


JSPM University Pune
Faculty of Education and Humanities
School of Law



First Year of BBA.LLB (Hons.)

(Effective from AY: 2025-26)

		JSPM University Pune		COURSE STRUCTURE												
		FACULTY OF EDUCATION AND HUMANITIES				W. E. F		2025-26								
SCHOOL OF LAW				RELEASE DATE		01/07/2025										
First Year BBA.LL.B.(Hons)				REVISION NO.		0.0										
SEMESTER I																
COURSE			TEACHING SCHEME				EXAMINATION SCHEME AND MARKS									
TYPE	CODE	COURSE NAME	Hours / Week				THEORY (Equal Weightage for CIE and ESE)				PRACTICAL (Equal Weightage for CIE and ESE)		ORAL (Equal Weightage for CIE and ESE)		TOTAL	CREDITS
			L	T	P	EL	CONTINUOUS INSEMESTER EVALUATION (100 Marks)			END SEMESTER EXAMINATION (100 / 50 Marks)	CONTINUOUS INSEMESTER EVALUATION (50 Marks)	END SEMESTER EXAMINATION (50 Marks)	CONTINUOUS INSEMESTER EVALUATION (50 Marks)	END SEMESTER EXAMINATION (50 Marks)		
							T1 (30 Marks)	T2 (30 Marks)	Assignments (40 Marks)							
PCC	231VBBB05_01	Fundamentals of Accounting	3	1	-	-	30	30	40	100	-	-	-	-	100	4
	240VBBB01_01	Management Principles and Organizational Behaviour	3	-	-	4	30	30	40	100	-	-	-	-	100	4
	240UBLB01_01	Legal History	3	-	-	2	30	30	40	100	-	-	-	-	100	3.5
	241GMAB55_01	Fundamentals of Business Statistics	3	1	-	-	30	30	40	100	-	-	-	-	100	4
MMC	250GCSB111_01	Foundations of Artificial Intelligence in Legal Practice	1	-	2	-	-	-	-	-	50	50	50	50	100	2
AEC	230UENB01_01	Effective Communication Skills	1	-	2	-	30	30	40	50	-	-	-	-	50	2
SEC	230VBCB10_01	Advanced Excel	2	-	2	-	-	-	-	-	50	50	50	50	100	3
LLC	230UPYB02_01	Mindfulness and Wellbeing	1	-	-	2	-	-	-	-	-	-	50	-	50	1.5
TOTAL			15	2	6	8									700	24

Dr. Jyoti Shete
Program Coordinator, School of Law

Ms. Arpita Kaswa
Dean, Faculty of Education and Humanities

Dr. Anuradha S. Deshpande
Associate Dean (Academics)


Prof. B.B. Ahuja
Vice Chancellor, JSPM University Pune

L-Lecture
Format No.: JSPMUni/ACAD/001

T-Tutorial
Rev. No.:0.0

P-Practical Session (Laboratory)
Rev. Date:01/07/2025

EL-Experiential Learning
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		JSPM University Pune		COURSE STRUCTURE													
		FACULTY OF EDUCATION AND HUMANITIES				W. E. F		2025-26									
		SCHOOL OF LAW				RELEASE DATE		01/07/2025									
First Year BBA.LL.B.(Hons)				REVISION NO.		0.0											
SEMESTER II																	
COURSE			TEACHING SCHEME				EXAMINATION SCHEME AND MARKS									C R E D I T S	
TYPE	CODE	COURSE NAME	Hours / Week				THEORY (Equal Weightage for CIE and ESE)				PRACTICAL (Equal Weightage for CIE and ESE)		ORAL (Equal Weightage for CIE and ESE)		T O T A L		
			L	T	P	EL	CONTINUOUS INSEMESTER EVALUATION (100 Marks)			END SEMESTER EXAMINATION (100 / 50 marks)	CONTINUOUS INSEMESTER EVALUATION (50 Marks)	END SEMESTER EXAMINATION (50 Marks)	CONTINUOUS INSEMESTER EVALUATION (50 Marks)	END SEMESTER EXAMINATION (50 Marks)			
							T1 (30 Marks)	T2 (30 Marks)	Assign-ments (40 Marks)								
PCC	241VBBB05_02	Principles of Financial Management	3	1	-	-	30	30	40	100	-	-	-	-	100	4	
	231VBBB04_02	Principles of Marketing	3	-	-	4	30	30	40	100	-	-	-	-	100	4	
	231VBCB22_02	Business Economics	3	-	-	4	30	30	40	100	-	-	-	-	100	4	
	241UBLB02_02	Contract Law - I	3	1	-	-	30	30	40	100	-	-	-	-	100	4	
	241ULBB03_02	Legal Language and Legal Reasoning	3	1	-	-	30	30	40	100	-	-	-	-	100	4	
AEC	230UENB02_02	Communicative Proficiency Skills	1	-	2	-	30	30	40	50	-	-	-	-	50	2	
IITP/FP/CEP	240UBLB03_02	Internship/Field Project/Community Engagement Programme	4 to 6 Weeks				-	-	-	-	-	-	-	50	50	50	2
Total			16	3	2	8										600	24

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EL-Experiential
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JSPM University Pune**BBA.LLB (Hons)****Semester- I**

Course Type: PCC	Course Title: Fundamentals of Accounting	
Course Code: 241VBBB01_01	Teaching Scheme: (Hrs./Week)	Examination Scheme:
Credits: 4	Lecture (L): 3 Tutorial (T): 1 Practical (P): Experiential Learning (EL):	Theory (TH): 100 Marks
Prerequisite Courses, if any: Nil		
Course Objectives:		
<ul style="list-style-type: none"> To acquaint the student with knowledge about various Concepts, Objectives and applicability of some important accounting standards associated with to corporate accounting. To update the students with knowledge for preparation of final accounts of a company as per Schedule III of the Companies Act 2013 		
Course Outcomes:		
CO 1: Understand & memorize all basic formulae and rules covered in the syllabus.		
CO 2: when additional information is needed to solve problems		
CO 3: Express basic concept & rules of accounting		
CO 4: Apply appropriate format for solving the numerical problem		
CO 5: Rectifying errors and solving simple and complicated accounting problems with proper solutions.		
CO 6: Create functional Models of Accounting in Software		
Course Contents		
Unit I	Introduction to basic accounting & bookkeeping	(7 Hours)
Basic terminology in Accounting & Bookkeeping, Accounting concept, GAAP, Types of Accounts		
Unit II	Books of Accounting	(7 Hours)
Books of Accounting, Journal Entry, Ledger, Trial Balance		
Unit III	Preparation of Final Accounts	(7Hours)
Trading Account, Profit & Loss Account , Balance sheet		
Unit IV	Depreciation & Provision for Bad and doubtful debts	(8 Hours)
Methods of Depreciation, Accounting for Depreciation Accounting for Provision and Doubtful Debts		
Unit V	Bank Reconciliation Statement	(8 Hours)
Meaning and Importance of BRS, Preparation		
Unit VI	Tally Fundamentals Accounts Masters	(8 Hours)
Introduction, Tally Fundamentals Accounts Masters – Groups, Ledgers, Voucher Types – Create, Display, Alter Accounting Voucher Types – Contra, Payment, Receipt, Journal, Sale, Purchase, Debit Note, Credit Note		

Learning Resources

Textbook:

1. Shukla & Greval "Advanced Accounts " S. Chand & Co.
2. Batliboy "Advanced Accounting " , Standard Accounting Publication.

Reference Books:

- 1) 1. S.C. Kuchal "Financial Management"
- 2) Dr. Mahesh Kulkarni Management Accounting,
- 3) Khan & Jain "Financial Management " Tats Mc Graw Hill.

