIPR.pdf>

Bioethics and Biosafety

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

After successful completion of the course, students should be able to:

- Explain role of biotechnology in sustainable research and various ethical implications.
- Understand biosafety—objective, implementation, necessity and legislations.
- Develop preliminary understanding of Intellectual Property with emphasis on patents.

Section – A

- Introduction to science, technology and society, socio-economic impacts of biotechnology. Global biotech issues; major categories and impact.
- Biodiversity: concept and importance, main features of Indian Biodiversity Act. Traditional knowledge. Access and benefit sharing (ABS): concept, convention on biological diversity and its impact on ABS, regulation of ABS and impact on developed and developing countries.
- Environmental sustainability: concept of sustainable development types and factors, significance for developed and developing countries. Globalization: concept, impact in biotechnology. Development divide.
- Concept of legality, morality and ethics. Concept and Principles of bioethics: expanding scope of ethics from biomedical practice to biotechnology. Ethical conflicts in biotechnology: interference with nature, fear of the unknown, unequal distribution of risks and benefits of biotechnology; bioethics vs. business ethics. Case studies of relevance - ethical aspects of human genome project prenatal diagnosis and xenotransplantation.

Section – B

- Biosafety: concept definition of risks, hazards and various terminologies associated with hazard assessment and management. Public acceptance in biotechnology (based on rational vs subjective perception of risk and benefits).
- Biotechnology and biosafety concerns at the level of individuals, institutions and country. Cartagena Protocol: history conception and implementation of the protocol, impact on nations, main areas covered.
- Levels of Biosafety: concept, levels and their description (plants, animals and microbes). General, concepts: Good Lab Practices, Good Manufacturing Practices, Good Clinical Practices, Good Large Scale Practices. Chemical and biological hazards: disposal and safeguards.
- Biosafety regulations in the handling of recombinant DNA processes and products in institutions and industries- India America, European Union, China and Japan. Biosafety assessment: A general perspective.

Section - C

- Biotechnology and food safety: The GM food debate and biosafety assessment procedures for biotech foods and related products, including transgenic food crops.
- Ecological safety assessment of recombinant organisms and transgenic crops, Case studies-golden rice, Bt cotton, flavr savr tomatoes, transgenic soybean.
- International dimensions in biosafety: Bioterrorism and convention on biological weapons. Biosafety assessment of biotech pharmaceutical products such as drugs/ vaccines.
- Intellectual Property rights: definition, origin, types, Role of GATT, WTO, WIPO and TRIPS in IPR, ethical impacts of IPR, technology transfer (concept and significance) ownership and monopoly Patents: brief description, types, basic idea of patent application and procedure, farmers rights Plant breeder's rights, international union for the protection of new varieties of plants (UPOV).

Suggested Books:

- Fleming D. O. & Hunt D. L (Eds.). (2006). *Biological Safety: Principles & Practices* (4th ed.). ASM Press
- Goel D. & Parashar S. (2013). *IPR, Biosafety and Bioethics* (1st ed.) Pearson Education India.
- Ignacimuthu, S. (2008). *Bioethics*. Alpha Science International Ltd.
- Pandey, N. & Dharni, K. (2014). *Intellectual Property Rights*. PHI Learning.
- Ramakrishna, B. & Kumar, A. (2017). *Fundamentals of Intellectual Property Rights: For Students, Industrialist and Patent Lawyers* (1st ed.). Notion Press.
- Rehm, H.J & Reed, G. (1995). *Biotechnology – A Comprehensive Treatise Legal, Economic and Ethical Dimensions*. Vch Verlagsgesellschaft Mbh.
- Sateesh, M.K. (2008). *Bioethics and Biosafety*. New Delhi: I.K. International Publishing House.

Suggested e-Resources:

- **Access and Benefit sharing, Convention of Biological Diversity, Cartagena Protocol**
<https://www.cbd.int/convention>
- **Bioethics**
http://www.unesco-chair-bioethics.org/?page_id=43
- **Biosafety**
<https://www.nih.gov/research-training/safety-regulation-guidance>
<http://www.dbtindia.nic.in/>
<https://www.who.int/csr/resources/publications/biosafety/Biosafety7.pdf>
- **Biosafety, Risk assessment and management**
<http://www.fao.org/docrep/014/i1905e/i1905e02.pdf>
- **IPR**
<https://www.wipo.int/portal/en/index.html>

Biostatistics and Research Methodology

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

After successful completion of the course, students should be able to:

- Apply statistical analysis to biological data.
- Identify ethics in scientific research and associated methodologies.
- Develop skills in scientific writing.

Section-A

- Scope of Biostatistics, variables in biology, collection, classification, tabulation of data.
- Frequency distribution, diagrammatic and graphical presentation of statistical data, sampling techniques.
- Measures of central location and dispersion, simple measure of skewness and kurtosis.
- Probability, conditional probability.

Section-B

- Binomial, Poisson and Normal Distribution.
- Correlation and Regression: Least Square method of fitting, Standard error of estimate, Correlation and regression coefficient.
- Basic idea of significance testing, level of significance, students' t' test, χ^2 (chi-square) test and F-test, Analysis of variance.

Section-C

- Introduction of Research Methodology: meaning and importance, nature and areas of research in Biological Sciences.
- Formulation of a research problem (Hypothesis).
- Elements in Research Methodology; Research Designs (CRD, RBD, LSD).
- Ethical, legal and social issues in Biological Research.
- Writing of Research Report/Research Paper: various components and their organization.

Suggested Books:

- Basotia, G.R. & Sharma K.K. (1999). *Research Methodology*. Mangal Deep Publications.
- Chaudhary C.M. (1991). *Research Methodology*. RBSA Publications.
- Dorendro A. (2016). *Research Methodology in Zoology*. Pearlbooks.
- Gupta S.P. (2000). *Statistical Methods*. S. Chand Publications.
- Kadam, R.M. & Allapure, R. B. (2016). *Research Methodology in Botany*. Gaurav Books.
- Khan, I.A. and Khanum, A. (2012). *Fundamentals of Biostatistics*. Ukaaz Publications.
- Marcello, P. and Kimberlee, G. (2000). *Principles of Biostatistics*. Duxbury.

- Prasad, S. (2012). *Elements of Biostatistics*. Rastogi Publications.
- Rastogi, V. B. (2015). *Biostatistics*. Medtec Publications.
- Singh, S. (1988). *Statistical methods for Research*. Central Publishing, Ludhiana.
- Zerold, J. (2009). *Biostatistical Analysis*. UK: Pearson Education.

Suggested e- Resources:

➤ **ANOVA**

<https://www.analyticsvidhya.com/blog/2018/01/anova-analysis-of-variance/>

➤ **Regression Analysis**

<https://bit.ly/2s9vHdM>

➤ **Student's t Test- Interactive tutorial**

https://www.ruf.rice.edu/~bioslabs/Stats_tutorial/index.html

Business Ethics

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

Upon Completion of the course the students will be able to:

- Understand the aspect of Indian values and ethics.
- Understand the aspects of business ethics and its compliance.
- Correlate law and ethics and its practices in life.

Objective : The objective of the course is to give a basic idea about the principles of business ethics. The students will learn about the importance of ethics its evolution and its relation with Law and business disciplines.

Note: The paper will contain ten questions having at least two questions from each unit. Candidates are required to attempt five questions in all taking at least one question from each unit.

Unit 1 Business Ethics: Meaning, nature, and Scope of business ethics; evolution of business ethics; relation between ethics and business ethics; Values – Importance, Sources of Value Systems, Types, Loyalty and Ethical Behaviour, Culture and Ethics, Values across Cultures.

Unit 2 The Ethical Value System – Plato, Aristotle, Benedict Spinoza, Immanuel Kant, Bhagwat Gita, Buddhism, Sufism, Capitalism, Marxism, Socialism, Utilitarianism, Distributive Justice, Social Contracts, Individual Freedom of Choice, Professional Codes. (10)

Unit 3 Indian Values and Ethics – Respect for Elders, Hierarchy and Status, Need for Security, Non – Violence, Cooperation, Simple Living high Thinking, Rights and Duties, Ethics in Work life, Holistic Relationship between Man and Nature, Attitudes and Beliefs.

Unit 4 Law and Ethics – Relationship between Law and Ethics, Other bodies in enforcing Ethical Business Behavior, Impact of Laws on Business Ethics, Social Responsibilities of Business – Environmental Protection, Fair Trade Practices, Fulfilling all National obligations under various Laws, Safeguarding Health and well being of Customers, Trusteeship Management- Gandhian Philosophy of Wealth Management

Unit 5 Ethics in Business Disciplines: Ethics in Advertising, Ethics in HRM and Marketing, Ethics in Finance and Accounting, Ethics in Information Technology.

Ethical Aspects of Corporate Policy, Morality and Rationality in Organization, Making Moral Decisions. Conflict between personal values and organizational goals. Ethical Corporate culture.

Suggested Readings:

1. Chakraborty, S. K. (2009). Values and Ethics in Organisation (5 ed.). New Delhi: Oxford.
2. Ghosh, B. (2013). Business Ethics and Corporate Governance. Delhi: Tata McGraw Hill.
3. Hosmer, L. T. (2009). The ethics of Management (2 ed.). New Delhi: Universal Books.
4. Murthy, C. S. (2012). Business Ethics and Corporate Governance (3 ed.). New Delhi: Himalayan Publishing

House.

5. Tripathi, A. N. (2010). Human Values (1 ed.). New Delhi: New Age International.

Suggested E-Learning Material:

1. Joshi, A. (2016, Dec 7). *Management from Bhagwad Geeta :A Few Insights*. Retrieved Feb 18, 2019, from Shastriya Prabandhan - A Bharatiya Design Thinking Approach to Education and Management: <http://ankurjoshi.in/bhagwad-gita-management/>
2. Sharma, S. (1999, Oct 1). *Corporate Gita: Lessons for Management, Administration and Leadership*. Retrieved March 1, 2019, from journals.sagepub.com: <https://journals.sagepub.com/doi/10.1177/097168589900500203>
3. *Swami Vivekananda Chicago Speech on 15th September,1893*. (2013, Aug 12). Retrieved Jan 5, 2019, from www.youtube.com

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

Upon Completion of the course the students will be able to:

- Understand the aspect of Indian values and ethics.
- Understand the aspects of business ethics and its compliance.
- Correlate law and ethics and its practices in life.

