

M.G.S. UNIVERSITY, BIKANER

SYLLABUS

POST GRADUATE

DIPLOMA COURSES

FACULTY OF LAW

EXAMINATION – 2019

ONE YEAR DIPLOMA COURSE IN LABOUR LAW, LABOUR WELFARE AND PERSONNEL MANAGEMENT

Scheme of Examination:

R. 21 B - For the diploma course in Labour Law, Labour welfare and personnel Management, candidates must obtain for a pass at least 40% marks in individual papers and 48% in the total aggregate of the successful candidates. Those securing 60% or more marks in the aggregate shall be placed in the first division and rest in the second division. **Each paper shall carry 100 Marks. A candidate may offer dissertation in lieu of a paper the dissertation shall be of 100 Marks. It shall be submitted in triplicate by the candidate. It shall be the candidate's own work carried out under the guidance of a teacher who is recognized by the university to guide research of law in an institution, where candidate is pursuing his studies. The dissertation shall be submitted so as to reach the registrar not later than 30 days after the examination of Diploma is over.**

SYLLABUS PAPER I

INDUSTRIAL RELATIONS AND THE LAW

Max. Marks 100

Min. Marks 40

- Industrial Relations – Genesis, Concept and Emerging Patterns.
- Parties to Industrial Relations - Trade Union Management - the state and their interactions.
- Trade Unions - Concept, Growth and Structure with special reference to India, U.K., U.S.A. and Russia
- Position of Trade Union in India - Multiplicity of Trade Unions, Recognition of Trade Union, Trade Union movements, Central Trade Union. Organizations, Role and functions, Role of Trade Union in Modern Industrial Society of India. Trade Union Rivalry and Unfair Labour Practices.
- Collective Bargaining in India - Meaning, Nature, scope.
- Workers Participation in Management - Indian and Foreign experience.
- Industrial Relation - Legislative and Judicial Perspectives.
- (a) The Indian Trade Union Act, 1926.
- (b) Industrial Disputes Act, 1948.
- (c) Industrial Employment (Standing Order) Act, 1946.

Leading Cases:

- (1) R.S. Ruikar v. Emperor A.I.R. 1935 Nag. 149.
- (2) Jay Engineering Work Ltd. V. State of West Bengal A.I.R. 1968 Cal. 406.
- (3) Rohtas Industries v. Its. Union A.I.R. 1967 S.C. 425.
- (4) L.I.C. of India v. D.T. Bahadur 1981 I L.L.J. I (S.C.)
- (5) Balmer Lawrie Workers Union Bombay v. Balmer Lawrie & Co. Ltd. 1984 I. L.L. J. 314 (S.C.)
- (6) R.A. Sharma & Others v. Union of India. 1985 II L.L. J. 187 (S.C.)

N.B :- The students will be imparted teaching of latest case Law of the Supreme Court and various High Courts along with the legislatives changes and amendments from time to time.

Books Recommended :

- (1) Laski H. : Trade Union in the New Society.
- (2) Myres C. : Industrial Relations in India.
- (3) Apslev V. Whitmore : Industrial Relations, Hand Book.
- (4) John T. Dulop : Industrial Relations System.
- (5) J. Henry Richardson : An Introduction of the Study of Industrial Relations.
- (6) V.V. Giri : Labour Problems in Indian Industry.

- (7) S.N. Dhyani : Trade Unions and Right to strike
- (8) O.P. Malhotra : Law of Industrial Disputes - Vol. I.
- (9) Report of National Commission on Labour.
- (10) A.V. Raman Rao : Collective Bargaining v. Govt. Regulation.
- (11) G. Srivastava : Collective Bargaining v. Labour managements Relations in India.
- (12) C.P. Thakur : Industrial Democracy - Same Issue and Experience.
- (13) Mamoria & Mamoria : Industrial Labour, Social Security and Industrial Peace in India.
- (14) S.N. Mishra : An Introduction of Labour and Industrial Law.
- (15) The Indian Labour Year Book.
- (16) S.N. Dhyani : Crisis in Indian Industrial Relations.
- (17) I.L.O.: Conciliation and arbitration in Industrial Disputes.
- (18) I.L.O. : Freedom of associations USA, UK, USSR.
- (19) The Industrial Trade Unions Act,1926.
- (20) Industrial Employment (standing Orders) Act, 1946.
- (21) Dr. G.S. Sharma: Labour Law (Hindi)

PAPER II

LABOUR WELFARE LEGISLATIONS AND INDUSTRIAL SOCIOLOGY AND LABOUR WELFARE. CONCEPT AND PHILOSOPHY OF LABOUR WELFARE

Max. Marks 100

Min. Marks 40

Theories of Labour welfare, Role of Labour Welfare: Officers, Role of Trade Unions Employers and the State in Labour Welfare, Labour Welfare and Environment Pollution. Labour Welfare in India Legislative and Judicial Perspectives.