MOOC / NPTEL Courses:

Link of the Course:

1. <https://www.udemy.com/course/accounting-for-entrepreneurs/>
2. <https://nptel.ac.in/courses/110107073>

JSPM University Pune

BBA.LLB (Hons)

Semester- I

Course Type: PCC	Course Title: Management Principles and Organizational Behavior	
Course Code: 240VBBB01_01	Teaching Scheme: (Hrs./Week)	Examination Scheme:
Credits: 4	Lecture (L): 3 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 4	Theory (TH): 100 Marks

Prerequisite Courses, if any: Nil

Course Objectives:

- To understand the fundamental principles and concepts of management, including its importance, levels, and key functions, as well as the contributions of pioneering management thinkers.
- To analyze the various functions of management such as planning, organizing, staffing, directing, coordinating, and controlling, and their application in organizational settings.
- To evaluate different organizational structures and decision-making processes, including formal and informal organizations, and the impact of these structures on organizational effectiveness.
- To explore the foundational concepts of organizational behavior, including perception, attitude, values, personality, motivation, leadership, stress, and conflict management, and their influence on individual and group behavior in organizations.

Course Outcomes:

- CO1: Identify and describe** the basic concepts and importance of management, including the levels of management, functions, and the contributions of key management theorists. *(Remembering, Understanding)*
- CO2: Explain and illustrate** the functions of management such as planning, organizing, staffing, directing, coordinating, and controlling, using real-world examples. *(Understanding, Applying)*
- CO3: Analyze** the impact of different organizational structures and decision-making processes on organizational performance and **propose** effective strategies for decision-making. *(Analyzing, Evaluating)*
- CO4: Evaluate** the models of organizational behavior and their relevance to individual and group behavior in the workplace, **demonstrating** the application of these models in managing organizational dynamics. *(Evaluating, Applying)*
- CO5: Assess** the role of perception, attitude, values, personality, and motivation in shaping organizational behavior and **formulate** strategies for effective leadership and team management. *(Evaluating, Creating)*
- CO6: Develop** effective stress and conflict management strategies that enhance individual well-being and organizational productivity. *(Creating, Applying)*

Course Contents

Unit I	Introduction to Principles of Management	(6 Hours)
Basic Concepts: Definition and Nature of Management, Importance of Management, Levels of Management (Operations Level, Middle Level, Top Level), Management		

Functions, Management as a Science, an Art and as a Profession, Contribution of F.W. Taylor, Henri Fayol, Elton Mayo, Peter Drucker, and C.K. Prahlad.		
Unit II	Planning, Staffing, Directing, Controlling	(9 Hours)
<p>Planning: Definition and Importance of Planning, Types of Planning, The Planning Process.</p> <p>Organizing: Concept and Importance of Organizing, Principles of Organizing, Delegation of Authority and Responsibility.</p> <p>Staffing: Definition and Importance of Staffing, Staffing Process: Recruitment, Selection, Training, and Development.</p> <p>Directing: Definition and Importance of Directing, Elements of Directing Leadership.</p> <p>Coordinating: Concept and Importance of Coordination, Techniques for Achieving Coordination in Organizations Challenges in Coordination.</p> <p>Controlling: Definition and Importance of Controlling, The Controlling Process, Types of Control: Feedforward, Concurrent, and Feedback Control.</p>		
Unit III	Organization Structure and Decision-Making	(8 Hours)
<p>Organization Structure: Meaning of organizational structure, Factors Affecting Organizational structure, Span of Management, Organizational Structure – Line Organization, Line and Staff, Functional, Project, Matrix and Virtual. Informal Organization – Meaning, Characteristics, Importance, Limitations, Difference between Formal and Informal Organization.</p> <p>Decision-Making: Decision-making- Meaning, Characteristics, Decision-Making Process, Guidelines for Making Effective Decision, Types of Decisions</p>		
Unit IV	Introduction to OB	(7 Hours)
<p>Definition, Concept of OB, Importance of OB, Evolution of OB, Models of OB (Autocratic, Custodial, Supportive, Collegial & SOBC), Concept of Individual Behavior, Group Behavior and Organizational Behavior. Perception, Attitude, Values: Meaning of Perception, Factors influencing Perception, Values, Attitude, Emotional Intelligence.</p>		
Unit V	Personality and Motivation	(6 Hours)
<p>Personality: Meaning, Definition of Personality, Determinants of Personality. The Myers-Briggs Type Indicator and The Big Five Personality Model, Johari Window.</p> <p>Motivation: Meaning, Nature, Importance, and Process of Motivation, Theories of Motivation (Maslow’s Need Hierarchy Theory, McGregor’s Theory, Herzberg’s Two Factor Theory)</p>		
Unit VI	Leadership, Stress and Conflict Management	(9 Hours)
<p>Group Dynamics and Leadership: Meaning and Nature of Groups, Types of Groups, Stages of Group Development, Team Building, Team Effectiveness.</p> <p>Leadership: Concept of Leadership, Qualities of Leader, Difference between Managers and Leaders, Types of Leadership.</p> <p>Stress and Conflict Management: Meaning and Definition of Stress, Sources of Stress, and Types Stress Causes of Stress in Organization, Effect of Stress and Stress Management Strategies. Conflict Management – Meaning, Sources of Conflict, Types of Conflict and Conflict Management Strategies.</p>		
Learning Resources		
<p>Textbooks:</p> <ol style="list-style-type: none"> Robbins, S. P., & Judge, T. A. (2020). <i>Organizational Behavior</i> (18th ed.), Pearson Education. Koontz, H., & Weihrich, H. (2015). <i>Essentials of Management: An International, Innovation, and Leadership Perspective</i> (10th ed.), McGraw-Hill Education. 		
<p>Reference Books:</p> <ol style="list-style-type: none"> Daft, R. L. (2020). <i>Management</i> (13th ed.). Cengage Learning. Luthans, F. (2017). <i>Organizational Behavior: An Evidence-Based Approach</i> (13th 		

ed.). McGraw-Hill Education.

3. Yukl, G. (2019). *Leadership in Organizations* (9th ed.), Pearson Education.

4. Schermerhorn, J. R. (2019), *Management* (14th ed.), Wiley.

MOOC / NPTEL Courses:

1. Principles of Management

By Prof. Vishal Kumar Laheri, Banaras Hindu University

https://onlinecourses.swayam2.ac.in/ini24_mg01/preview

2. Management Functions

By Prof Neeti Agrawal & Prof Nayantara Padhi, Indira Gandhi National Open University

https://onlinecourses.swayam2.ac.in/nou24_mg09/preview

3. Organization Behavior

By Dr. Vishal Kumar, Principal - Sri Aurobindo College of Commerce and Management, Ludhiana | Former Dean Research and Director - School of Management, Maharaja Agrasen University, Baddi (H.P.)

https://onlinecourses.swayam2.ac.in/cec24_mg24/preview

4. Understanding Organizational Behavior

By Sanjay Singh, Indian Institute of Management Sirmaur

https://onlinecourses.swayam2.ac.in/imb24_mg104/preview

JSPM University Pune**BBA.LLB (HONS)****Semester- I**

Course Type: PCC	Course Title: Legal History	
Course Code: 24UBLB01_01	Teaching Scheme: (Hrs./Week)	Examination Scheme:
Credits: 3.5	Lecture (L): 3 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 2	Theory (TH): 100 Marks

Prerequisite Courses, if any: Nil

Course Objectives:

- To understand the evolution of Indian legal systems by recalling key phases, explaining their characteristics, and evaluating their impact on contemporary law.
- To understand the development of law during the British period by recalling significant legal reforms, explaining their implications, analyzing their impact on Indian society, and evaluating their long-term effects on the current legal framework.
- To interpret major legal texts and reforms by identifying key provisions, explaining their historical context, analyzing their implications, and evaluating their influence on current legal practices.

Course Outcomes: On completion of the course, learner will be able to:

CO1: A comprehensive understanding of the evolution of legal concepts and administrative systems from the Vedic period through the medieval Islamic and Mughal eras in India.

CO2: Explain the significance of the East India Company's presence in India and its role in the formation of early judicial and administrative institutions.

CO3: Understand the development and impact of Mayor's Courts, key charters, and British judicial reforms from 1726 to 1781 by identifying significant milestones, explaining their significance, and evaluating their long-term effects on the Indian legal system.

CO4: Evaluate the Regulating Act of 1773, Charter of 1774, key cases, and the development of Supreme Courts in India by identifying their provisions, explaining their significance, and assessing their long-term impact on the Indian legal system.