Objective :The objective of the course is to give a basic idea about the principles of business ethics. The students will learn about the importance of ethics its evolution and its relation with Law and business disciplines.

Note: The paper will contain ten questions having at least two questions from each unit. Candidates are required to attempt five questions in all taking at least one question from each unit.

Unit 1 Business Ethics: Meaning, nature, and Scope of business ethics; evolution of business ethics; relation between ethics and business ethics; Values – Importance, Sources of Value Systems, Types, Loyalty and Ethical Behaviour, Culture and Ethics, Values across Cultures.

Unit 2 The Ethical Value System – Plato, Aristotle, Benedict Spinoza, Immanuel Kant, Bhagwat Gita, Buddhism, Sufism, Capitalism, Marxism, Socialism, Utilitarianism, Distributive Justice, Social Contracts, Individual Freedom of Choice, Professional Codes. (10)

Unit 3 Indian Values and Ethics – Respect for Elders, Hierarchy and Status, Need for Security, Non – Violence, Cooperation, Simple Living high Thinking, Rights and Duties, Ethics in Work life, Holistic Relationship between Man and Nature, Attitudes and Beliefs.

Unit 4 Law and Ethics – Relationship between Law and Ethics, Other bodies in enforcing Ethical Business Behavior, Impact of Laws on Business Ethics, Social Responsibilities of Business – Environmental Protection, Fair Trade Practices, Fulfilling all National obligations under various Laws, Safeguarding Health and well being of Customers, Trusteeship Management- Gandhian Philosophy of Wealth Management

Unit 5 Ethics in Business Disciplines: Ethics in Advertising, Ethics in HRM and Marketing, Ethics in Finance and Accounting, Ethics in Information Technology.

Ethical Aspects of Corporate Policy, Morality and Rationality in Organization, Making Moral Decisions. Conflict between personal values and organizational goals. Ethical Corporate culture.

Suggested Readings:

6. Chakraborty, S. K. (2009). Values and Ethics in Organisation (5 ed.). New Delhi: Oxford.
7. Ghosh, B. (2013). Business Ethics and Corporate Governance. Delhi: Tata McGraw Hill.
8. Hosmer, L. T. (2009). The ethics of Management (2 ed.). New Delhi: Universal Books.
9. Murthy, C. S. (2012). Business Ethics and Corporate Governance (3 ed.). New Delhi: Himalayan Publishing House.
10. Tripathi, A. N. (2010). Human Values (1 ed.). New Delhi: New Age International.

Suggested E-Learning Material:

4. Joshi, A. (2016, Dec 7). *Management from Bhagwad Geeta :A Few Insights*. Retrieved Feb 18, 2019, from Shastriya Prabandhan - A Bharatiya Design Thinking Approach to Education and Management: <http://ankurjoshi.in/bhagwad-gita-management/>
5. Sharma, S. (1999, Oct 1). *Corporate Gita: Lessons for Management, Administration and Leadership*. Retrieved March 1, 2019, from journals.sagepub.com: <https://journals.sagepub.com/doi/10.1177/097168589900500203>
6. *Swami Vivekananda Chicago Speech on 15th September, 1893*. (2013, Aug 12). Retrieved Jan 5, 2019, from www.youtube.com

Commercial Clothing

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

On successful completion of the course students will be able to:

- Gain an understanding of process and procedure for establishing an enterprise
- Learn about govt. support and scheme of assistance for entrepreneur
- Acquire knowledge of management skills needed to run an enterprise
- Gain experiential learning to run micro commercial unit

Syllabus:

Section A

1. Business environment for the entrepreneur, government of India's policy towards promotion of entrepreneurship, reservation and sanction for small scale sector
2. Establishing an enterprise-problems, information, source/scheme of assistance

Section B

1. Managing boutique, Management technique – planning, organizing, appointing staff, executing, controlling
2. Financial Management – Financial planning, source of finance, institution finance to entrepreneur, working capital management
3. Purchasing – objectives, responsibilities of purchase manager, purchasing policies, purchasing procedure, organization for purchasing, relationship of purchasing with other departments

Section C

1. Human resource management-manpower planning, job requirement, recruitment and selection, training and development, remuneration and benefits
2. Marketing management– problems of marketing, market segmentation, marketing mix, an overview of distribution channel
3. Costing
4. *Production management- Investment analysis, plant location*

References:

1. Cherunilam, F. (1994). *Business Environment*. New Delhi: Himalayan Publishing House.
 2. Gupta and Srinivasan (1997). *Entrepreneurship Development in India*. New Delhi: Sultan Chand and Company
 3. Jain, P.C. (1998). *Handbook for New Entrepreneurs*. New Delhi: Oxford University Press.
 4. Khanka, S.S. (2012). *Entrepreneurial Development*. New Delhi: Sultan Chand and Company.
 5. Sudha, G. S. (2006). *Fundamental of Entrepreneurship*. Jaipur: Ramesh Book Depot.
- Tripathi and Reddy. (2012). *Principles of Business Management*. New Delhi: Tata McGraw Hill

Corporate Governance and Strategy

Max. Marks : 100
(CA: 40 + ESA: 60)

LT PC
4 0 0 4

Course Objectives:

1. To build the understanding of Corporate Governance structure in India and its legality.
2. To enhance the knowledge about the Corporate Governance Practices and its effect on the working of the organization.
3. To develop an understanding about strategic management of the corporate and various strategies adopted.
4. To understand the practicality of the strategic management avenue and develop its knowledge in Indian Context

Note: The paper will contain three questions from every section aggregating nine questions. In any one of the sections, there will be a 'Case study problem' which will be compulsory for the candidates. Candidates are required to attempt total of six questions, taking at least one question from each section.

Course Content:

Section A

Introduction, Evolution of Corporate Governance; Conceptual Issues of Corporate Governance; Corporate Governance Models; Corporate Governance Committees' Reports; Corporate Governance in India; Concept of Corporation, Corporate Citizenship, Owners and Stakeholders: Types of ownership.

Shareholders- Types, Rights and Privileges; Directors- Types, Role, and Powers; Measurement of Board Performance; The Learning Board Model: Professionalizing the Board; Performance of Management.

Section B

Corporate Misconduct and Misgovernance; Codes of Best Governance; Role of SEBI in the Current Scenario; Role of Company Law; International Governance. Definition of Strategic Management; Levels of Strategy; Strategic Decision making; Strategic Management Process; Strategic Intent – Vision, Mission, and Business Definition; External Scanning; Internal Scanning.

Section C

Strategy Formulation – Ansoff model, Grand strategy, Generic Strategy, functional level strategy; Strategic Choice Models – BCG matrix, GE nine cell matrix, Hofer's Product Evaluation Matrix; Subjective and Objective factors. Strategy Implementation- Issues in strategy implementation, Project, Structure, Functional, System and Behavioral. Strategy Evaluation and Control- Strategic Evaluation process, strategic control techniques, role of organization system in evaluation. Case study analysis related to various aspect of the course.

Learning Outcomes:

Upon completion of the course the student will be able to:

- Understand the ethical aspects of corporate governance implied in the business arena.
- Understand and apply the aspects of strategic management in the working of the corporate.
- Understand the practical use of corporate governance and strategic management

Suggested Readings:

1. Subhash Chandra D. (2013). *Corporate Governance: Codes Systems Standards and Practices* (2 ed.). New Delhi: PHI Learning.
2. Farnando, A. C. (2017). *Corporate Governance: Principles Policies and Practices* (2 ed.). New Delhi: Pearson Publications.

3. Geeta, D., Mishra, R. K. (2008). *Corporate Governance: Theory & Practice* (3 ed.), New Delhi, Excel Books Publishing.
4. Kazmi, A. (2008). *Strategic Management & Business Policy* (3 ed.), New Delhi, Tata Mcgrawhill Education.

Suggested E-Learning Materials:

1. Grimsley Shawn (2015, June). *What is stakeholder theory? – Definition and ethics*. Retrieved from Study.com: <https://study.com/academy/lesson/what-is-stakeholder-theory-definition-ethics-quiz.html>
2. Kenton Will (2019, February). *SWOT Analysis*. Retrieved from investopedia: <https://www.investopedia.com/terms/s/swot.asp>
3. Chen James (2018, March). *Corporate Governance*. Retrieved from investopedia: <https://www.investopedia.com/terms/c/corporategovernance.asp>

CSR and Social Entrepreneurship

Max. Marks : 100
(CA: 40 + ESA: 60)

LT PC
4 0 0 4

Course Objectives:

1. To stimulate the interest of students towards Public Policy, CSR, and Social Entrepreneurship and inherent Bharatiya ideas
2. To examine the scope and complexity of corporate social responsibility (CSR)
3. To establish the importance of traditional Bharatiya sustainable practices and enable participants to critically analyze CSR practices of Indian companies
4. To apply the framework for analyzing business-society-government dynamics and examine interplay of stakeholder theory and social entrepreneurship.
5. To develop a strategic decision matrix by analyzing case studies of social enterprises in India.

Note: The paper will contain three questions from every section aggregating nine questions. In any one of the sections, there will be a 'Case study problem' which will be compulsory for the candidates. Candidates are required to attempt total of six questions, taking at least one question from each section.

Course Content:

Section A

Concept of Corporate Social Responsibility (CSR) and Corporate Social Dharm (CSD), Legal provisions in companies act,

Strategic CSR, Sustainable development initiatives of Indian business houses, PURA model, Traditional models of sustainable development

Section B

Concept of shared Value, Sustainable Development Goals

Definition of Social Entrepreneurship, Concept of Loksangrah and Nishkaam Karm from BhagwadGeeta, Types of Social Entrepreneur-ship initiatives

Framework of Business-Society-Government

Section C

Stakeholder theory and role of social entrepreneur, Challenges faced by social entrepreneurs Legal scenario with respect to social entrepreneurship in India

Triple bottom line, Cases of social entrepreneurship in India, stories of women entrepreneurs, Farmer as a social entrepreneur.