- [a] The Factories Act, 1948.
- [b] The Mines Act, 1952.
- [c] Employment of Children Act, 1938.
- [d] Contract Labour (Regulation and Abolition) 1970.
- [e] Inter-State Migrant workmen (Regulation of Employment and Conditions of Service) Act. 1979.

Industrial Sociology: Meaning, Scope and Development, Industrialisation and Social Change and Social Problems of Industrial Relations.

Leading Cases :

- [1] Alembic Chemical Works v. Its workman, A.I.R. 1961, S.C. 647.
- [2] V.P. Gopala Rao. v. Public Prosecutor A. P. A. I. R. 1970 S. C. 66.
- [3] Labour working in Salal Hydel Project v. State J.K. A. I. R.1983 S. C. 177.
- [4] Rural Litigation and Entitlement Kendra Dehradun v. State of U. P. A. I. R. 1985 S.C. 652.
- [5] Workmen of F.C. I. v F. C. I. A. I. R. 1985 S. C. 670.
- [6] Mukesh Advani v. State of M. P. 1985 Vol XVIII A. I. R. S. R.309.

N.B. The Students will be imparted teaching of latest case-law of the Supreme Court and the High Courts alongwith the Legislative Changes and amendments from time to time.

Books Recommended :

1. K.N. Vaid : Labour Welfare in India.
2. M.V. Moorty : Principles of Labour Welfare.
3. Government of India : Report of the Committee on Labour Welfare, 1970.
4. Govt. of India : Report of National Commission on Labour.
5. The Indian Factories Act. 1948.
6. The Indian Mines Act. 1952.
7. Employment of Children Act, 1938.
8. Contract Labour (regulation & Abolition) Act, 1970.

9. Bonded Labour (Abolition) Act, 1976.
10. Equal Remuneration Act, 1976.
11. Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
12. Miller and From : Industrial Sociology.
13. Eugene V. Schaeider : Industrial Sociology.
14. B. Kuppaswami : Social Changes in India.
15. S. C. Kuchhal : Industrial Economy of India.
16. Mamoria and Mamoria : Industrial Labour, social Security and industrial Peace in India.
17. S.N. Mishra : An Introduction to Labour and Industrial Laws.
18. The Indian Labour Year Book.

PAPER III

WAGES AND SOCIAL SECURITY LEGISLATION

Max. Marks 100

Min. Marks 40

- Genesis of West Regulation.
- Concepts of Minimum Fair, Living and Needbased Minimum Wages: Methods of Wage fixation, Wages Differentials Working of Wage Board. Standardization of Wages. Factors in Wage Determination. Dearness Allowance and Fringe Benefits, National Wage Policy-Protection of Wages.
- Development of the concept of Bonus, issues and Perspectives. concepts of Profit-sharing.
- Meaning of Social Security, Social-Assistance and Social Insurance, Social Security and Social Justice and main characteristics of Social Security system.
- Meaning and Concept of Gratuity and Provident Fund.

Legislation :

- [a] Minimum Wages Act, 1948.
- [b] Payment of Wage Act, 1936.
- [c] Payment of Bonus Act, 1965.
- [d] Equal Remuneration Act, 1976.
- [e] Workmen Compensation Act, 1923.
- [f] Employees State Insurance Act, 1948.
- [g] Employee Provident Fund Act, 1953.
- [h] Maternity Benefit Act, 1961.
- [i] Payment of Gratuity Act, 1972.

Leading Cases:

- [1] Express Newspaper Ltd. & others v. Union of India & others. A. I. R. 1958 S. C. 578.
- [2] B. E. S. T. Undertaking Bombay v. Mrs. Agens A. I. R. 1964 S. C. 193.
- [3] Royal Talkies Hyderabad v. E.S.I. Corporation A. I. R. 1978 S. C. 19.
- [4] Air India v. Nargesh Meerza, A. I. R. 1981 S. C. 1830.
- [5] D. S. Nakara v. Union of India A. I. R. 1983 S. C. 130.
- [6] Saya Mills Ltd, v. Regional P. F. Commissioner. 1985 I.L.L.J. 238 (S. C.)