CO5: Review Key Judicial Reforms by Lord Cornwallis, the Indian High Courts Act, and Major Legislative Acts Impacting the Judiciary Up to 1935

CO6: Explore the development of federal courts, key law codification acts, and major constitutional and legal reforms from 1833 to 1935.

Course Contents

Unit I	Legal Foundations: Ancient and Pre-Colonial Period	(6 Hours)
Ancient Period: The Vedic period and early Indian society, Historical Legal Texts, Legal Concepts: Dharma, and the administration of justice. Medieval India: Islamic Law and its application in India, land revenue systems, personal laws, and legal procedures under Mughal rule.		
Unit II	Colonial Period: Administration of Justice	(5 Hours)
European Settlement in India, The East India Company – structure, authority and impacts, British Settlements, Administration of Justice and Establishments of Courts at Madras, Bombay and Calcutta Settlements before 1726		

Unit III	Mayor's Court and Court of Requests	(8 Hours)
Establishment, operation, and reforms of the Mayor's Courts in Madras and their impact, Provisions of Charter of 1726 and 1753, and their consequences, Court of Request, Mughal courts in Bengal, Dual Government System and justice administration, Warren Hastings's Plan of 1772, Plan of 1774, Re-organization in 1780, Reforms of 1781		
Unit IV	Regulating Act and Supreme Court	(8 Hours)
Regulating Act of 1773- Reasons, Provisions of the Act, Charter of 1774 and Supreme Court of Judicature, Shortcomings of Regulating Act and Charter of 1774, case laws- Trial of Raja Nand Kumar, Kamaluddin's case, Patna" Case, Cossijurah" Case, Settlement Act- Provisions and Shortcomings, Supreme Court at Calcutta, Madras and Bombay		
Unit V	Judicial Reforms and High Courts	(8 Hours)
Judicial Reforms of Lord Cornwallis- Pit's Act, 1784, Judicial Plan of 1787 and 1793, Criminal Judicature, 1790, Indian High Courts Act, 1861, Letters patent establishing High Courts, The Indian High Courts Act, 1865 and of 1911, The Government of India Act, 1915, The Government of India Act, 1935, Privy Council - Highest Court of Appeal		
Unit VI	Constitutional History	(10 Hours)
Federal Courts In India- Establishments and Jurisdiction, Codification of Law- The Charter Act of 1833, The First Law Commission, The Second Law Commission, The Third Law Commission, and The Fourth Law Commission, Morley-Minto Reforms, Montagu-Chelmsford Report, Government of India Act, 1919, The Simon Commission Report, The Nehru Report, 1928, Communal Award and Poona Pact, The Civil Disobedience Movement, The Government of India Act, 1935, Defects of the Government of India Act, 1935		

Learning Resources

Textbook:

1. M.P. Jain, *Outline of Indian Legal and Constitutional History*, LexisNexis
2. S.C. Tripathi, *Indian Legal and Constitutional History*, Central Law Publication

Reference Books:

1. Granville Austin, *The Indian Constitution - Cornerstone of a Nation*, 5th Edition, Oxford University Press, New Delhi
2. Rama Jois, *Legal and Constitutional History of India*, Universal Law Publishing

JSPM University Pune**BBA.LLB (HONS)****Semester- I**

Course Type: PCC	Course Title: Fundamentals of Business Statistics	
Course Code: 241GMAB55_01	Teaching Scheme: (Hrs./Week) (Hrs./Week)	Examination Scheme:
Credits: 4	Lecture (L): 3 Tutorial (T): 1 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 100 Marks

Prerequisite Courses: Basic Symbols of Mathematics

Course Objectives: To enable the students:

- To provide knowledge about basic concepts of Statistics.
- To demonstrate data handling skills and summarize data with clarity
- To provide knowledge about measurement of central tendency.
- To give an overview of Time series analysis.
- To Provide the basic knowledge about the probability

Course Outcomes: On completion of the course, learner will be able to

CO1: Understand Statistical problem-solving concepts

CO2: Memorize all basic formulae of Statistics

CO3: Apply Statistical methods to solve various Industrial problems.

CO4: Analyze the statistical data and apply suitable statistical method to solve problems.

CO5: Express given statistical data in tables and graphs.

CO6: Evaluating simple Statistical real-world Problems.

Course Contents

Unit I	Introduction to Statistics and Data Collection	(7 Hours)
Meaning and Definition of Statistics, Nature and Importance of Statistics, Collection and Types of Data, Classification and Tabulation of Data		
Unit II	Measures of Central Tendency	(7 Hours)
Introduction, Arithmetic Mean, Median and Mode, Relation between Mean, Median and Mode, Simple Numerical Problems		
Unit III	Measures of Dispersion	(7 Hours)
Introduction, Range, quartile, decile and percentile, Mean Deviation, Quartile Deviation, Standard variation and Variance		
Unit IV	Measures of Skewness	(8 Hours)
Introduction, Moments, Raw Moments, Central Moments, Skewness - Karl Pearson's Coefficient, Skewness - Bowley's Coefficient.		
Unit V	Time Series Analysis	(8 Hours)

Introduction, Meaning & Component of Time series analysis, Method of Least squares-
Straight line Trend, Method of Least Squares- Second degree parabola

Unit VI

Theory of Probability

(8 Hours)

Meaning of Probability, Basic concepts of Probability, Joint and Marginal Probability
Mathematical expectation, Expected Value, Simple Numerical problems.

Learning Resources

Textbooks:

1. Text Gupta S. P & Gupta M.P., Business Statistics, Sultan Chand & sons, Delhi
2. A.P. Verma, Business Statistics, Asian Books Pvt. Ltd.

Reference Books:

1. Stine, R. and Foster. (2014). Statistics for Business (Decision making and Analysis).
2. Vohra, N.D. (latest edition) Business Statistics, New Delhi, Mcgraw Hills
3. Levin & Rubin, Statistics for Business, Prentice Hall of India, New Delhi.
4. Bhardwaj, R. S., Business Statistics, Excel Books, 2000.

MOOC / NPTEL Courses:

1. NPTEL Course "*Business Statistics*", By Prof. Mukesh Kumar Barua, IIT Roorkee

Link of the Course: https://onlinecourses.nptel.ac.in/noc20_mg23/preview

JSPM University Pune

BBA.LLB (Hons)

Semester- I

Course Type: MMC	Course Title: Foundations of Artificial Intelligence in Legal Practice	
Course Code: 250GCSB111_03	Teaching Scheme:(Hrs./Week) (Hrs./Week)	Examination Scheme:
Credits: 2	Lecture (L): 1 Tutorial (T): Practical (P): 2 Experiential Learning (EL):	Theory:

Prerequisite Courses, if any: Not Applicable

Course Objectives:

1. Understand the evolution and foundational principles of AI in legal practice.
2. Explore AI tools for legal research, case analysis, drafting, and litigation support.
3. Analyze the impact of AI on personal branding, content creation, and client communication in law.
4. Apply AI in contract drafting, due diligence, and M&A transactions.
5. Identify ethical, regulatory, and privacy issues related to AI use in the legal profession.

Course Outcomes:

After completion of the course, learners should be able to

- CO1:** Explain the foundational concepts of AI and how they apply to legal practice.
- CO2:** Utilize AI tools for case law analysis, contract drafting, and legal research efficiently.
- CO3:** Demonstrate the use of AI in professional branding, blogging, and client engagement.
- CO4:** Assess courtroom strategies and litigation workflows using AI tools.
- CO5:** Evaluate legal and ethical concerns, including data privacy, bias, and accountability in AI-generated content.