Strategic Decision Matrix, Design Thinking

Learning Outcomes:

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

- Identify linkages of management and public policy
- Creatively approach social problems

- Develop a sense of respect for wisdom and sustainable development approaches from grassroots and its innovative ideas
- Analyze dynamics of social sector development

Suggested Readings:

1. Baxi, C. V., & Prasad, A (2005). *Corporate social responsibility: concepts and cases: The indian experience*. (1 ed) New Delhi Excel Books India.
2. Elkington, J., & Hartigan, P. (2008). *The power of unreasonable people: How social entrepreneurs create markets that change the world*. (1 ed), Harvard Business Press.
3. Kalam, A. P. J. A. (2011). *Target 3 billion: PURA: Innovative solutions towards sustainable development*. (1 ed), New Delhi, Penguin Books India.
4. Werther Jr, W. B., & Chandler, D. (2010). *Strategic corporate social responsibility: Stakeholders in a global environment*. (3 ed), Delhi Sage.
5. Sharma, S. (2007). *New mantras in corporate corridors: From ancient roots to global routes*. (1 ed), New Delhi, New Age International (P) Limited, Publishers.
6. Bansal, R. (2011). *I have a dream*. Westland.
7. Ramsukhdas, S. (1995). *Srimad Bhagavad Gita*. Gorakhpur: Gita Press.
8. Bansal, R. (2013). *Follow Every Rainbow*. Westland.

Suggested E Learning Material:

- 1) Audiopedia. (2017, April 07). What is Corporate Social Responsibility. Retrieved 2019, from Youtube: https://www.youtube.com/watch?v=xzEnoG_Fn5s
- Satpathy, B. M. (2013). The 'Dharma' and 'Karma' of CSR from the Bhagavad-Gita. *Journal of Human Values* , 173-187.

Economics of Ethics

Max. Marks : 100

L	T	P	C
0	0	0	2

Learning Outcome:

After completion of the course, the student will be able to:

- Define and explain the concept of Ethics.
- Elucidate the philosophical basis of Economic reasoning.
- Explain the role of ethics in economic thinking.
- Appreciate the potential influence of economic thinking on the idea of ethics.
- Utilize the understanding of Ethics and Economics to analyze practical economic and policy issues.

From being a Moral philosophy based social science, Economics has in current times become dominated by the predictive and positive approaches emerging out of the engineering and physics based influences on the discipline. However in a more basic sense economic science is not detached from the moral question. This course aims to bring out the relationship of economic science with the ethical questions and outline the philosophical basis of economic reasoning. For this purpose students are expected to engage first with philosophical basis of Economic Reasoning by undertaking extensive reading exercise on Positive and Normative Economics, Idea of Rationality, Utility Maximization, Utilitarianism and its basic implications in the form of idea of common good and Pareto optimality, negative liberty, property rights, inequality and types of market failures. Students are encouraged to understand the basics of Welfare Economics by engaging with the Welfare theorems. To be able to appreciate the interaction of economics and ethics students need to grasp the basics of Ethics (Moral Philosophy). For this purpose they should understand the basic concepts of Descriptive and normative Morality, Virtue Ethics, Deontological Ethics and Consequentialism. Students will also have to engage with important philosophers and their relevant work and they should focus on Aristotle and the Idea of 'Good Life', Kantian Ethics, Rousseau and the idea of 'Public Will', J.S. Mill and Negative Rights, Berlin's Two Concepts of Liberty, Robert Nozick and Friedrich Hayek and the idea of libertarianism. To move further and to witness the juxtaposing of moral philosophy and economics students are encouraged to engage with Adam Smith's Theory of Moral Sentiments, and Ethics of Market based economy via Adam Smith's The Theory of Wealth of Nations. To hone their learning further it is imperative that students utilize the knowledge gained from reading to think about some practical applications. They are encouraged to read and think about whether rationality is unethical or not, the possibilities and impossibilities of redistribution, Land redistribution, taxation, the idea of a living wage, idea of trusteeship and corporate social responsibility.

Recommended Books:

1. Dasgupta, P. (1986). Positive Freedom, Markets and the Welfare State. *Oxford Review of Economic Policy*, 2(2), 25-36.
2. Ray, D., & Sen, A. (1994). Price and quantity controls: A survey of some major issues. *Welfare Economics*, 166-196.
3. Schumacher, E. F. (2011). *Small is Beautiful: A Study of Economics as if People Mattered*. Random House.
4. Sen, A. (1985). The Moral Standing of the Market. *Social philosophy and policy*, 2(2), 1-19.
5. Sen, A. (1999). On Ethics and Economics. *OUP Catalogue*.
6. Smith, A. (2010). *The Theory of Moral Sentiments*. Penguin.

7. Varian, H. R. (1999). *Intermediate Economics: A Modern Approach*, WW Norton & company. *New York*.

E- Learning Material

1. <https://plato.stanford.edu/info.html>
2. <https://www.libertyfund.org/>
3. <https://www.core-econ.org/>
4. <https://www.econlib.org/>

Emerging Forms of IPR

Max. Marks : 100
(ESA: 100)

L	T	P	C
0	0	0	2

Learning Outcomes:

After the completion of the course student will be able to

- Develop a critical approach towards the understanding of recent trends in IP laws.
- Know about the recent issues and domains of IPR to motivate further research.

Note: Question paper will contain five questions and candidate will be required to attempt any three.

Course Content:

1. Intellectual Property Rights and Human Rights.
 - Right to Health and IPR
 - Right to Food and IPR
 - Right of Impoverished Masses and IPR
 - Human Genomes and Human Rights.
2. Trade Secrets Protection and IP Laws.
3. Biotechnology and Bioethical Implication of IPR.
 - Moral Issues in Patenting Biotechnological Inventions.
 - Human Genomes and Right to Privacy.
4. Trends and Technology challenges in current Patent laws
5. Trademark and Differently-abled persons.

Suggested Readings:

1. Yadav, M. & Shahi, S. (2017). *Law Related to Trade Secrets and Technology Transfer*. Satyam Law International.
2. Islamoglu, R. (2012). *Bioethics and Biotechnology Related Bioethical Issues*. Ramazan Islamoglu.

Suggested E-Learning Material:

1. Geoffrey Tansey. (2002). Food for Thought: Intellectual Property Rights, Food, and Biodiversity. *Harvard International Review*, Vol. 24, No. 1 (SPRING 2002). Retrieved from <https://www.jstor.org/stable/42762789>
2. Mark J. Hanson. (1997). Special Supplement: Religious Voices in Biotechnology: The Case of Gene Patenting. *The Hastings Center*. Retrieved from <https://www.jstor.org/stable/3527723>
3. Robert L. Ostergard, Jr. (1999). Intellectual Property: A Universal Human Right? *The Johns Hopkins University Press*. Retrieved from <https://www.jstor.org/stable/762740>

4. Padrón, M.S., & Uranga, M.G. (2001). Protection of Biotechnological Inventions: A Burden Too Heavy for the Patent System. *Taylor & Francis, Ltd.* Retrieved from <https://www.jstor.org/stable/4227663>
5. Sengar, D.S. (2011). Protection of Trade Secrets and Undisclosed Information: Law and Litigation. *Indian Law Institute.* Retrieved from <https://www.jstor.org/stable/43953505>
6. Aksan, A.M. (2013). Appropriate Health R&D and Intellectual Property Rights Reform in Developing Countries. *Wiley on behalf of The London School of Economics and Political Science and The Suntory and Toyota International Centers for Economics and Related Disciplines.* Retrieved from <https://www.jstor.org/stable/24029606>
7. Singh, K. (2008). Human Genome and Human Rights: An Overview. *Indian Law Institute.* Retrieved from <https://www.jstor.org/stable/43952133>
8. Park, W. & Allred, B. (2007). Patent Rights and Innovative Activity: Evidence from National and Firm-Level Data. *Palgrave Macmillan Journals.* Retrieved from <https://www.jstor.org/stable/4540465>
9. Vasudha, P.K. (2000). Patenting Biotech Products: Complex Issues. *Economic and Political Weekly.* Retrieved from <https://www.jstor.org/stable/4409857>
10. Convention on Rights of Person with Disabilities. (2006). Retrieved from https://www.ohchr.org/Documents/Publications/AdvocacyTool_en.pdf

Food Standards, Safety and Regulations

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

On successful completion of the course students will be able to:

- Understand quality standards of raw and processed food
- Understand food packaging law and regulation
- Assess quality of food products

Section A

Introduction to food safety and food standards
Food specifications and food standards for different food products
International and national standards– Mandatory and voluntary
Food laws – national and international
Food marks

Section B

Food quality assurance plan, documentation of records, food product standards, Process control, hygiene, total quality process, HACCP- Process control
Quality control and standards of raw and processed food materials
Quality parameters
Tests for adulterants

Section C

Food Packaging laws and regulation and packing commodity rules, weight and measures
Food integrity and conformance to standards
HACCP system and food safety used in controlling micro biological hazards

References:

1. Gould, W.A. and Gould, R.W. (1988): Total Quality Assurance for the Food Industries, CTI Publications Inc. Baltimore.
2. Lava, K. A and Muller, E. I. : Toxicological aspects of Foods : Elsevier Applied Science, London
3. OECD Documents (1996): Food Safety Evaluation, Organisation for Economic Co-operation and Development Paris.
4. Pomeranz, Y. and Meloan, C.E. (1996): Food Analysis: Theory and Practice, CBS Publishers and Distributor New Delhi
5. Ranganna, S. (1986): Handbook of Analysis and Quality Control for Fruit and Vegetable Products, 2nd edition Tata McGraw Hill Publishing Co. Ltd. New Delhi.
6. Shapton, D.A. and Shapton, N.F (1991): Principles and Practices for the Safe Processing and Foods. Butterworth Heinemann Ltd, Oxford

Green Technology and IPR

Max. Marks : 100
(ESA: 100)

L	T	P	C
0	0	0	2

Learning Outcomes:

After the completion of the course student will be able to

1. Understand the nature and characteristics of Traditional Knowledge.
2. Get the knowledge of the interface between IPRs & Traditional Knowledge that can be used in practical way.

Note: Question paper will contain five questions and candidate will be required to attempt any three. After the completion of the course student will be able to

Course Content:

1. Meaning and scope of Green Technology.
2. Sustainable Development and IPR.
3. Innovation and Diffusion of Green Technologies: The Role of Intellectual Property and Other Enabling Factor.
4. Concept of Transfer of technology, issues relating to Transfer of technology and green technology.
5. Issues and Concerns of Developing Countries.