N.B. The Students will be imparted teaching of latest case-Law of the Supreme Court of India and the various High Courts alongwith the Legislative changes and amendments from time to time.

Books Recommended:

1. I. L. O: Approaches to Social Security.
2. G. C. Hallen : Dynamics of Social Security in India.
3. K. N. Subramaniam : Wages in India.
4. S. B. L. Nigam : State Regulation of Minimum Wages.
5. I. L. O. : An Introduction to Social Security.

6. The Workmen Compensation Act, 1923.
7. The Payment of Wages Act, 1936.
8. The Minimum Wages Act, 1948.
9. The E. S. I. Act, 1948.
10. The E. P. F Act, 1952.
11. Maternity Benefit Act, 1961.
12. Payment of Bonus Act, 1965.
13. Payment of Gratuity Act, 1972.
14. Govt. of India: Report of National Commission on Labour.
15. V. V. Giri: Labour Problems in Indian Industry.
16. Mamoria and Mamoria: Industrial Labour, Social Security and Industrial Peace in India.
17. S. N. Mishra : An Introduction to Labour and Industrial Laws.
18. The Indian Labour Year Books.
19. G. L. Kothari : Wages, Dearness Allowance and Bonus.
20. Dr. G.S. Sharma : Labour Law (Shram Vidhi)

PAPER IV

PERSONNEL MANAGEMENT AND INDUSTRIAL PSYCHOLOGY

Max. Marks 100

Min. Marks 40

N.B. The question paper shall be divided into two parts i.e. Part I and II. The paper shall contain eight questions from Part I and two questions from part II. The Students shall be required to attempt at least one question from Part II.

PART I- PERSONNEL MANAGEMENT

- Concept of Personnel Management and Personnel Policies.
- Man Power Planning, Recruitment, Selection, Training and Job Placement including Worker's Education as envisaged by the Central Board of Worker's Education.
- Job Analysis and Evolution and Performance Appraisal.
- Management of discipline, Domestic Enquiry and Grievance Procedure.
- Role and Functions of Personnel manager.
- Scientific and Technical Advances Vis-a-Vis Personnel Management.

PART II- INDUSTRIAL PSYCHOLOGY

- Industrial Psychology- Nature, Scope and Functions.
- Motivation and Mural, Leadership Styles & Dynamics.
- Psychology of Attitudes. Hawthorne Experiments and their relevance in India.
- Individual Behaviour in formal and Informal Groups. Interpersonal and Inter-group relationship in organization and their Impact on Organization.

Leading Cases:-

- [1] North Brook Jute Co. Ltd. v. Their Workman A. I. R. 1960.
- [2] Monogram Mills Ltd. v. State of Gujarat 1976 II L.L.J. 174 (S.C.)
- [3] Workman of Williamson Magor & Co. Ltd. v. williamson Magor & Co. Ltd. 1982. L.L.J. 83 (S.C.)
- [4] State of Orissa v. Ram Prashad. 1985 II L.L.J. 204 (S.C.)
- [5] N. M. Rubber Co. Ltd. Madras v. I. S. Natrajan, 1985 II L.L.J. 364 (Madras H.C.)
- [6] Union of India v. Tulsi Ram Patel A. I. R. 1958 S. C. 1416.

N.B The Students will be imparted teachings of latest case-Laws of the Supreme Court of India and various High Court along with the Legislative changes and amendments from time to time.

Books Recommended:

1. I. L. O. : International Labour Codes. Vol. I & II
2. S.N. Dhyani : I. L. O. and India : In Pursuit of Social Justice .
3. G. A. Johnson : The I. L. O.
4. Davil Miller : Social Justice.
5. Kamla Mathur & N. R. Seth : Tripartitism in Labour Policy. Indian Labour Year Book.
6. S. K. Agarwal : K. M. Munshi Lectures on Public Interest Legislation in India.
7. Govt. of India : Report of National Comission on Labour.
8. C. K. Johari : Indian Tripartite System.
9. S. R. Samant : Industrial Jurisprudence.
10. Indian Constitution : Relevant Portions.
11. Govt. of India : Tripartite Consulations.
12. R. G. Chaturvedi : National and Social Justice.
13. Mahesh Chandra : Industrial Jurisprudence.
14. Rideout : Principles of Labour Law.
15. N. Vaidyanathan : International Labour Standards.