Course Contents

Unit I	Introduction to AI in Legal Practice	(5 Hour)
Basics of artificial intelligence and its evolution in law, How AI enhances legal research, drafting, client management, and litigation, Debunking Myths: Understanding AI's role (enhancer, not replacer) AI vs. Traditional Legal Practices Efficiency, accuracy, and cost comparison		
Unit II	Building a Legal Portfolio with AI	(5 Hour)
AI for Personal Branding, LinkedIn posts, legal blogging, creating engaging content, AI-powered Resume & Cover Letter Optimization, Using AI to Draft Case Summaries & Legal Opinions, AI in Freelance Legal Work, Basics of Contract Drafting AI-assisted Contract Review, Redlining, error detection, compliance check, AI Templates for NDAs, Employment Agreements, MOUs, and SPAs Best Practices: AI vs. Human Review		

Unit III	AI for Legal Research & Case Law Analysis	(5 Hour)
How AI Enhances Legal Research, finding case precedents in minutes Comparing AI Research Tools, Manu Patra AI, Lexis+, Case text,, Using AI to Summarize Court Judgments & Draft Legal Memos, Limitations & Ethical Considerations of AI in Legal Research		
Unit IV	AI for Content Creation & Marketing for Lawyers	(5 Hour)
Generating Blog & Article Ideas with AI, Writing Legal Articles with AI & SEO Optimization, AI for Social Media Presence & LinkedIn Engagement, Leveraging AI for Email Marketing & Client Outreach		
Unit V	AI in Litigation & Client Communication	(5 Hour)
AI Chatbots for Client Queries & Legal FAQs, AI-powered Courtroom Predictions & Case Strategy, Virtual Legal Assistants & Document Automation, AI for Drafting Demand Letters & Legal Notices, AI in Due Diligence & M&A Transactions, Using AI for Contract Analysis & Risk Assessment, AI-powered Redlining & Compliance Checks in M&A Deals.		
Unit VI	Ethical Considerations & Risks of AI in Law	(5 Hour)
Legal & Ethical Issues in AI-generated Legal Work, AI Hallucinations & Misinformation – What to Watch Out For, AI & Data Privacy – Risks of Using AI Tools in Legal Practice, Regulatory & Ethical Guidelines for AI in Law		

Learning Resources
<p>Text Books:</p> <ol style="list-style-type: none"> 1. Surden, Harry – <i>Artificial Intelligence and Legal Analytics: New Tools for Law Practice in the Digital Age</i> 2. Sheldon Ross-<i>Introduction to Probability and Statistics for Engineers and Scientists</i>
<p>Reference Books:</p> <ol style="list-style-type: none"> 1. K.C. Laudon and Jane Laudon – <i>Management Information Systems: Managing the Digital Firm</i>
<p>MOOCs Courses Links: Course: <i>Introduction to Artificial Intelligence</i></p> <p>Instructor: Prof. Mausam, IIT Delhi</p> <p>Platform: NPTEL</p> <p>Link: NPTEL AI Course</p>

JSPM University Pune

BBA.LLB (Hons)

Semester- I

Course Type: AEC	Course Title: Effective Communication Skills	
Course Code: 230UENB01_01	Teaching Scheme: (Hrs./Week)	Examination Scheme:
Credits: 2	Lecture (L): 1 Tutorial (T): 0 Practical (P): 2 Experiential Learning (EL): 0	Theory (TH): 50 Marks

Prerequisite Courses, if any: Nil

Course Objectives: Students will be able to:

- Remember key facts and concepts of communication skills.
- Understand the theories, fundamentals, and tools of communication.
- Apply basic language skills – listening, speaking, reading, and writing.
- Analyze functional grammar and language for professional usage.
- Evaluate the communication strategies used in case studies or real-world scenarios, Create social awareness.

Course Outcomes: On completion of the course, learner will be able to:

CO1: Remember basic language skills- listening, speaking, reading, and writing and attempt tasks by using functional grammar and vocabulary effectively.

CO2: Reproduce their understanding of concepts / principles of communication skills.

CO3: Apply grammatical rules in professional communication.

CO4: Analyze professional content with effective listening and reading skills.

CO5: Evaluate the social scenarios and present themselves effectively.

CO6: Create socially aware personalities.

Course Contents

Unit I	Foundation of Communication	(12 Hours)
Meaning, Definition, Scope, and Importance of Communication, Process and Types of Communication, Channels of Communication, Barriers to Effective Communication and ways to mitigate.		
Unit II	Language Competency	(8 Hours)
Basic rules of Tenses, Rules of Phonics, Diagraph, Trigraphs, Consonant blends and silent consonants, Construction of multi syllabic words		
Unit III	Active Listening	(7 Hours)
Differentiating Active listening from Passive listening, Recognizing, and overcoming common barriers to Active listening, Role of Active listening in professional interactions and conflict resolutions, Summarize and Analyze the content of broadcasts.		
Unit IV	Effective Speaking	(6 Hours)
Identifying common fears and anxieties related to speaking, Techniques to build confidence and overcome stage fright, Voice modulation, pitch, and pace for engaging delivery, Impromptu Speaking		
Unit V	Skillful Reading	(6 Hours)
Learning active reading techniques like Intensive Reading, Extensive reading Skimming and Scanning, identifying main ideas, supporting details, and drawing inferences, Strategies for		

vocabulary building and context-based understanding, Comprehensive Reading-Practical		
Unit VI	Comprehensive Writing	(6 Hours)
Learning Sentence Structure essentials, Professional Email writing- Salutations, subject line, greeting, body, closing line and signature, Memo, Notice and Agenda, Minutes of Meeting, Letter Writing: Formal Letter, Informal Letter, Business Letter, Job Application, Complaint Letter and Leave Application		

Learning Resources

Textbooks:

1. Meenakshi Raman, *“Technical Communication Principles and Practice”*, Oxford University Press Fourth Edition May 2022

Reference Books:

1. Veerendra Mishra, *“English Language Skills: A Practical Approach”* Cambridge University Press, 2020

MOOC / NPTEL Courses:

1. NPTEL Course “Communication Skills” Dr. T. Ravichandran, IIT Kanpur Link of the Course: <https://archive.nptel.ac.in/courses/109/104/109104031/>

Additional Web Resources:

1. <https://www.britishcouncil.in/english/online/resourceswebsites/moocs>

JSPM University Pune

BBA.LLB (Hons)

Semester- I

Course Type: AEC **Lab Course Title: Effective Communication Skills**

Course Code:
230UENB01_01 **Teaching Scheme:** **Examination Scheme:**

Credits: 2 **Lecture (L): 1**
Tutorial (T): 0
Practical(P): 2
Experiential Learning (EL):0 **Theory (TH): 50 Marks**

Prerequisite Courses, if any: - Nil

List of Laboratory Experiments

Group A

- | | |
|----|---------------------|
| 1. | Presentation Skills |
| 2. | Tenses |
| 3. | Phonics |
| 4. | Listening Skills |
| 5. | Speaking Skills |

Group B

- | | |
|-----|------------------|
| 6. | Group Discussion |
| 7. | Impromptu Speech |
| 8. | Reading Skills |
| 9. | Letter Writing |
| 10. | Email Writing |

JSPM University Pune**BBA.LLB (Hons)****Semester- I**

Course Type: SEC	Course Title: Advanced Excel	
Course Code: 230VBCB10_01	Teaching Scheme: Hrs./Week	Examination Scheme:
Credits: 3	Lecture (L): 2 Tutorial (T): 0 Practical (P): 2 Experiential Learning (EL): 0	Oral (OR): 50 Marks Practical (PR) :50 Marks
Prerequisite Courses, if any:		
Course Objectives: <ul style="list-style-type: none">To build up the technical knowledge of the students and make them aware of the advanced Excel formulas and other terms.		
Course Outcomes: CO1: Students will learn the concept of basic functioning. CO2: Understand the concept of validation. CO3: Understand the concept of advanced filters. CO4: Learn the concept of advanced sorting. CO5: Learn the concept of basic function. CO6: Understand the concept lookup functions.		
Course Contents		
Unit I	Mastering the Essentials: Excel's Basic Functions	(7 Hrs)
Basic function: sum, average, count, max/min, Basic text, date/time, lookup information, Name manager, Formulae auditing, Mathematical functions Sum if, count if, average if and nested if, And, or, not		
Unit II	Data Integrity: Excel Validation Techniques	(7 Hrs)
Validation: input message, error alerts, drop-down lists. Conditional formatting, Formatting dates, and time functions, data validation, text, and list validation.		
Unit III	Precision Filtering: Excel's Advanced Filter Strategies	(7 Hrs)
Advance filters: Extracting records with advanced filters. Using formulae in criteria, Charts: - bar charts, pie charts, line charts and slicers, watermark, Managing primary and secondary data.		
Unit IV	Sophisticated Sorting: Excel's Advanced Sorting Techniques	(8 Hrs)
Advanced sorting: sorting from top to bottom, left to right. Creating, a custom list, Sort by using the custom list.		
Unit V	Text Wizardry: Unleashing Excel's Powerful Text Functions	(8 Hrs)



JSPM UNIVERSITY PUNE

Recognized by the UGC u/s 2 (f) of UGC Act 1956 and enacted by the
State Government of Maharashtra - JSPM University Act, 2022 (Mah. IV of 2023)

Text functions using: The mid, search, left, and right functions, Using the trim clean, clean, upper, and lower functions, Using the substitute and text function, Using trim, clean, proper, and dollar functions.