Suggested Readings:

1. Lane, E.L. (2001). *Clean Tech Intellectual Property: Eco-marks, Green Patents, and Green Innovation*. Oxford University Press, Inc.
2. Brown, A.E.L. (2013). *Environmental Technologies, Intellectual Property and Climate Change: Accessing, Obtaining and Protecting* ([*Elgar Law, Technology and Society series*](#)). Edward Elgar Publishing.
3. Rimmer, M. (2011). *Intellectual Property and Climate Change: Inventing Clean Technologies*. Edward Elgar Publishing.

Suggested E-Learning Material:

1. Rai, A.K. (2004). "Green" Technology and IP: A Diverse Landscape. *Duke Law School*. Retrieved from <https://www.law.berkeley.edu/files/rai.pdf>
2. Srinivas, Ravi. (2012). A wide view of green technology and IP. *Journal of Intellectual Property Law & Practice*. Retrieved from <https://doi.org/10.1093/jiplp/jpr186>

Second Semester

Indian Administration-II

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Unit 1 Financial Administration: Budget Formulation, Budget Approval and Budget Execution.

Unit 2 Comptroller and Auditor General, Parliamentary Committees; Public Accounts Committee and Estimate Committee

Unit 3 Control over Administration: Legislative, Executive, Judicial and Lokpal

Unit 4 Personnel Administration: Classification, Recruitment, and Training of All India Services.

Unit 5 Problems of Administrative Corruption and Administrative reforms in India with special reference to first & second Administrative Reforms Commission.

Learning Outcomes: After completion of this course, the students will be able to:

- Gain the knowledge of typical process of budget formulation, its approval and execution.
- Familiarized with CAG, Parliamentary Committees and administrative reforms in India.
- Informed with Personnel administration and their problems like administrative corruption in India.

Recommended Books:

- 1 ARC 1st Report on *Personnel Administration* (1966). Government of India.
- 2 Appleby, P. H. (1953). *Public Administration In India Report of a Survey*. GOI.
- 3 Arora, Ramesh & Goyal, Rajni (1995). *Indian public Administration: Institutions and Issues*. Jaipur: wishwa prakash.
- 4 Bhambhari, C. P. (1973). *Public Administration in India*, Delhi:Vikas.
- 5 Fadia, B.L. (2010). *Public Administration in India*. Agra: Sahitya Bhawan Publication. (Hindi & English)
- 6 Jain, R. B. (1976). *Contemporary Issues in Indian Administration*. New Delhi.
- 7 Kataria, Surendra (2000). *Public administration in India*. Jaipur: RBSA publisher.(Hindi)
- 8 Maheshwari, sriram (1984). *Indian Administration*. New Delhi: Orient Longman.
- 9 Patni, Chandra & Sharma, Prabhudat. (1992). *Prashasnik Sidhantaum Prabandh*. Jaipur: Book Dipo. (Hindi)
- 10 Sarkar, Siuli (2010). *Public Administration in India*. New Delhi: PHI learning private limited.
- 11 Sharma, P. (1978). *Public Administration In India*. Delhi: Meenakshi.
- 12 Verma, S.L. & Sharma, B.M. (1990). *Prabandhkiya Lok Prashasan*. Jaipur: Hindi Granth Academi. (Hindi)

Suggested E- Resources:

- <https://epgp.inflibnet.ac.in/ahl.php?csrno=30>
- Indian journal of public administration- <https://us.sagepub.com/en-us/nam/indian-journal-of-public-administration/journal202581#description>
- Journal of Public Administration Research and Theory: J-PART
<http://www.jstor.org/action/showPublication?journalCode=jpubladmiresethe>

Indian Ethos and Culture

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Course Objectives:

1. To assimilate Indian ethos and values relevant for management development.
2. To understand the main characteristics of Indian Society and Culture: unity, diversity, change, dissent, continuity, learning society and resilience.
3. To generate management wisdom through Indian folk lores, proverbs and local idioms
4. To understand the Indian models of holistic person - OSHA, Corporate Rishi, VEDA Model society and their implications for modern managers.
5. To empower women students to managerial approaches in conformity with Indian ethos/realities.

Note: The paper will contain three questions from every section aggregating nine questions. In any one of the sections, there will be a 'case study problem' which will be compulsory for the candidates. Candidates are required to attempt total of six questions, taking at least one question from each section.

Course Content :

Section A

Rationale for studying Indian ethos, Overcoming cognitive dominance, Concept of Indian ethos and culture, Indian cultural traditions, Indian folk lores, proverbs and local idioms as a source of management, Insights for commerce from of Panchtantra stories.

Concept of Yin Trinity and implications, Vivekananda's ideas on Vedant, Concept of Purusharth, Karma Yog, Basket of needs, Harm minimization & harmonization, Commerce principles in Kautilya's Arthshastra.

Section B

Character competence, Values & ethics, Value categorization, Panchmukhi Vikas, Dada Bhai Naoroji's Drain theory, Brain Drain and economic implications, Integrative intelligence as a solution to VUCA.

Section C

Indian models of holistic approach - OSHA, VEDA Model, Indian tools of creativity: Techniques for mind liberation, Arrival of best: A foundation principle for human values.

Indian ethics & the spirit of development, Business Systems in Ancient India, Business ethos & the concept of ShubhLabh, Spiritually guided materialism, Bharatiya Model of Financial Literacy.

Learning Outcomes:

Upon completion of the course student will be able to :

- Understand ancient Indian spiritual teachings.
- Develop value oriented approach in life.
- Develop capacity to deal with women issues.

Suggested Readings:

1. Sharma, S. (1996). *Management in New Age: Western Windows, Eastern Doors (2 ed.)*, New Age International Publication.

2. Sharma, S. (2007). *New Mantras In Corporate Corridors From Ancient Roots To Global Routes (2 ed.)*. New Delhi: New Age Int. Pvt. Ltd.
3. Dasgupta, Ajit K. (1993). *A History of Indian Economic Thought* (1 ed.). London and New York: Routledge history of economic thought series.
4. Sharma, S. (2013). *Wisdom & Consciousness from the East: Life Living & Leadership* (2 ed.). Bengaluru: IBA Publications.
5. Dave, N.V. (1997). *Vedanta and Management: Relevance of Vedantic Concepts in Modern Management Practices (3 ed.)*. New Delhi: Deep & Deep Publications.

Suggested E-Learning Materials:

1. Joshi, A. (2018, Jan 3). Indegeneous Management System an introduction. Retrieved Feb 12, 2019, from [www.youtube.com: https://www.youtube.com/watch?v=q5K2Hff85MM](https://www.youtube.com/watch?v=q5K2Hff85MM)
2. Joshi, A. (2016, Dec 7). Management from Bhagwad Geeta :A Few Insights. Retrieved Feb 18, 2019, from Shastriya Prabandhan - A Bharatiya Design Thinking Approach to Education and Management: <http://ankurjoshi.in/bhagwad-gita-management/>
3. Sharda, N. S., & Bindlish, P. K. (2017). Managing VUCA Through Integrative Self-Management. Retrieved Feb 24, 2019, from [books.google.co.in: https://books.google.co.in/books?id=vKnNDgAAQBAJ&pg=PA325&lpg=PA325&dq=Integrative+intelligence+as+a+solution+of+VUCA&source=bl&ots=P7PmomwwA0&sig=ACfU3U3zkWF2mhFm4a5wa8ufS1ArFgkwrq&hl=en&sa=X&ved=2ahUKEwjoppKS8OPgAhUWiHAKHbO3AgQ4ChDoATAAegQIChAB#v=onepag](https://books.google.co.in/books?id=vKnNDgAAQBAJ&pg=PA325&lpg=PA325&dq=Integrative+intelligence+as+a+solution+of+VUCA&source=bl&ots=P7PmomwwA0&sig=ACfU3U3zkWF2mhFm4a5wa8ufS1ArFgkwrq&hl=en&sa=X&ved=2ahUKEwjoppKS8OPgAhUWiHAKHbO3AgQ4ChDoATAAegQIChAB#v=onepag)
4. Sharma, S. (1999, Oct 1). Corporate Gita: Lessons for Management, Administration and Leadership. Retrieved March 1, 2019, from [journals.sagepub.com: https://journals.sagepub.com/doi/10.1177/097168589900500203](https://journals.sagepub.com/doi/10.1177/097168589900500203)
5. Sharma, S. (2006, Jan). Management In New Age: Western Windows Eastern Doors. Retrieved Feb 21, 2019, from [www.researchgate.net: https://www.researchgate.net/publication/304935846_Management_In_New_Age_Western_Windows_Eastern_Doors](https://www.researchgate.net/publication/304935846_Management_In_New_Age_Western_Windows_Eastern_Doors)
6. Sanskriti Culture (2013, Aug 12). Swami Vivekananda Chicago Speech on 15th September, 1893. Retrieved Jan 5, 2019, from [www.youtube.com: https://www.youtube.com/watch?v=TlwZNMgFBWM](https://www.youtube.com/watch?v=TlwZNMgFBWM)

Indian Mineral Deposits, Economics and Mining Ethics

Max. Marks : 100

L T P C

(ESA: 100)

0 0 0 2

Learning Outcomes:

After the completion of this course, students should be able to:

- Explain the distribution of mineral resources in India.
- Evaluate the mineral resources and reserves in Indian and global perspective.
- Familiarize with the concept of mineral legislation and policies.
- Delineate the different environmental issues associated with mining activities.

Course Content:

Introduction to types and distribution of various mineral deposits in India. Occurrences of important metallic, non-metallic/industrial and fuel mineral deposits of India. Mineral economics and its major concept. Introduction for Global mineral resources. Conservation and substitution of minerals; changing pattern of mineral consumption, Growth of mineral industry and economy, Mineral industry and its adverse effect to the environment. Environmental baseline data needed for mine planning-Its acquisition and documentation during different stages of exploration. Nature and extent of environmental problems due to surface and underground mining. Legislation and control measures for mining. Mineral legislation in Indian context (The Mines and Minerals Regulation and Development Act, 1957). Reclamation and restoration of mined land.