PAPER V**LABOUR JURISPRUDENCE AND THE I.L.O.****Max. Marks 100****Min. Marks 40**

- Concept and Growth of Labour Jurisprudence.
- Concept of Social Justice, Natural Justice and the Labour.
- Constitution of India, 1950. and the Labour.
- Labour and Judicial Process and Public Interest Legislation.
- Tripartism : Voluntarism in Labour Relations and Code of Discipline in Industry.
- I. L. O. - Genesis, Aims and Objectives, Constitutions.
- I. L. O. - Conventions and Recommendation : Procedure for Ratify
- I. L. O. Conventions and Recommendations and Problems in their Rectification.
- I. L. O. & Regional Conferences.
- International Labour Standards and Labour Legislations in India.
- I. L. O. Problems and Prospects.
- ILO and Human Rights in India, Perspectives.

Leading Cases:-

- [1] Som Praksh v. Union of India. A. I. R. 1981 S. C. 212.
 - [2] Bandhua Mukti Morcha Vs. Union of India A. I. R. 1984 S. C. 802.
 - [3] People Union for Democratic Rights & others. v. Union of India. 1982 II L. L. J. 454 (S.C.)
 - [4] National Textiles Workers Union v. Ram Krishna A. I. R. 1983 S. C. 759.
 - [5] Excel Wear v. Union of India 1978, L. C. J. 527 (S.C.)
 - [6] The Delhi Cloth & General Mills Ltd. v. Sambhunath Mukerjee. 1935 I. L. J. 36 (S.C.)
- N.B. The students will be imparted teachings of latest case-laws of the Supreme Court of India and Various High Court along with the Legislative changes and Amendment from time to time.

Books Recommended -

1. I. L. O. International labour Codes Vol. I & II
2. S. N. Dhyani : I. L. O. and India : In pursuit of Social Justice.
3. G. A. Johnston : The I. L. O.
4. David Miller : Social Justice.
5. Kamal Mathur and N. R. Seth : Tripartitism in Labour Policy
6. Indian Labour Yearbook
7. S. K. Agrawal : K. N. Mushi Lecures on Public Interest Litigation in India.

8. Govt. of India : Report of National Commission of Labour.
9. G. K. Johri : Indian Tripartite System.
10. S. R. Samant : Industrial Jurisprudence.
11. Indian Constitution : Relevant Portions.
12. Govt. of India : Tripartite Consultations.
13. R. G. Chaturvedi : Natural and Social Justice.
14. Mahesh Chandra : Industrial Jurisprudence.
15. Ridout : Principles of Labour Law.
16. N. Vaidyanathan : International Labour Standards.

PAPER VI

LABOUR ECONOMICS AND LABOUR STATISTICS AND ORGANIZED AND UN-ORGANIZED LABOUR ORGANISATIONS

Max. Marks 100

Min. Marks 40

- Labour Force in Organized and Unorganized Sectors-Sources. Composition, Characteristics etc.
- Employment, Un-employment and Under-employment-conceptual and Development Aspects.
- Labour Turn over and Absenteeism.
- Unemployment Guarantee Scheme.
- Unorganized Labour- Magnitude. Problems and Public Policy on Unorganized Labour.
- Integrated Rural Development Programmes and Labour.
- Labour in Five- Year Plans- A Brief Study.
- Industrial Policy Resolutions and Development in Private and Public Sector.
- Industrial development- Heavy, Large, Small-scale and Cottage Industry.
- Location, Finance, Planning and Problems.

Labour Statistics:

- [a] Meaning Objects and Structure.
- [b] Growth of Labour Statistics in India.
- [c] Indian Labour Statistics Act, 1953.
- [d] Labour Statistics relating to Disputes, Wages, Strikes.
- [e] Lockouts, Man days, Labour Safety, Health and Welfare Cost of Living etc.