Unit VI

Unlocking Data: Excel's Lookup Function Mastery

(8 Hrs)

Lookup functions: match with lookup functions, Index and match functions, Offset and indirect functions.

Learning Resources

Textbooks:

1. "Excel 2023", Leonardo L. wright
2. "Advanced excel essential" "Apress".

Reference Books:

3. M.L. Humphrey

MOOC / NPTEL Courses: <https://www.edubasetrainings.com>

JSPM University Pune**BBA.LLB (Hons)****Semester I**

Course Type: LLC	Course Title: Mindfulness and Wellbeing	
Course Code: 230UPYB02_01	Teaching Scheme: (Hrs./Week) (Hrs./Week)	Examination Scheme:
Credits: 1.5	Lecture (L): 1 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 2	Oral (OR): 50 Marks

Prerequisite Courses, if any: Nil

Course Objectives:

- Participants will learn to apply mindfulness in various aspects of their lives, fostering resilience and promoting mental and emotional balance.

Course Outcomes: On completion of the course, learner will be able to

CO1: To understand the fundamental principles of mindfulness as presented in the work of Jon Kabat Zinn and Satipatthana sutta

CO2: To practice mindfulness meditation techniques for stress reduction and emotional regulation.

CO3: To explore the scientific research supporting the benefits of mindfulness-based practices.

CO4: To apply mindfulness in everyday life, including in relationships, work, and self-care.

CO5: To develop personal mindfulness practice and cultivate a sense of mindfulness in the present moment.

Course Contents

Unit I	Introduction to Mindfulness	(2 Hrs)
Definition and history of mindfulness, Understanding the mind-body connection, Benefits of mindfulness for mental and physical health, Mindful eating and drinking		
Unit II	Mindful Meditation Techniques	(2 Hrs)
Breath awareness meditation, Body scan meditation, Loving-kindness meditation, Walking meditation		
Unit III	Integrating Mindfulness into Daily Life	(2 Hrs)
Creating a mindful environment, Mindful parenting and family life, Mindfulness and creativity, Establishing a sustainable mindfulness practice		
Unit IV	Four Types of Mindfulness	(3 Hrs)
Mindfulness of the body (kāyānupassanā), Mindfulness of feelings (vedanānupassanā), Mindfulness of mind (cittānupassanā), Mindfulness of dhammas (dhammānupassanā)		
Unit V	Managing Stress and Emotions	(3 Hrs)
Mindfulness-based stress reduction (MBSR) techniques, Mindfulness for anxiety and depression, Emotional regulation through mindfulness, Mindfulness for coping with pain and discomfort		
Unit VI	Cultivating Mindful Awareness	(3 Hrs)
Developing non-judgmental awareness, Mindfulness of thoughts and emotions, Mindfulness in communication and relationships, Mindfulness in the workplace and daily activities		

Learning Resources

Textbooks:

1. Zinn, Jon Kabat. *Mindfulness for Beginners*. Jaico Publishing House, 2017.
2. Gunaratana, Henepola. *The four foundations of mindfulness in plain English*. Wisdom publications, Boston, 2012.
<https://www.theravadabuddhistcommunity.org/wp-content/uploads/2022/04/The-Four-Foundations-of-Mindfulness-in-Plain-English-PDFDrive-1.pdf>

Reference Books:

1. Kabat-Zinn, Jon, et al. *The mindfulness revolution: Leading psychologists, scientists, artists, and meditation teachers on the power of mindfulness in daily life*. Shambhala Publications, 2011.

Coursera Courses:

1. <https://www.coursera.org/specializations/mindfulness-and-well-being>

JSPM University Pune

BBA.LLB (Hons)

Semester- II

Course Type: PCC	Course Title: Principles of Financial Management	
Course Code: 240VBBB05_02	Teaching Scheme: 3 Hrs./Week	Examination Scheme:
Credits: 4	Lecture (L): 3 Tutorial (T): 1 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 100 Marks
Prerequisite Courses, if any: Basic understanding of accounting principles and preparation of financial statements.		
Course Objectives:		
<ol style="list-style-type: none"> 1. Understand the fundamental principles of financial management and the tools for financial analysis, including the concepts of capitalization and risk-return trade-off. 2. Analyse working capital components and apply the concept of time value of money to financial decisions. 3. Evaluate capital budgeting techniques for investment decision-making, including payback period, NPV, IRR, and other methods. 4. Determine the cost of capital from different sources, such as equity, preference shares, debt, and retained earnings, and calculate the Weighted Average Cost of Capital (WACC). 5. Interpret financial statements through funds flow, cash flow, and ratio analysis to assess financial health. 6. Develop an understanding of capital structure planning, policy, and target structure approaches for financial decision-making. 		
Course Outcomes: On completion of the course, learner will be able to		
CO1. Explain the fundamental goals and functions of financial management and its role in risk-return trade-offs and capitalization.		
CO2. Calculate working capital requirements and solve problems involving future value, present value, and annuity using time value of money concepts.		
CO3. Evaluate investment decisions using capital budgeting tools like NPV, IRR, ARR, and others.		
CO4. Compute the cost of capital for various sources of funds and analyze its impact on WACC.		
CO5. Analyze financial statements and ratios to derive meaningful insights into a firm's financial performance and health.		
CO6. Formulate a suitable capital structure by identifying and applying relevant factors and policies.		
Course Contents		
Unit I	Introduction to Financial Management	(7 Hrs)
Meaning and Definition of Financial Management, Goals of Financial Management, fundamental principles of finance, finance functions objectives tools for financial analysis, capitalization, over capitalization and under capitalization, Risk-return trade off		
Unit II	Working Capital & Time Value of Money	(7 Hrs)
Working capital: Introduction to working capital, Definition, components of working capital Time value of money: Time Value of Money: Future Value, Present Value, Annuity		
Unit III	Techniques of Capital Budgeting	(7 Hrs)
Capital Budgeting – Meaning, Capital budgeting Process; Project Classification; Evaluation Techniques – Payback period, ARR, Discounted payback period; NPV, PI , IRR, Accept/reject		

criteria		
Unit IV	Cost of capital	(9 Hrs)
Cost of equity , cost of preference shares, cost of debt, Retained Earnings WACC		
Unit V	Financial Statement Analysis	(10 Hrs)
Funds Flow Statement and Cash Flow Statement and Ratio Analysis		
Unit VI	Capital structure	(5 Hrs)
Meaning of Capital Structure, factors determining capital structure, capital structure planning and policy, approaches to establish target capital structure		
Learning Resources		
Textbooks:		
1. Pandey , I.M,(2015), “Financial Management”, 11th Edition, Vikas Publication, New Delhi.		
2. Sinha, Pradeep Kumar, (2009) ,”Financial Management”, 5th Edition, The World Press, Calcutta., S: Marketing Management Mac Millan India New Delhi		
Reference Books:		
1. Chandra, Prasanna, (2011),”Financial Management Theory and Practice”, 8th Edition, TMH, New Delhi.		
2. Vanhorne, J, (2015),” Financial Management & Policy”, 13th Edition, Pearson Education, Delhi.		
3. Brealey and Myers, (2017),” Principles of Corporate Finance”, 10th Edition , McGraw Hill, India R4.Principles of corporate finance, Richard and Franklin, 11th edition		
MOOC / NPTEL Courses:		
Link of the Course:		