Recommended Books :

1. Arogyaswamy, R. N. P. (1995). *Courses in Mining Geology* (4th ed.). New Delhi, India: Oxford and IBH.
2. Banerjee, D. K. (1998). *Mineral Resources of India* (2nd ed.). Kolkata, India: The World Press.
3. Chatterjee, K. K. (1993). *An Introduction to Mineral Economics* (2nd ed.). Bangalore, India: New Age International (p) Ltd.
4. Sharma, N. L., & Ram, K. S. V. (1964). *Introduction to India's economic minerals*. Dhanbad, India: Dhanbad Publishers.
5. Sinha, R. K., & Sharma, N. L. (1988). *Mineral Economics* (4th ed.). New Delhi, India: Oxford & IBH.

Suggested e-learning materials:

1. Mineral and energy resources <http://ncert.nic.in/ncerts/l/legy207.pdf>

Economic Minerals of India https://www.researchgate.net/publication/315831629_Economic_Minerals_of_India

Contemporary Issues and Concerns in Human Development

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

On successful completion of the course students will be able to:

- Explain the current trends, issues related to various aspects of human development
- Interpret the research trends related to various issues and aspects of human development
- Identify and reason out contemporary burning issues affecting family
- Summarize the role of advocacy in promoting issues and concerns related to human development

Syllabus :

Section A

1. Issues in the studies of Human Development
 - a) Cultural variation
 - b) Ethical issues
 - c) Role of culture : Cultural transmission and intergenerational relations
 - d) Cultural differences in parental style
 - e) Demographical statistics. Birth and neonate, infancy, early childhood year, adolescence, old age, exceptional children

Section B

2. Research Trends
 - a) Current research & trends of last five years: infancy, early childhood years, late childhood, adolescence, adulthood and old age
 - b) Gender issues

Section C

3. Contemporary burning issues affecting family
 - a) Rising divorce rates
 - b) Rising age of marriage and its consequences
 - c) Remarriage
 - d) Harassment at work place
 - e) LGBT Rights
 - f) Gender Identity

Reference : Students are expected to refer latest books, current journals, magazines reports and surf websites

Auditing

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Course Objectives:

1. To understand the basic of auditing.
2. To understand audit planning and implementation of audit programme.
3. To comprehend various practical aspects like audit note book, audit papers, audit file, audit memorandum.
4. To understand preparation of audit report and its contents.

Note: The paper will contain three questions from every section aggregating nine questions. In any one of the sections, there will be a 'case study problem' which will be compulsory for the candidates. Candidates are required to attempt total of six questions, taking at least one question from each section.

Course Content:

Section A

Introduction to Auditing - Meaning - Definition - Objectives - Differences between Accountancy and Auditing - Types of Audit - Advantages of Auditing - Preparation before commencement of new Audit - Audit Notebook - Audit Working Papers - Audit Program, Recent Trends in Auditing: Nature & Significance of Tax Audit - Cost Audit - Management Audit. Appointment of Auditor - Appointment of first auditor - Filling of casual vacancy - Ceiling on number of audits - Appointment of auditor of Government company. Auditor 's remuneration - Removal of auditors- Qualifications and disqualifications, Powers and duties of auditors, liabilities of auditors. Professional Ethics of an Auditor.

Section B

Audit planning: Engagement letter - Audit programme - Audit note book -Audit papers - Audit work book - Audit contents - Audit markings; Internal Control: Meaning and objectives. Internal control for Sales - Purchases - Fixed assets - Cash - Bank - Pay Roll. Internal Check: Meaning, objectives and fundamental principles. Internal Check as regards: Wage Payments, Cash Sales, Cash Purchases. Internal Audit: - Advantages and Disadvantages of Internal Audit - Differences between Internal Check and Internal Audit. Checking and Vouching: Meaning - Definition - Importance - Routine, Voucher -Types of Vouchers - Vouching of Receipts: Cash Sales, Receipts from debtors, Proceeds of the sale of Investments. Vouching of Payments:

Section C

Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure. Verification and Valuation of assets and liabilities - Differences between vouching, investigation, verification and valuation. Audit of Financial Statements: Receipts - Payments - Sales - Purchases - Fixed assets -Investments - Personal ledger - Inventories - Capital and Reserves - Other assets - Other liabilities. Audit of share capital, Audit of dividends and debentures . Audit of institutions: Partnership, Manufacturing and other Non-trading concerns, Audit of Educational Institutions - Audit of Insurance Companies- Audit of Co-operative societies. . Audit Report: Contents - Preparation of audit report - Fair report - Qualified report.

Learning Outcomes:

Upon completion of the course student will be able to:

- Understand importance of auditing.
- Comprehend the practical dimensions of audit.
- Practically implement an audit programme.

Suggested Readings:

1. Kumar, R., & Sharma, V. (2015). Auditing: Principles and Practices. (1 ed.). New Delhi: New Century Publications.
2. Basu, S.K. (2009). Fundamentals of Auditing (3 ed). Noida: Pearson India
3. Ainapur, V. & Ainapur, M. (2009). Auditing and Assurance (1 ed). New Delhi: PHI Learning Pvt. Ltd.
4. Gomez, C. (2012). Auditing and Assurance-Theory and Practice (3 ed). New Delhi: PHI Learning Pvt.Ltd.

Suggested E Learning Materials:

1. Ahmad, A.B. (2014) *The Relationship between Planning of Audit Process and Total Quality Management*. Retrieved from https://www.researchgate.net/publication/314375321_The_Relationship_between_Planning_of_Audit_Process_and_Total_Quality_Management.
 2. HUB India (2017). *What an Audit is and Types of Audit*. Retrieved From https://www.youtube.com/watch?v=KM_ntoyBYMs
 3. Zuin, S (2017). *The hidden power of auditing*. Retrieved from <https://www.youtube.com/watch?v=465Bkxh4uMw>
- EsfahaniSmith,E. (2017). *There's more to life than being happy*. Retrieved From https://www.ted.com/talks/emily_esfahani_smith_there_s_more_to_life_than_being_happy

Law And Public Policy

Max. Marks : 100
(ESA: 100)

L	T	P	C
0	0	0	2

Learning Outcomes:

- The student will be aware about Parliamentary Democracy and the law making process.
- The students will get the knowledge of Law & Public policy in today's context.

Note: Question paper will contain five questions and candidate will be required to attempt any three.

Course Content:

Indian Constitution & Public Policy

1. Parliamentary Democracy and the Law making process: Role of Legislature and Judicial Activism;
2. Role of Regulatory Bodies in furthering Public Policy : RBI, TRAI, SEBI, IRDA, CCI;
3. Typologies of Public Policies and Law: Socio religious movement and Law, Environment and Law;
4. Globalisation and Law: Role of World Bank, IMF and WTO.

Suggested readings:

1. Basu, Durga Das (2015). *Introduction to the Constitution of India*. (22nd ed.), Gurgaon: Lexis Nexis.
2. Seervai, H.M. (2013). *Constitutional Law of India*. (3rd ed.), Delhi: Universal Law Publication.
3. Massey, I. P. (1999). *Administrative Law*. (7th ed.) New Delhi: Eastern Book Company.
4. Jain, M. P. (2013). *Principles of Administrative Law*. Vol. 1 and 2. Gurgaon: Lexis Nexis.
5. Bare Acts of RBI, SEBI, IRDA, and TRAI

Suggested E-Learning Material:

1. Cummings, Scott L., Law and Social Movements: Reimagining the Progressive Canon (May 11, 2018). Forthcoming in *Wisconsin Law Review* (2018); UCLA School of Law, Public Law Research Paper No. 18-17. Retrieved from SSRN: <https://ssrn.com/abstract=3177207>.
2. Environmental Law: Government and Public Policy towards the Environment Retrieved from <https://www.environmentalscience.org/environmental-law8>. A Handbook on the WTO TRIPS Agreement by World Trade Organization (Editor), Hannu Wager (Editor), Jayashree Watal (Editor)
3. Socio-Religious Reform Movements in British India by Kenneth W. Jones Retrieved from <https://www.cambridge.org/.../socioreligious...movements...India/787AAF46ED2EF940>.
4. Religious and Social Reform of India - The Indian Renaissance Retrieved from www.historydiscussion.net › Indian History › Modern Era › Reforms › Social Reform

Law of Trademarks

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
5	0	0	5

Learning Outcomes:

After the completion of the course the student will be able to:

- Understand the basics of trademark law.
- Get adequate knowledge of Various International Treaties related to of trademark law.
- Accustom themselves with the Indian legislation on of trademark law.

Note: The paper will contain 3 questions from every section aggregating nine questions. Candidates are required to attempt total of six questions, taking at least one question from each section.

SECTION -A

An Introduction to Trademark:

Historical development of the concept of trademark and trademark Law-National and International -- Introduction to Trademarks, Need for Protection of Trademarks, Kinds of Trademarks, International Legal Instruments on Trademarks, Well known Trademark.

SECTION - B

Registration of Trademarks:

Grounds of refusal of registration, absolute grounds, Relative grounds, procedure for registration of Trademarks: application.-intent to use ,opposition, registration, rights of registered trademark owners, assignment and licensing of Trademarks

SECTION - C

Infringement of Trademarks:

Passing Off, defences, remedies for Infringement and Passing Off: Civil remedies & criminal remedies.

Suggested Readings:

1. W.R. Cornish, Intellectual Property, Sweet & Maxwell, London (2000)
2. Kerly's Law of Trade Marks and Trade Names, 14th Edition, Thomson, Sweet &Maxweel.
3. K. BanSal, Law of Trade Marks in India (2009 Edition) Institution of Constitutional and Parliamentary Studies and Centre for Law, Intellectual Property and Trade, New Delhi.
4. ChristoherWadlow, The Law of Passing Off, 1995
5. Marsha A. Echols, Geographical Indications for Food Products, International Legal and Regulatory Perspectives (2008), Wolters Kluwer.
6. N.S. Gopalakrishnan& T.G. Agitha, Principles of Intellectual Property (2009), Eastern Book Company, Lucknow.