Books Recommended:

1. A. N. Agrawala : Indian Economy- Problems of Development & Planning.
2. Rudra Dutt & Sundradum : Indian Economy.
3. S. C. Kuchhal : The Industrial Economy of India.
4. D. P. Sharma and Desai : The Rural Economy of India.
5. A. R. Desai : The Rural Sociology of India.
6. L. G. Reynolds : Labour Economics.
7. R. Mukerjee : Labour Planning.
8. B. N. Datar : Labour Economics.
9. J. N. Mongia : Readings in Indian Labour.
10. Government of India : Report of National Commission of Labour.
11. J. L. Dholakia : Industrial Labour and Economics Development in India.
12. D. N. Elhance : Economics Statistics of India since Independence (First Three chapters of Part I and Chapter 15 of Part IV) of Relevant Portion.
13. B. N. Asthana : Applied Statistics of India.
14. S. S. Srivastava : (Chapter 5 and 6) or Relevant Portion.
15. Mamoria & Mamoria : Industrial Labour, Social Security and Industrial Peace in India.
16. I.L. O. : Structure and Functions of Rural Worker's Organisation.

**ONE YEAR DIPLOMA COURSE IN CRIMINOLOGY AND CRIMINAL
ADMINISTRATION
SCHEME OF EXAMINATION**

21C. For the Diploma Course in Criminology and Criminal Administration candidates must obtain for a pass at least 40% marks in the individual paper and 48% in the aggregate. Of the successful candidate those securing 60% of more marks in the aggregate shall be placed in First Division and the rest in Second Division.

Each paper shall carry 100 Marks. A candidate may offer dissertation in Lieu of a paper the dissertation shall be of 100 marks. It shall be submitted in triplicate by the candidate. It shall be the candidate's own work carried out under the guidance of a teacher who is recognized by the university to guide research of law in an institution, where candidate is pursuing his studies. The dissertation shall be submitted so as to reach the registrar not later than 30 days after the examination of Diploma is over.

SYLLABUS

PAPER I

GENERAL PRINCIPLES OF CRIMINAL LAW

Max. Marks 100

Min. Marks 40

under the Indian Penal Code (excluding specific offences) and the Fundamental basis of statutory offences under the Prevention of Food Adulteration Act and Arms Act. Suppression of Immoral Traffic Act and Prevention of Corruption Act.

PAPER II

CRIMINOLOGY

Max. Marks 100

Min. Marks 40

1. Meaning and Scope of Criminology.
2. Schools of Criminology.
3. Contribution of Sutherland.
4. Juvenile delinquency.
5. Recidivism.
6. Causes of Crime.
7. Social Forces and Crime.
8. Recent Trends in Crime including the problems of organised crime, black-marketing corporate crimes, hidden-crimes and effects of crime.
9. Types of criminals.
10. Study of Criminal Behaviour of some tribes in India.

PAPER III

PENOLOGY

Max. Marks 100

Min. Marks 40

1. Origin and evolution of Punishment
2. Forms of punishment with special reference to capital punishment.
3. Penal institutions. Prison system and its reforms in India with special reference to recent experiments.
4. Correctional Institutions: Work houses and houses of correction Juvenile training school/ Men's and women's reformatories: Borstal Institutions in India.
5. Parole & Indeterminate sentence.
6. Pardon.

Books Recommended on Criminology and Penology :

1. Sutherland : Principles of Criminology (Latest Edition).
2. Garofolo : Criminology Part I, II and III (Latest Edition).
3. Gillin : Criminology and Penology Part I to Part V (Latest Edition).
4. Taft : Criminology (Latest Edition) Part 1- Ch. 3 for study. Part II- Omitting Ch. 6 Rest of Study Part III & IV. Full for study.
5. Pillai: Principles of Criminology lectures 2, 3, 4, 5, 6, 9,11 and 12.
6. Cavan : Criminology Part I - Omitting Ch. 2 Part II- Full.
7. Lombroso Cesare : Crime, its Cause and Remedies.
8. Different Reports: Published Governments of India from time to time.
9. Radzinowicz and Turner- Moral Approaches to Criminal Law.
10. Barnes and Tettters - New Horizons in Criminology.
11. Pioneers in Criminology edited Mannbein.
12. Bonger- Criminology.
13. P. K. Sen- From Punishment to Prevention.
14. P. K. Sen- Penology - Old and New.
15. Oppenheimer - Rationale of Punishment.
16. Crime, Courts and Probation.
17. Siddiue M- Criminology.

PAPER IV

FORENSIC SCIENCE AND CRIMINAL INVESTIGATION I – THE ROLE OF FORENSIC SCIENCE IN CRIMINAL AND CIVIL CASES

Max. Marks 100

Min. Marks 40

The basic question in investigation- Qui Bono; the science of Crime: discovery of traces of physical evidence, classification and reference to classified record; systematization and classification of physical evidence and comparison with suspected material; the principles of exchange; the principles of heredity, Taxonomy etc.