JSPM University Pune**BBA.LLB (Hons)****Semester- II**

Course Type: PCC	Course Title – Principles of Marketing	
Course Code: 231VBBB04_02	Teaching Scheme: (Hrs./Week) (Hrs./Week)	Examination Scheme:
Credits: 4	Lecture (L): 3 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL):4	Theory (TH): 100
Prerequisite Courses, if any: Nil		
Course Objectives:		
<ul style="list-style-type: none"> To provide students with a comprehensive understanding of the fundamental principles, concepts and theories of marketing, including its nature, scope and evolution. To equip students with the knowledge and skills necessary to apply marketing concepts to real-world scenarios, including segmentation, targeting, positioning, product development, pricing strategies and promotion mix. To foster critical thinking and analytical skills among students, enabling them to assess marketing environments, make informed decisions and adapt marketing strategies in response to changing market dynamics. 		
Course Outcomes: On completion of the course, learner will be able to -		
CO1: Define and differentiate the core marketing concepts and company orientations.		
CO2: Analyze the impact of demographic, economic, political, legal, socio-cultural and technological factors on marketing in the Indian context.		
CO3: Create market segmentation, targeting and positioning strategies for specific market segments or target group of customers.		
CO4: Develop branding and marketing mix strategies based on the product life cycle and competitive landscape for different products and services.		
CO5: Design and implement integrated marketing communication plans and marketing channel strategies in response to changing market dynamics		
Course Contents		
Unit I	Introduction	4 (Hrs.)
Nature, Scope and Importance of Marketing, Evolution of Marketing; Core marketing concepts; Company orientation - Production concept, Product concept, Selling concept, Marketing concept, Holistic marketing concept.		
Unit II	Marketing Environment	3 (Hrs.)
Demographic, economic, political, legal, socio cultural, technological environment (Indian context); Portfolio approach – Boston Consultative Group (BCG) matrix		
Unit III	Time Value of Money and Capital Budgeting	8 (Hrs.)
Concept Of Time Value Of Money And Its Importance In Financial Decision-Making, Techniques To Evaluate Investment Opportunities, Present Value, Internal Rate Of Return, And Payback Period. <i>Case Study: Time Value Of Money And Capital Budgeting</i>		
Unit IV	Product & Pricing Decisions	7 (Hrs.)

Relationship Between Risk And Return, Types Of Risk, Systematic And Unsystematic Risk, How To Measure And Manage Risk, Concept Of Diversification, Role Of Diversification In Reducing Risk. *Case Study: Risk And Return*

Unit V	Promotion Mix and Place (Marketing Channels)	10 (Hrs)
Factors determining promotion mix, Promotional Tools –basics of Advertisement, Sales Promotion, Public Relations & Publicity and Personal Selling Channel functions, Channel Levels, Types of Intermediaries: Types of Retailers, Types of Wholesalers. Marketing of Services - Unique Characteristics of Services, Marketing strategies for service firms – 7Ps, Digital Marketing (Concept and Tools).		
Unit VI	Legal Ethical and Social Aspects of Marketing	2 (Hrs)
Consumerism; Consumer Protection Measure in India; Recent Developments in Consumer Protection in India.		

Learning Resources

Text Books:

1. Kotler Philip, Principles of Marketing, 17e, 2018, Pearson Education
2. Ramaswami, V.S and Namakumari, S: Marketing Management Mac Millan India New Delhi

Reference Books:

1. Kotler Philip: Marketing Management, 16e, 2022, Pearson Education
2. Stanton, Shallian J. and Charles Futrell: Fundamentals of Marketing Mc Graw hill New York

MOOC / NPTEL Courses:

1. EMRC Swayam: "Marketing Management", Dr. Nambram Amulkumar, Centre for Entrepreneurship and Skill Development (CESD), Manipur University

Link of the Course:

<https://www.manipuruniv.ac.in/p/emrc-swayam-marketing-management>

JSPM University Pune**BBA.LLB (HONS)****Semester- II**

Course Type: PCC	Course Title – Business Economics	
Course Code: 231VBCB22_02	Teaching Scheme: (Hrs./Week) (Hrs./ Per week)	Examination Scheme:
Credits: 4	Lecture (L): 3 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 4	Theory (TH): 100

Prerequisite Courses, if any:**Course Objectives:**

The course enables the students to understand, analyze and evaluate economic aspects of business and the business environment applicable to business decision making. It will enhance skills related to analytical and critical thinking, evaluating arguments, delivering coherent arguments in written essays, review and researching information, and skill related to mathematical calculations for obtaining optimum price output combination.

Course Outcomes: On completion of the course, learner will be able to -

CO1: To familiarize with the students the importance of economic approaches in business decision making

CO2: To understand Various Theories of Demand analysis

CO3: To analyze and evaluate effect of Supply

CO4: Evaluate different market structure.

CO5: Apply Pricing Decisions in dynamic & different types of market condition.

CO6: Create Different Pricing Policies in terms of consumer behavior.

Course Contents

Unit I	Introduction to Business Economic	10 Hrs
Definition, scope and importance of business economics. Difference between Macro-Microeconomics.		
Unit II	Demand Analysis	8 Hrs
Meaning of Demand, law of Demand, elasticity of Demand and factors affecting demand.		
Unit III	Supply Analysis	8 Hrs
Law of supply, elasticity of supply and determinants of supply.		
Unit IV	Market structures	10 Hrs
Perfect competition, monopoly, oligopoly, monopolistic competition		
Unit V	Market equilibrium and price determination	10 Hrs
Interaction of demand and supply, Concept of equilibrium, equilibrium price and quantity determination		
Unit VI	Consumer Behaviour and case study	9 Hrs
Utility analysis and indifference curve analysis. Application of business economics principles in real world scenarios.		

JSPM University Pune
BBA.LLB (HONS)
Semester- II

Course Type: PCC		Course Title: Contract Law - I	
Course Code: 241UBLB02_02		Teaching Scheme: (Hrs./Week)	Examination Scheme:
Credits: 4		Lecture (L): 3 Tutorial (T): 1 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 100 Marks
Prerequisite Courses, if any: Nil			
Course Objectives: <ul style="list-style-type: none"> • To provide students with a comprehensive understanding of the fundamental principles and concepts governing contracts in the legal framework. • To equip students with the knowledge and skills necessary to analyze, interpret, and apply contract law principles to real-world scenarios. • To foster critical thinking and analytical skills in evaluating the formation, validity, and enforceability of contracts. • To develop students' ability to identify and mitigate potential risks and liabilities associated with contractual agreements. • To encourage ethical reasoning and decision-making in contractual negotiations and dispute resolution processes. 			
Course Outcomes: On completion of the course, learner will be able to			
CO1: Students will be able to demonstrate a clear understanding of the essential elements of a valid contract, including offer, acceptance, consideration, intention to create legal relations, and certainty of terms.			
CO2: Students will be proficient in identifying different types of contracts, such as bilateral, unilateral, express, implied, void, voidable, and illegal contracts, and understand the legal implications of each type.			
CO3: Students will develop the skills to analyze contractual agreements, identify potential issues or ambiguities, and propose effective solutions in compliance with contract law principles.			
CO4: Students will be able to assess the legal consequences of contractual breaches, including remedies available to parties, such as damages, specific performance, injunctions, and rescission.			
CO5: Students will demonstrate the ability to apply contract law principles to practical scenarios, draft basic contractual documents, and effectively communicate legal arguments in oral and written forms.			
Course Contents			
Unit I	Introduction to Contract Law		(6 Hours)
Definition and Nature of Contracts; Important Definitions under Indian Contract Act 1872: Contract, Agreement, Consideration, Promise, Proposal, Promisor and Promisee, Reciprocal promises, Void Agreements, Voidable Contract, Void Contract; Types of contracts; Essential elements of valid contract.			