Suggested E- Learning Material:

1. Gerald D. O'Brien. (1967). The Role of Patents and Trademarks in International Trade. *American Bar Association*. Retrieved from <https://www.jstor.org/stable/40705195>

2. Lisa P. Lukose. (2015). Non-Traditional Trademarks: A Critique. *Indian Law Institute*. Retrieved from <https://www.jstor.org/stable/44782501>
3. John R. Ewbank. (1958). What The General Practitioner Should Know About Trademarks And Copyrights. American Bar Association. Retrieved from <https://www.jstor.org/stable/25720487>

Media Laws and Ethics

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

After the completion of the course, Student will be able to :

- Critically analyze the legal and regulatory restrictions on expression and their impact on journalism practice.
- Explain and apply the laws of defamation and contempt of court, privacy law, broadcasting law and intellectual property to your practice.
- Compare and contrast the different roles of courts, tribunals and regulatory bodies in relation to journalism.
- Evaluate the role and impact of self-regulation on the media and journalists.

Unit I Media Laws: Concept and Need; History of Press Laws in India. Freedom of Speech and Expression in terms of Press/ Media and its limitations. Parliamentary Privileges, I and II Press Commission and Recommendations.

Unit II Contempt of Courts Act, 1971, Copy Right Act, 1957; Official Secrets Act, 1923; Press and Registration of Books Act 1867; Law of Defamation; Right to Information Act.

Unit III The Prasar Bharti (Broadcasting Corporation of India) Act, 1990; The Press Council Act, 1978; Guidelines for Coverage of Elections by Akashwani and Doordarshan, AIR Code during elections, The cinematography Act., 1952.

Unit IV Important Sections of Indian Penal Code, 1860 related to Media; Important Sections of Criminal Procedure Code, 1973 related to Media; The Consumer Protection Act, 1986 with Amendment; Law related to Cyber Crimes; Election Commission: Guidelines.

Unit V Principles and Ethics of journalism: Roles and responsibilities of journalists; Journalistic ethics: concept and importance; Code of ethics; Press Ombudsmen; Press Council of India and its Broad Guidelines; Right to Privacy.

Suggested Readings:

- त्रिखा, प्रो. नंद किशोर () भारत में प्रेस विधि, वाराणसी: विश्वविद्यालय प्रकाशन।
- बाबेल, डॉ. बसंतीलाल () पत्रकारिता एवं प्रेस विधि, सुविधा लॉ हाउस।
- भानावत, डॉ. संजीव () समाचार पत्र व्यवसाय एवं प्रेस कानून : शिप्रा माथुर
- सरकारिया, न्यायमूर्ति श्री रणजीत सिंह () सूचना की स्वतंत्रता और शासकीय गोपनीयता, भोपाल : मा.च.रा. प.वि.वि.।
- सिंह, निशांत () मीडिया विधि, दिल्ली: नमन प्रकाशन।
- Hakemulder, Dr. Jain R., Fange, Dr. Fay AC de, Singh, P.P. (2009) *Media Ethics and Laws* : Anmol Publications Pvt. Ltd.
- D'souza, Y.K. (1998) *Principles and Ethics of Journalism and Mass Communication* : Commonwealth Publishers.
- Basu, Acharya, Dr. Durga Das (1986) *Law of the Press*, Nagpur : Wadhva and Company.
- Basu, Durgadas (2008) *Introduction to the constitution of India*.

Suggested E-Learning Material:

CHAPTER 4 HISTORY OF PRESS IN INDIA AND ASSAM - Shodhganga

http://shodhganga.inflibnet.ac.in/bitstream/10603/93299/11/11_chapter%204.pdf

History of Press in India | Naro Ttam - Academia.edu

http://www.academia.edu/3685737/History_of_Press_in_India

Media laws of india - Caaa.in

http://www.caaa.in/image/media_laws.pdf

An Analysis of Parliamentary Privileges in India - Legal Service India

<http://www.legalserviceindia.com/articles/parliamentary001.htm>

Press Commission and Press Council of India

<https://wecommunication.blogspot.com/2014/09/press-commission-and-press-council-of.html>

NGOs, Social Advocacy and Networking

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
5	0	0	5

Learning Outcomes: After the completion of this Course student will be able to

- Be competent in understanding varied roles of NGOs, Civil Society, and Cooperatives etc. in promoting status of different sections of the society.
- Understand the mechanism of social advocacy and legal support while working on various social issues.
- Develop knowledge on the importance of lobbying, propaganda, public opinion and Mass communication while working with NGOs.

Section A

Concept of Non Government Organization: Societies, Trust, Co-operatives, Civil Society and Voluntary Organization.

Social Advocacy: Concept, Need, Principles, Steps and Means.

Legal Support Mechanism: P.I.L., Lok Adalat, R.T.I., Legal Aid Programme.

Advocacy issues: Displacement, Water and Forest, Unorganized Sector, Child Abuse.

Section B

Lobbying and Propaganda: Political System and Social Advocacy, Public Opinion, Political Parties, Interest Groups and Pressure Groups, NGOs and Politics.

Communication: Concept, Definition and Process, Barriers to Communication

Mass Communication: Concept, Importance, Strategies and Techniques (Traditional and Modern), Use of information Technology in Social Advocacy.

Media Relations: Type of Mass Media, Strategic choice of Media, Media Relation, Sensitizing Media and Media Documentation (Writing News, Features, Stories etc.)

Section C

NGO Networking: Network and Networking, Generic and Issue based Present Status of networking at National and International Scenario, Models of Networking. Challenges Faced in the sustainability of Network, Importance of Network in Social Advocacy

Recommended Books:

1. Meyer C. M. (1999). *The economics and politics of NGO in Latin America*. Westport, CT, and London : Praeger Publishers.
2. Dale, R. (2000). *Organisation and development strategies structures and processes*. New Delhi : Sage Publications.
3. Dantawala, M.L.(Ed). (1998). *Social change through voluntary action*. New Delhi : Sage Publications.
4. Abdelrahman, M. (2004). *Civil society exposed: The politics of NGO in Egypt*. London : Tarries Academic Studied.
5. PRIA (1989). *NGO – Government relations*. New Delhi : Participatory Research in Asia.
6. Sankaran & Rodrigues (1983). *Handbook for management of voluntary organisation*. Madras : Alpha Publications.
7. Kamat S. (2002). *Development hegemony: NGOs and the state in India*. Delhi; New York : Oxford University Press.

8. Werker & Ahmed (2008). What do non- governmental organisation do? United States of America, American Economic Association, *Journal of Economic Perspectives*, 22 (2).
9. Charnovitz, S. (1997). “Two centuries of participation: NGOs and international governance.” *Michigan Journal of international Law*, 18.

Suggested E- resources:

1. Advocacy in social work
Platform: Sage publications.
Link: https://us.sagepub.com/sites/default/files/upm-binaries/90577_Ch_4_cox.pdf
2. Social work advocacy: professional self interest and social justice.
Platform: Researchgate.
Link: https://www.researchgate.net/publication/283517910_Social_work_advocacy_Professional_self-interest_and_social_justice
3. NGO Interaction, coordination and networking.
Platform: Researchgate.
Link: https://www.researchgate.net/publication/270392928_NGO_Interaction_Coordination_and_Networking
4. Lobbying and public relations: overlapping of two different professions.
Platform: Croatian Scientific Bibliography.
Link: <https://bib.irb.hr/datoteka/797645.02commforum-jugo-miholic-zigic.pdf>

Principles and Procedures in Guidance and Counseling

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Learning Outcomes:

On successful completion of the course students will be able to:

- Get an insight into major theories in the field of guidance and counseling, process involved in different counseling approaches and their application
- Apply learned knowledge and skills to plan different therapies required to enhance the quality of life

Syllabus :

Section A

1. Meaning, concepts and areas of guidance and counseling
2. The Counselor-
 - a) As person and as a professional- personality and training of counselor
 - b) Client rights and counselor responsibilities
 - c) Therapist competence: ethical and legal aspects
3. Major theories of counseling –
 - a) Person centered
 - b) Gestalt
 - c) Psychodynamic
 - d) Trait factor

Section B

1. Counseling therapies-
 - a) Reality therapy
 - b) Rational emotive therapy
 - c) Cognitive behavior therapy
 - d) Play therapy
 - e) Psychodrama
 - f) Family therapy
 - g) Transactional analysis
2. Consultation process-
 - In school setting
 - Mental health orientation.

Section C

1. Developing the accountable program for counseling and consultation-
 - a) Need assessment
 - b) Data analysis and interpretation
 - c) Identifying program: priorities and goals
 - d) Programs goals
 - e) Communication skills for developing the relationship
 - f) Skills for ending, evaluating counseling programs
2. Counseling and technology-
 - a) Counseling and internet
 - b) Distance education

3. Advance action skills: working with dreams, poetry, stories, humour, expressive arts like; dance, music, visual art and sand play

References:

1. Barlci, B.C. & Mukopadhyay, B. (1989). *Guidance & Counseling: A Manual*. New Delhi: Stosius Inc./Advent Books Division.
2. Dave, I. (1983). *The Basic Essentials of Counseling*. New Delhi: Sterling Publishers Pvt.
3. Gummaer, J. (1984). *Counseling and Therapy for Children*. New York: The Free Press.
4. Ivey, A.E., Ivey M.B., & Downing, L.S. (1987). *Counseling and Psychotherapy: Interpreting Skills, Theory and Practice*. New Jersey : Prentice Hall.
5. Jacobs, E., Robust, .LM. Riley, L., & Harvill (2008). *Group Counseling Strategies and Skills* (6th ed.). USA: Thomson Brooks/Cole.
6. Mithall, M.H. & Gibson, R.L. (2015). *Introduction to Guidance* (7th ed.). New Delhi: Pearson Education Pvt. Ltd.
7. Nelson, J.R. (2012). *The Theory and Practice of Counseling Psychology* (5th ed.). South Asia: SAGE.
8. Pasricha, P. (1976). *Guidance and Counseling in Indian Education*. New Delhi: NCERT Publication.
9. Patterson, L.E. (1999). *The Counseling Process* (5th ed.). USA: Brooks/Cole.