- I- The Establishment of Identity of Individuals. Branding, tattooing, Mutiating, Scars and Moles, Bantillon system: photography : fingerprints : ridge characteristics: Proscopy.
- II- The Establishment of Partial Identity of Individuals; Footprints: Hair skin: blood grouping : physical peculiarities.
- III- The Establishment of the Identity of Physical Objects by Shape and Size Identifying marks and impressions made by the physical objects :shoe prints tyre and trade markers: die and tool marks rupture of fracture marks.
- IV- The Establishment of the Identity of Physical objects by Physical and Chemical Analysis Prints: Coloured objects: Metals Alloys: Chain & the Earthen Wares: Cements: Plaster Bricks Dust: Soil: Minerals: Plastics.
- V- Questioned Documents and the Identification of Handwritings: Paper, Its types and identification: links: pencils and writings tools, handwriting habit & flow, disguised writing comparison and Points of identity: samples: various type of forgery and their detection: Additions, Erasures: Alterations: Scales; Rubber Stamps: Type Writing: Printings Blocks.
- VI- The Identification of Fire-Arms and Cartridges and Related Problems Types of Fire-arms and their use; time and range of firing; identification of a fire-arm with a cartridges case and bullet; miscellaneous fire-arm, problems like origin or direction of fire.
- VII- Injuries to Persons: Evidentiary value of details of injuries, traces left by the weapon used; its range and direction; danger to clothing worn by the victim and related problems; the flow of blood from injuries; the shape and directions of blood drops and

their evidentiary value, the discovery of blood and semen stains on various objects; accidental deaths and suicides.

VIII- Miscellaneous Forensic Science Methods: Restoration of numbers: examination of the walking picture of footprints; clothing; copper wire, piece of wood etc.

IX- Evidentiary value of Physical Evidences by a Forensic Science Laboratory viz. Evidence: Fallibility of eye witnesses. The probative value of such evidence. Findings of scientific methods of investigation; their probative value. Assessment of value from actual cases. Value to be assigned to the different types of exhibits.

PAPER V
FORENSIC MEDICINE AND TOXICOLOGY.

Max. Marks 100

Min. Marks 40

1. INJURIES : (HURT)-

- [a] Definition in law : Simple and hurt grievous hurt (SS. 319 and 320 IPC)
- [b] Classification.
- [c] Cardinal fractures of different types of injuries.
- [d] Age of injuries.

2. BURNS & SCARS.

- [a] Classification of burns (Depurants).
- [b] Causes of death after burns.
- [c] Simple and grievous burns.
- [d] Area of the body surface in burns and its relationships.
- [e] Ante-mortem and post-mortem burns.

3. ASHPYXIA AND DROWING

- [a] Cause of asphyxia, post-mortem appearances.
- [b] Various types of violent asphyxia deaths like hanging. Strangulation, throttling and traumatic asphyxia, and the post mortem appearances commonly seen in these conditions.
- [c] Drowning- Cardinal post-mortem signs.
 - [i] Cadaveric apasm of hands.
 - [ii] Signs in the air passages.
 - [iii] Stomach contents.
 - [iv] Signs in the lungs.
 - [v] Demonstration of diatoms in the viscera.

4. SEXUAL OFFENCE:

- [a] Rape :
 - [i] Definition (See 375 I. P. C.)
 - [ii] Examination of victim- Anatomy of hymen.
 - [iii] Positive signs of rape.
 - [iv] Examination of the accused.
 - [v] Medico-legal aspects.
- [b] Sodomy:
 - [i] Examination of the victim.
 - [ii] Signs in the habitual passive agent.
 - [iii] Examination of the accused.

5. **AUTOPSY:**

[a] Procedure- Aims & Objects- Difficulties.

[b] Problems:

[i] Time since death- Description of post-mortem changes. Estimation of time since death from rigor post-mortem staining, putrefaction, adipocere formation nummification changes in the eyes, skin, primary and secondary relaxation. In drowning cases from floatation of the body. In dead bodies after burial. From the degree of digestion of stomach contents. From the change in the cerebo spinal fluid and the narrow cells of the sternum.

[ii] Cause and manner of a death.

[iii] Ante mortem or post-mortem injuries.

[iv] Examination of human remains skeletal and mutilated remains. Establishment of age, Sex and Stature for the purpose of identity.