Unit II	Formation of Contracts	(6 Hours)
Agreement under Indian Contract Act (Section 2 to 9, Indian Contract Act); Capacity to; Contract under Indian Contract Act (Sections: 10, 11, 12, 64, 65, and 68); Free Consent (Sections 13 to 22, Indian Contract Act); Consideration under Indian Contract Act (Sections 23 to 25 Indian Contract Act).		
Unit III	Void Agreements: Limitations on Freedom of Contract	(9 Hours)
Void Agreements (S. 24 – 29, Indian Contract Act) ; Contingent contracts (S. 30, Indian Contract Act). Definition of void agreements, Characteristics of void agreements, Differences between void and voidable agreements, Types of Void Agreements, Limitations on Freedom of Contract, Case Studies and Judicial Interpretations, impact of void agreements, Conclusion and Future Perspectives.		
Unit IV	Discharge of a Contract (Section 37 to 67, Indian Contract Act)	(9 Hours)
Discharge of a Contract and Performance of Contracts (Section 37 to 67, Indian Contract Act), Modes of Discharge, Special Cases of Discharge, Effects of Discharge, Case Studies and Judicial Interpretations, Practical Applications- Drafting enforceable contracts considering discharge principles, Risk management and strategies to mitigate discharge issues		
Unit V	Quasi – Contracts	(8 Hours)
Concept and Classification of Quasi Contracts (Section 68 to 72, Indian Contract Act), Section 68: Necessaries supplied to incapable persons, Section 69: Reimbursement for payments made, Section 70: Benefits received from non-gratuitous acts, Section 71: Finder of goods and their responsibilities, Section 72: Liability for money paid or property delivered without consideration, Remedies for Breach of a Contract-(Ss. 73, 74 & 75).		
Unit VI	Remedies under Specific Relief Act, 1963	(8 Hours)
Remedies under Specific Relief Act, 1963 [Sections. 2 to 42], Specific Performance (Sections 10-30), Injunctions (Sections 36-42), Rectification (Section 26), Rescission (Section 27), General Principles Governing Remedie, Case Studies and Judicial Interpretation.		

Learning Resources

Reference Books:

1. Kapoor S. K., Contract-I and II, Central Law Agency, Allahabad
2. Dr. R.K. Bangia, Contract-I, Allahabad Law Agency

MOOC / NPTEL Courses:

1. Pollock & Mulla, revised & edited by Nilima Bhadbhade Indian Contract Act, 1872.
2. Anson's Law of contract oxford 29th edition Oxford University Press

JSPM University Pune

BBA.LLB (Hons)

Semester- II

Course Type: PCC	Course Title: Legal Language and Legal Reasoning	
Course Code: 241ULBB03_02	Teaching Scheme: (Hrs./Week)	Examination Scheme:
Credits: 4	Lecture (L): 3 Tutorial (T): 1 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 100 Marks

Prerequisite Courses, if any: Nil

Course Objectives:

- To familiarize students with the specialized language and terminology used in legal contexts, enabling effective communication within the legal profession.
- To develop students' skills in interpreting and analyzing legal texts, including statutes, case law, contracts, and legal documents.
- To cultivate the ability to construct coherent legal arguments and apply legal reasoning principles to address complex legal issues.
- To enhance students' proficiency in legal writing, including drafting legal opinions, memoranda, pleadings, and other legal documents with precision and clarity.
- To promote critical thinking and problem-solving skills necessary for engaging in legal analysis, interpretation, and application of law to practical scenarios.
-

Course Outcomes:

- CO1:** Students will demonstrate a comprehensive understanding of legal terminology, concepts, and principles, enabling effective communication within the legal profession and with clients.
- CO2:** Students will be proficient in interpreting and analyzing various legal texts, including statutes, regulations, case law precedents, and legal contracts, to extract relevant legal principles and concepts.
- CO3:** Students will develop the ability to construct persuasive legal arguments supported by evidence, precedent, and legal reasoning principles, both orally and in writing.
- CO4:** Students will exhibit competence in drafting a range of legal documents, such as legal opinions, memoranda, contracts, and pleadings, adhering to legal drafting conventions and standards.
- CO5:** Students will demonstrate critical thinking skills in identifying legal issues, analyzing factual scenarios, applying relevant legal rules, and reaching well-reasoned conclusions in accordance with legal principles and precedents.

Course Contents

Unit I	Introduction to Legal Language and Legal Reasoning	(7 Hours)
Definition and Scope of Legal Language; Importance of Legal Reasoning in the Legal Profession; Historical Development of Legal Language and Reasoning Basic Principles of Legal Interpretation and Analysis,		

Unit II	Legal Terminology and Vocabulary	(7 Hours)
Legal Terminology and Vocabulary; Latin Maxims and Legal Expressions; Specialized Vocabulary in Different Legal Fields (e.g., Contract Law, Tort Law, Criminal Law); Importance of Precision and Clarity in Legal Language		
Unit III	Understanding Legal Texts	(7 Hours)
Statutory Interpretation: Rules and Methods; Case Law Analysis: Reading and Extracting Legal Principles from Precedents; Legal Documents: Structure and Content (e.g., Contracts, Pleadings, Judgments); Reading and Analyzing Legal Citations and References.		
Unit IV	Legal Reasoning and Argumentation	(7 Hours)
Construction of legal arguments based on statutory interpretation and case law analysis. Application of legal reasoning principles to real-world legal problems. Persuasive argumentation techniques in both oral and written forms.		
Unit V	Legal Writing Skills	(7 Hours)
Principles of Clear and Concise Legal Writing; Structuring Legal Documents: Introduction, Body, Conclusion; Drafting Legal Opinions, Memoranda, and Briefs; Citation Styles and Formatting in Legal Writing.		
Unit VI	Application of Legal Language and Reasoning	(7 Hours)
Case Analysis and Case Briefing Techniques; Legal Problem Solving: Identifying Issues, Analyzing Facts, Applying Law; Oral Advocacy Skills: Mooting, Mock Trials, and Legal Debates; Ethical Considerations in Legal Language and Reasoning		

Learning Resources

Textbooks:

1. Agarwal, S P. Drafting and Conveyancing. Delhi: Lexis Nexis, 2005
2. Asprey, Michele M. Plain Language for Lawyers. New Delhi: Universal Law Publishing Co., 2011.

Reference Books:

1. Law Commission of India. Non-feasibility of Introduction of Hindi as Compulsory Language in the Supreme Court of India. Report No 216, December 2008.
2. Selby, Hugh. Advocacy Preparation and Performance, New Delhi: Universal Law Publishing Co., 2009.

JSPM University Pune BBA.LLB (Hons) Semester- II		
Course Type: AEC	Course Title: Communicative Proficiency Skills	
Course Code: 230UENB02_02	Teaching Scheme: (Hrs./Week)	Examination Scheme: Theory
Credits: 2	Lecture (L): 1 Tutorial (T): 0 Practical(P): 2 Experiential Learning (EL):0	Theory(TH): 50 Marks
Prerequisite Courses, if any:		
<p>Course Objectives: Course Objectives:</p> <ul style="list-style-type: none"> • Recall theory of communication for effective body language. • Understand the importance of developing Public Speaking Skills and formulate thoughts effectively in the form of an effective Presentation. • Carry reflexive or non-reflexive movements of the part or whole body. • Analyze how sentences are built, learn to expand sentences, and learn to combine short, choppy sentences into longer, grammatically correct sentences. • Evaluate the most appropriate form in which to present information through social media • Create awareness about importance of professional behavior and suggest standards for appearance, actions, and attitudes in business Environment. 		
<p>Course Outcomes: On completion of the course, learner will be able to</p> <p>CO1: Recalling theory of communication for effective body language.</p> <p>CO2: Understand the importance of developing Public Speaking Skills and formulate the thoughts effectively in the form of an effective Presentation.</p> <p>CO3: Carrying reflexive or non-reflexive movements of the part or whole body.</p> <p>CO4: Analyzing how sentences are built, learning to expand sentences, and learning to combine short, choppy sentences into longer, grammatically correct sentences.</p> <p>CO5: Evaluate the most appropriate form in which to present information through social media,</p> <p>CO6: Create awareness about importance of professional behavior and suggest standard for appearance, actions, and attitudes in business environment.</p>		
Course Contents		
Unit I	Public Speaking Skills	(03 Hrs.)
Importance of Public Speaking Skills, Presentation Skills: Stage Presence, Body Language, Voice Modulation, Interview Skills: Self-evaluation, Formal Dressing, Clarity of thoughts, Group Discussion: Dos and Don'ts of Group Discussion, Difference between discussion and debate, Attitude		
Unit II	Effective Body Language	(02 Hrs.)