E-resources

- दूर शिक्षा
<https://drive.google.com/open?id=0Bwk5FIsI0ctxZnNfeDRtRWFO ZUK>
- Counseling Psychology
<https://drive.google.com/open?id=0Bwk5FIsI0ctxOGJ0VWF2Y0d JN0U>
- Counseling Psychology
<https://drive.google.com/open?id=0Bwk5FIsI0ctxa2h1N25ZbWZ RNUE>
- Distance Education
<https://drive.google.com/open?id=0Bwk5FIsI0ctxbnE1SGNEN29 wR3M>
- Psychological Theories and Psychotherapy
<https://drive.google.com/open?id=0Bwk5FIsI0ctxTU90T2toLUxPcEU>
- Psychopathology
<https://drive.google.com/open?id=0Bwk5FIsI0ctxS3NqdE5fVEpxN2M>
- Psychopathology
<https://drive.google.com/open?id=0Bwk5FIsI0ctxX0QySVFuNllac0E>
- Psychotherapeutic Methods
<https://drive.google.com/open?id=0Bwk5FIsI0ctxS3BJWndMMIBpSWc>

Principles of Public Administration - I

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
4	0	0	4

Unit 1 Meaning, Nature and Scope of public Administration, Importance of Public Administration in Modern Society.

Unit 2 Evolution of the study of Public Administration. New Public Management and Good Governance.

Unit 3 Public Administration as a Social Science; Its relationship with other social sciences: Political Science, Economics, Sociology, Law and Psychology.

Unit 4 Approaches to the Study of Public Administration: Classical, Humanistic, Behavioral and Systems.

Unit 5 Public and Private Administration, Formal and Informal Organization, Modern Techniques of Administration: PERT and CPM

Learning Outcomes: After completion of this course, the students will be able to:

- Understand the foundation of subject in proper fashion.
- Comprehend the concept and application of good governance.
- Develop interdisciplinary insight about the subject.

Recommended Books:

1. Arora, Ramesh K. (2012), *Public Administration: Fresh Perspectives*, Jaipur, Aalekh Publishers.
2. Bhambri, Chandra Praksh. (1976), *LokPrashasan*, Agra, Lakshmi Narayan (Hindi, English)
3. Chakrabarty, B. & Chand, Prakash (2017), *Public administration from government to governance*, Jaipur, orient Black Swan
4. Fadia, B.L., (2010), *Public Administration (Administrative Theory & Concepts)*, SahityaBhawan Publication, Agra (Hindi & English)
5. Goel, S.L. (2005). *Public Administration (Administrative Theory & Practice)*, New Delhi, Deep & Deep Publication.
6. Goel, S.L. & Rajneesh Shalini (2002). *Public Personal Administration Theory & Practice*, New Delhi, Deep & Deep Publication.
7. Kataria, Surendra (2000). *Element of public Administration*, Jaipur, RBSA publisher (Hindi).
8. Sapru, R.K. (2016). *Administrative Theories & Management Thought*, Delhi, PHI Learning private limited.
9. Sharma, M.P., *Lok Prashsan Sidhantaom Bavehar*, Illahabad, kitabmahal (Hindi & English).
10. Singh, Hoshier & Singh, Mohinder (1989). *Public Administration In India: Theory and Practice*, New Delhi, Sterling Publishers Private Limited.

Suggested E- Resources

- <https://epgp.inflibnet.ac.in/ahl.php?csrno=30>
- Indian journal of public administration <https://us.sagepub.com/en-us/nam/indian-journal-of-public-administration/journal202581#description>
- Journal of Public Administration Research and Theory: J-PART <http://www.jstor.org/action/showPublication?journalCode=jpubladmiresethe>

ADR and IP Disputes

Max. Marks : 100
(ESA: 100)

L	T	P	C
0	0	0	2

Learning Outcomes:

After the completion of the course student will be able to

- Understand the role of ADR system in IP dispute settlement, so that they can help their clients and society by adopting just and humane methods.
- Get the knowledge about the response of Indian ADR system.

Note: Question paper will contain five questions and candidate will be required to attempt any three.

Course Content:

1. Role of ADR system in IP dispute settlement
2. The WIPO Arbitration and Mediation Centre
3. Role of Mediation in IP dispute settlement
4. Arbitration and Expedited Arbitration
5. Response of Indian ADR system to IP dispute settlement

Suggested readings:

1. Tyler, M.C. (2008). *Intellectual Property Dispute Resolution: Leading Lawyers on Performing Due Diligence, Pursuing the Right ADR Approach, and Settling Infringement Claims*. Aspapore Books.

Suggested E-Learning Material:

1. WIPO. (2012). Guide to WIPO mediation center. *World Intellectual Property Organization*. Retrieved from https://www.wipo.int/edocs/pubdocs/en/arbitration/919/wipo_pub_919.pdf
2. WIPO. (2012). WIPO Alternative Dispute Resolution (ADR) for Intellectual Property Rights. *World Intellectual Property Organization*. Retrieved from <https://www.wipo.int/amc/en/center/specific-sectors/ipoffices/>
3. WIPO. (2012). WIPO Guide on Alternative Dispute Resolution (ADR) Options for Intellectual Property Offices and Courts, Korean Intellectual Property Office. *WIPO Center*. Retrieved from https://www.wipo.int/edocs/pubdocs/en/wipo_pub_guide_adr.pdf

[Sweta, M. & Bindal, S.](#) (2017). Alternative Dispute Resolution and the Law of Intellectual Property. *Singhania & Partners LLP*. Retrieved from <https://singhania.in/alternative-dispute-resolution-ip-law-india/>

Public Administration in India

Max. Marks : 100

(CA: 40 + ESA: 60)

L T P C

5 0 0 5

Section I

Evolution of Indian Administration with special reference to the influence of British Rule. Salient Features of Indian Administration since Independence.

Organization and Functions of Central Secretariat, Ministry of Home and Finance.

Section - II

Financial Administration: Budget Formulation, Budget Approval and Budget execution.

Control over Administration: Legislative, Executive and Judicial.

Comptroller and Auditor General, Public Accounts Committee and Estimate Committee.

Section – III

Administrative Ethics and Problems of Corruption.

Institutional mechanisms for Good Governance: Right to Information, Citizen Charter, Lokpal.

Administrative Reforms in India with Special Reference to First & Second *A.R.C.*

Learning Outcome:

After completion of the course, student will be able to:

- Know about evolution and development of Indian Administration.
- Analyze the working of Indian Administration.
- Aware about the administrative problems and reforms in India.

Recommended Books:

1. Sharma, M.P. & Sadana, B.L. (2014). *Public Administration in Theory and Practice*. New Delhi: Kitab Mahal Publication.
2. Goel & Rajnees (2008). *Public Personnel Administration: Theory and Practice*. New Delhi: Deep & Deep Publications.
3. Fadia, B L. (2017)*Public Administration*. Agra: Sahitya Bhavan Publication.
4. Arora, Ramesh K (2010). *Public Administration: Fresh perspectives*. Jaipur: Aalekh Publication.
5. Bawa, Noorjahan (2004). *Public Administration in the 21st Century*. Delhi: Kanishka Publishers.
6. Arora, Ramesh & Goyal, Rajni (2012). *Public Administration*. New Delhi: New Age Publications.
7. Maheshwari, S.R. (2001). *Indian Administration*. Jaipur: Orient Blackswan.
8. Sharn, Parmatma (1978). *Public Administration in India*. Uttar Pradesh: Meenakshi Prakashan.
9. Avasthi & Avasthi (2017). *Public Administration in India*. Uttar Pradesh: LNA Publications.

10. Pyles, M.V. (2012). *Constitutional Governement in India*. New Delhi: S Chand & Comp.

Suggested E-Resources

- E PG Pathshala- <https://epgp.inflibnet.ac.in/ahl.php?csrno=29>
- Indian journal of public administration- <https://us.sagepub.com/en-us/nam/indian-journal-of-public-administration/journal202581#description>

Social Work Profession: Philosophy and Concept

Max. Marks : 100
(CA: 40 + ESA: 60)

L	T	P	C
5	0	0	5

Learning Outcomes: After the completion of this course students will be able to

- Acquaint with concept of Social Work, Social Services, Social Welfare, Social Reform, Social Development, Charity, and Philanthropy – various aspects of Social Work.
- Develop understanding on Social work profession as well as its existing and emerging role of social work in contemporary society.
- Recognize the need and importance of Social Work Education, Training and Practice.

Section – A

Introduction to Social Work:

Concept: Social Work, Social Services, Social Welfare, Social Reform, Social Development, Charity, Philanthropy
Social Work as a Profession, Characteristics of a Profession, Basic Assumption, Values and Functions, Philosophy and Ethics of Social Work, Code of Ethics for Professional Social Workers.

Existing and Emerging Role of Social Work Professionals in Contemporary Society.

Section – B

History of Social Work:

Historical development of Social Work in U.K and U.S.A

Social Reform Movement in India:

Contribution of Different Reformers, Emergence of Social Work in India.

Human Right and Social Justice: Human Right Concern of the Profession in the Background of the Emerging Issues (Natural Disasters, Riots, and Terrorism)

Section – C

Theories of Social Work :

Ecological System and Radical Approach

Marxian Theory and Gandhian Theory

Voluntary Action and Social Work

Emerging Trends in Voluntary Action and Role of Social Work.

Recommended Books:

1. Chatterjee, P. (1996). *Approaches to the welfare state*. Washington D.C : National Association of Social Workers (NASW).
2. Diwakar, V.D.(Ed). (1991). *Social reform movements in India: A historical perspectives*. Bombay, Popular Prakashan.
3. Ganguly, B.N. (1973). *Gandhi's social philosophy, perspective and relevance*. New Delhi : Vikash Publishing House.
4. Vice, G. & Paul W. (1979). *Ideology and Social Welfare*. London, Routledge and Kegan Paul.
5. Gore, M.S. (1973). *Some aspects of social development*. Bombay, Tata Institute of Social Sciences.
6. Gore, M.S. (1993). *The social context of ideology: Ambedkar's social and political thought*. New Delhi : Sage Publications.

7. Haw & J. (1975). *Towards a new social work*. London : Routledge and Kegan Paul.
8. Jain, P. (1985). *Gandhian ideas, social movements and creativity*. Jaipur: Rawat Publications.
9. Lobsie, C. Johnson (1989). *Social work practices*. London: Allyn and Bacon.
10. Dcaon, L. & Mocdonald. S. J. (2017). *Social work theory and proctice*. UK : Sunderland Sage Publications.
11. Shastri, R.R. (1996). *Social work tradition in India*. Varanasi, Welfare Forum and Research Organization.
12. Sinha, S. (1962). *Social thinking of Rabindranath Tagore*. Calcutta, Asia Publishing House.
13. Timms, Noel & Timms, R. (1997). *Perspectives in social work*. London : Routledge and Kegan Paul.
14. Wadia, A.R. (1961). *History and philosophy of social work in India*. Bombay: Allied Publishers.
15. University Grants Commission (1980). *Review of social work education in India: Retrospect and prospect*, New Delhi : University Grants Commission.

Suggested E -resources:

1. Introduction to Social Work
Platform: NASW.
Link: https://www.socialworkers.org/Careers/Career-Center/Explore-Social-Work/Choose-the-Social-Work-Professionwcd.nic.in/gbsummary/GBppr_AG.pdf
2. Origin and Development of Social Work in India
Platform: Egyankosh.
Link: <http://egyankosh.ac.in/bitstream/123456789/30212/1/MSW-002.pdf>
3. Nationalism and Social Reform in India
Platform: The Economic Weekly, EPW.
Link: https://www.epw.in/system/files/pdf/1965_17/38/nationalism_and_social_reform_in_india.pdf
4. Social Change and Development in India
Platform: NCERT.
Link: <http://ncert.nic.in/ncerts/l/lesy208.pdf>

Information Technology Law

Max. Marks : 100
(CA: 40 + ESA: 60)

LT PC
4 0 0 4

Course Objectives:

1. To make students aware so that they can identify and analyze statutory, regulatory, constitutional and organizational laws relating to information technology.
2. To acquaint the students with the ongoing issues under law in managing innovative perspective in the field of information technology.
3. To impart professional knowledge in locating and enabling the student to apply case laws, common law and diverse viewpoints in handling current legal and ethical dilemmas in the field of information technology.

Note: The paper will contain ten questions having at least two questions from each unit. Candidate are required to attempt five questions in all taking at least one question from each unit.

Course Contents:

Unit I Introduction - Aims & objectives, Advantages and disadvantages of IT, Basic Concepts, Definitions, Salient features of Cyber Space; e-Commerce - Definition, Advantages and Disadvantages, Models of e-Commerce, Problems in Electronic Records

e-Governance - Meaning, Advantages of E-Governance, Legal recognition of electronic records, Retention of electronic records, e-Governance in India: An overview.

Unit II e-Contract - On-line contract-validity, Attribution of electronic records, Acknowledgement of receipt, time and place of formation of e-Contract. Dispatch and receipt of e-records, Security of Electronic records; Digital Signature - Function of Signature, Types of Cryptography

Electronic Signature - Definition, Legal provisions relating to Electronic Signature and Digital Signature.

Unit III Certifying Authority - Appointment, Functions, Licenses, Powers Electronic Signature certificates: - Application for granting of electronic signature Certificate, Digital Signature Certificate standards, suspension of digital signature certificate, Revocation of Digital Signature Certificate.

Unit IV Subscriber - Meaning, Rights and Duties; Cyber Appellate Authority - Establishment, Composition, Qualification, Appeals, Procedures and Powers.

Unit V Cyber Crimes: - Definition, Classification, Essentials, Prevention

Cyber Jurisdiction: Introduction, Types of Jurisdiction, Indian Position.

Learning Outcomes:

Upon completion of the course the student will be able to:

- Build up a comprehension about the different aspects of Information Technology Law and all the measures taken to create legitimate structure in innovation progression.
- Learn different domains managed by Information Technology law, for example, e-contract, digital signature, authorities deal with granting of electronic signature and cyber crimes.

- Grow their urge to do work in research field.

Leading Cases: -

1. Bharat Matrimony.com Pvt. Ltd. v. People Interactive (I) Pvt. Ltd., AIR 2009 Mad 78
2. Microsoft Corporation v. RajendraPanwar, 2008 (36) PTC697 (Del).
3. Rediff Communication Ltd. V. Cyberboot, AIR 2000 Bom 27
4. Yahoo Inc. v. Akash Arora, 1999 PTC (19)201 (Delhi)
5. National Association of Software and Service Companies v. Ajay Sood, AIR 2005 NOC 269 (Del)
6. Manish Vij v. Indra Chug, AIR 2002 Del 243.
7. Aktiebolaget Volvo v. Volvo Steels Ltd, 1998 PTC 18 (Bombay) 14
8. Marks and Spencer PLC v. One in and Million, 1998 FSR 265
9. Kirloskar Diesel Recon Pvt. Ltd. V. Kirloskar Proprietary Ltd., AIR 1996 Bom 149 16
10. Montari Overseas v. Monatari Industries Ltd., 1996 PTC 142 (Delhi)
11. American Civil Liberties Union v. Reno, (1996) 929 F Supp 824
12. Erven Warnink v. Townend, 1980 RPC 31 12
13. Parker Knoll v. Knoll International, 1962 RPC 265
14. Cardservie International Inc. v. MC Gee, 42 USPQ 2d 1850
15. Satyam Infoway Ltd. v. Sifynet Solutions Pvt. Ltd. AIR 2004 SC 3540: (2004) 6 SCC 145: (2004)
16. Sayad Asifuddin & Other v. The State of A.P. & Anr. (2005) 3 Cr. L.J. 43 14
17. Avinish Bazaz v. State (N.C.T.) of Delhi, (2005) 3 Comp, L.J. 364 (Delhi)

Suggested Readings:

1. Sharma, Vakul. (2011). *Information Technology Law and Practice* (5 ed), Delhi, Universal Law Publishing,
2. Rattan & Jyoti. (2011). *Cyber Law* (6 ed), New Delhi, Bharat Law House.
3. Kamath & Nandan. (2009). *Law Relater to Computers Internet & E-Commerce* (5 ed), Delhi, Universal Law Publishing.
4. Seth & Karnika. (2009). *Cyber Law in the Information Technology Act* (7ed), Nagpur, Lexis Nexis Butterworth Wadhwa.
5. Chaubey, R.K. (2008). *Cyber Crime and Cyber Law* (5 ed), Kolkata, Kamal Law House.

Suggested E- learning Material:

1. Hosuk Lee-Makiyama. (2018). Potential Benefits of an Australia-EU Free Trade Agreement. University of Adelaide Press from <https://www.jstor.org/stable/j.ctv9hj94m.19>

2. Mary D. Maury and Deborah S. Kleiner. (2019). E-Commerce, Ethical Commerce? .Journal of Business Ethics, Vol. 36, No. 1/2, Seventh Annual International Conference Promoting Business Ethics from <https://www.jstor.org/stable/25074690>
 3. NirKshetri.(2010). Diffusion and Effects of Cyber-Crime in Developing Economies. Taylor & Francis, Ltd. from <https://www.jstor.org/stable/27896600>
 4. Poonam Dass. (2010). LEGAL DIMENSIONS OF CYBER CRIMES AND PREVENTIVE LAWS WITH SPECIAL REFERENCE TO INDIA. Journal of the Indian Law Institute from <https://www.jstor.org/stable/44782481>
 5. Stephen Mason. (2016). Electronic Signatures in Law. School of Advanced Study, University of London, Institute of Advanced Legal Studies from <https://www.jstor.org/stable/j.ctv5137w8.20>
 6. Stephen Mason. (2016). Electronic Signatures in Law. School of Advanced Study, University of London,
 7. Institute of Advanced Legal Studies from <https://www.jstor.org/stable/j.ctv5137w8.22>
- T. H. Chowdary. (2002). Information Technology for Development: Necessary Conditions. Economic and Political Weekly from <https://www.jstor.org/stable/4412627>

Basics of Audit

Max Marks: 100

L T P C

(CA: 40+ESA:60)

4 0 0 4

Course Objectives:

1. To establish the understanding on the concepts and techniques of auditing.
2. To develop the knowledge of internal control system, control activity, to provide on how the financial reporting assertions are related to internal controls, and how the effectiveness of internal controls is assessed.
3. To device the view on audit risk assessment, its calculation and importance for audit strategy.

Note: The paper will contain ten questions having at least two questions from each unit. Candidate will be required to attempt five questions taking one question from each unit

Unit I Auditing Concepts: Nature, Scope and Significance of Auditing, Basic Principles Governing an Audit, Generally Accepted Auditing Standards

Unit II Company Auditor: Auditor appointment and removal, Resignation of auditor, Disqualification of auditor, Statutory Audit, Internal Audit, Branch Audit, Joint Audit, Special Audit, CAG Audit.

Unit III Internal Audit: Nature, Scope and Techniques of Internal Audit, Functions and Responsibilities of Internal Auditors, Internal Audit tools and techniques.

Unit IV Vouching and verification: Objectives, procedure, principle, techniques, verification of asset and liabilities, difference between verification and valuation. Problems in verification.

Unit V Operational Audit- techniques and procedures, Operational audit report, Audit Engagement and Documentation.

Learning Outcomes:

- To discuss need for an external audit and its importance.
- Describe the various levels of persuasiveness of different types of audit evidence.
- Identify appropriate assertions at risk and apply appropriate audit procedures to test the assertions identified
- Understand auditors' legal liabilities, and be able to apply case law in making a judgment whether auditors might be liable to certain parties.

Suggested Readings:

1. Basu, S. K. (2006). *Auditing: Principles and techniques*. (4 ed.) New Delhi: Pearson Education.
2. Kumar, R., & Sharma, V. (2015). *Auditing principles and practice*. (6 ed.) Delhi: PHI Learning Private Limited
3. Blank, R. (1999). *The basics of quality auditing*. (3 ed.) Boca Raton, FL: CRC Press

Suggested E-Learning Resources:

1. HUB India(2017).*What an Audit is and Types of Audit.* Retrieved From https://www.youtube.com/watch?v=KM_ntoyBYMs

2. Zuin, S. (2017). *The Hidden Power of Auditing.* Retrieved From <https://www.youtube.com/watch?v=465Bkxh4uMw>

Esfahani Smith, E. (2017).*There's More to Life than Being Happy.* Retrieved From https://www.ted.com/talks/emily_esfahani_smith_there_s_more_to_life_than_being_happy