Kinesics: Body language, Facial Expressions, Non-verbal behavior, Proxemics: Definition, Public Space, Social Space, Personal Space, Intimate Space, Gesture: Active Gestures, Passive Gestures, Posture: Attentive posture		
Unit III	Syntax Skills	(03 Hrs.)
Definition of syntax, Syntax and grammar; Basic concepts and terminologies, Basic elements of sentences and clauses. Syntactic categorization of sentence elements.		
Unit IV	Technical Writing	(03 Hrs.)
Paragraph Writing. Report writing: Formal and Informal Report. Resume writing: Difference in CV and Resume. Advertisement writing.		
UNIT V	Corporate/ Business Etiquette	(02 Hrs.)
Corporate Grooming and Dressing, Email and Telephone Etiquette, Etiquette in social and office- setting, Professional Behavior		
Unit VI	Basic Social Media Communication Skills	(02 Hrs.)
Professional Blog Writing, Building and optimizing professional profiles on social media Creating professional and engaging content, Networking through social media		

Learning Resources	
Textbooks:	
1. Krishna Mohan & Meera Banerji “ <i>Developing Communication Skills</i> ” Macmillan	
Reference Books:	
1. R. C. Sharma & Krishna Mohan “ <i>Business Correspondence and Report Writing</i> ” (Tata McGraw Hill)	
2. Raymond Murphy (CUP) “ <i>Essential English Grammar</i> ” (Elementary & Intermediate)	
3. Saran Freeman, “ <i>Written Communication in English</i> ” (Orient Longman)	
MOOC / NPTEL Courses:	
1. NPTEL Course “ <i>Speaking Effectively</i> ” Prof Anjali Gera Roy ,IIT kharagpur	
Link of the Course https://onlinecourses.nptel.ac.in/noc23_hs13/preview	
Additional Web Resources: https://www.bbc.co.uk/learningenglish/	

JSPM University Pune

BBA.LLB (Hons)

Semester- II

Course Type: AEC	Lab Course Title: Communicative Proficiency Skills	
Course Code: 230UENB02_02	Teaching Scheme:	Examination Scheme:
Credits: 2	Lecture (L): 1 Tutorial (T): 0 Practical(P): 2 Experiential Learning (EL):0	Theory (TH): 50 Marks

Prerequisite Courses, if any: - Nil

List of Laboratory Experiments

Group A

- | | |
|----|---------------------|
| 1. | Presentation Skills |
| 2. | Interview Skills |
| 3. | Group Discussion |
| 4. | Grammar |
| 5. | Report Writing |

Group B

- | | |
|-----|-----------------------|
| 6. | Paragraph Writing |
| 7. | CV/Resume Writing |
| 8. | Blog Writing |
| 9. | Advertisement Writing |
| 10. | Email Writing |

Virtual LAB Links:

SPM University Pune

BBA.LLB (HONS)

Semester- II

Course Type: IITP / FP/CEP	Lab Course Title: Internship / Field Project/ Community Engagement Programme	
Course Code: 240UBLB03_02	Teaching Scheme: (Hrs./Week)	Examination Scheme:
Credits: 2	Duration: 04 to 06 Weeks	Oral (OR): 50 Marks

Prerequisite Courses, if any: - Nil

Objectives: Learners will be able to

- To expose students to the industrial environment, which cannot be simulated/experienced in the classroom and hence creating competent professionals in the industry and to understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
- To provide students with an opportunity to apply theoretical knowledge from academics to the realities of the field work/training.
- To providing practical experience in a field or discipline

Course Outcomes: On completion of the course, learner will be able to

CO1: Develop professional competence through internship.

CO2: Apply academic knowledge in a personal and professional environment.

CO3: Build the professional network and expose students to future employees.

CO4: Apply professional and societal ethics in their day to day life.

CO5: Become a responsible professional having social, economic and administrative considerations.

CO6: Decide own career goals and personal aspirations.

Duration and Evaluation:

- Internship to be completed after every even semester (2, 4 and 6) and before commencement of next odd semester (03, 05 and 07).
- Internship should be at least 4 to 6 weeks and it is to be assessed immediately after completion.

Framework of Internship/ Field Project / Community Engagement Programme:

- During the vacation after even semester, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Field Project / Community Engagement Project
- Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry.
- Every student is required to prepare a file containing documentary proofs of the activities done by him.
- The evaluation of these activities will be done by Programme Coordinator/ Project Head / faculty / TPO/ mentor or Industry Supervisor.

Internship Guidelines:

Step 1: The department will issue request Letter/ Email to the respective industry/ firm/ NGO/ organization to allot various slots of 4-6 weeks as internship/ Field Project / Community Engagement Project periods for the students.

Step 2: Industry will confirm the training slots allocated for internships via Confirmation

Letter/ Email.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.

Step 4: Students undergo industrial training/ Field Project / Community Engagement Project at the concerned Industry / Organization. In- between Faculty Member(s) can evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department.

Step 5: Students will submit training report after completion of internship.

Step 6: Training Certificate to be obtained from industry / Organization.

Internal Reporting Guidelines for students:

- Every intern should send weekly report to their internal guide without fail. It is mandatory for the intern to send weekly reports to their respective guide on regular basis.
- Interns should have at least fortnightly verbal communication with the internal guide without fail.
- In cases where in the company wants to secure their confidential information in the project / internship report, the internal guide should duly co-ordinate with the respective mentor/reporting manager on the method of reporting to assure that no information will be leaked outside and is purely for academic purposes.

Internship Diary / Internship Workbook:

- Students must maintain Internship Diary/ Internship Workbook. The main purpose of maintaining diary/workbook is to cultivate the habit of documenting. The students should record in the daily training diary account of the observations, impressions, information gathered and suggestions given, if any.
- The training diary/workbook should be signed after every day by the supervisor/ in charge of the section where the student has been working.
- Internship Diary/workbook and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training.

Internship Diary / workbook may be evaluated on the basis of the following criteria:

- Proper and timely documented entries.
- Adequacy & quality of information recorded
- Data recorded.
- Thought process and recording techniques used.
- Organization of the information.

Internship Work Evaluation:

- Every student is required to prepare and maintain documentary proofs of the activities done by him / her as internship diary or as workbook.
- The evaluation of these activities will be done by Programme Coordinator/ Project Head / faculty / TPO/ mentor or Industry Supervisor based on- overall compilation of internship activities, sub-activities, the level of achievement expected, evidence needed to assign the points and the duration for certain activities.

Evaluation-Seminar presentation / Oral Examination at the institute:

The student will present a seminar based on his training report, before an expert committee constituted by the concerned department as per norms.

The evaluation will be based on the following criteria:

- Depth of knowledge and skills Communication & Presentation Skills.
- Team Work
- Creativity

- Planning & Organizational skills
- Adaptability and Analytical Skills
- Attitude & behaviour at work.
- Societal Understanding
- Ethics
- Regularity and punctuality
- Attendance record
- Log book
- Student's Feedback from External Internship Supervisor

Internship Report:

- The report shall be presented covering following recommended fields but limited to:
- Title/Cover Page
- Internship completion certificate.
- Internship Place Details- Company background-organization and activities/Scope and object of the study / personal observation.
- Index/Table of Contents
- Introduction
- Title/Problem statement/objectives
- Motivation/Scope and rationale of the study
- Methodological details
- Results / Analysis /inferences and conclusion
- Suggestions / Recommendations for improvement to industry, if any
- Attendance Record
- List of reference (Library books, magazines and other sources)

Feedback from internship supervisor (External & Internal):

Post internship, faculty coordinator should collect feedback about student with following recommended parameters:

- Technical knowledge
- Discipline
- Punctuality
- Commitment
- Willingness to do the work
- Communication skill
- Individual work
- Team work
- Leadership