[c] Infanticide : Definition dead born, still-born viable foetus, criteria for separate existence.

[d] Exhumation : Rules and Procedure.

6. **EXAMINATION OF BLOOD STAINS**

Physical, Chemical & Serological. Blood grouping and its basic principles.

7. **INSANITY:**

Definition (See 84 IPC)

Concept - classification- Legal test of insanity. Observation of an alleged lunatic- Restraint of the insane. Civil and criminal responsibility of a lunatic. Testamentary capacity, Reception order on petition.

8. **POISONS :**

Classification of poisons. Diagnosis of poisoning. Examination of poisoning case. Brief Toxicology of the following common poisons- Opium. Dhatura barbivariates. Cannabis India. Arsenic Copper Sulphate, Lead. Strychnine, Cocaine, Alcohol. Organo Phosphorus Compounds. Carbonmonoxide, Hydrocyanic Acid, Pot, Cyanide, Phosphorus, Snake bite.

9. **INTOXICATION:**

Definition (See 85 & I.P.C.) regarding alcoholic intoxication. Alcohol, ganja, bhang, dhatura, opium, morphine.

BOOKS RECOMMENDED FOR PAPER IV AND V

1. Modern Criminal Investigation: Harry Soderman and John J. O'Connell (Published by Funk & Wagnalls Co. Inc. New York).
2. Criminal Investigation : Paul L. Kirk, Ph. D. (Published by Inter Science Publishers, Inc. New York)
3. Criminal Investigation : Cr. A and cross. (Published by Sweet & Maxwell. Limited London).
4. Police Act (Act V of 1861).
5. Rajasthan habitual Offender Act.
6. Rajasthan Police Regulation (for Reference Purpose only).
7. Downen, T. A. : Text Book of Forensic Pharmacy:
8. Gour, A. N. Fire Arms, Forensic Ballistics. Forensic Chemistry and Criminal Jurisprudence.
9. Lucas A: Forensic Chemistry and Scientific Criminal Investigation.
10. Lundquist F: Methods of Forensic Science (Vol I).
11. Moreland N: Science in Crime detection illustrated.
12. Swipson F. Forensic Medicine.
13. Nodi, J. P: Medical Jurisprudence and toxicology.

PAPER VI
ELEMENTS OF CRIMINAL PROCEDURE AND PROOF IN CRIMINAL TRIALS

Max. Marks 100

Min. Marks 40

Cr. P. C.

General including classification of Criminal cases- Summary- Warrant-bailable-Non Bailable, Cognisable, Non-Cognisable, Constitution and Jurisdiction of Courts : Complaint & F. I. R. case : Investigation Procedure : Framing of Charges : Trial Procedure; Security for Keeping Peace.

INDIAN EVIDENCE ACT	SECTIONS
(i) Burden of Proof	- 101-106
(ii) Confession	- 24-30
(iii) Presumption	- 114
(iv) Accomplice	- 133
(v) Relevancy	- 5, 11, 14, 15
(vi) Character Evidence	- 52-55
(vii) Expert Witnesses	- 45, 46, 51
(viii) Examination in Chief & & Cross Examination	- 145, 153

POST-GRADUATE DIPLOMA COURSE IN LEGAL AND FORENSIC SCIENCE

1. Every candidate for the Diploma Course in Legal and Forensic Science shall be examined in the following six papers in theory and practical examination separately. The theory paper shall be of three hours duration and practical paper shall be of five hours (one day).

Paper I: Criminal Jurisprudence and Evidence Law

Paper II: Identification of Individuals

(a) Theory

(b) Practical

Paper III: Identification of Finger Prints

(a) Theory

(b) Practical

Paper IV: Identification of Objects

(a) Theory

(b) Practical

Paper V: Identification of Hand-writing

(a) Theory

(b) Practical

Paper VI: Medical Jurisprudence and
Forensic Science

2. A candidate who after having passed the examination of Bachelor of Law (LL.B) with at least 48% marks in the aggregate of M.Sc. or B.Sc. with at least 50% marks in the aggregate of this University or of any other Indian University recognized for the purpose by the syndicate shall be permitted to appear at the examination in the Diploma course in Legal and Forensic Science after having pursued a regular course of study in the university for one academic year.

The Candidate shall be admitted as per following ratio:

- | | |
|--------------------------|-----------|
| (a) For LL.B Students | 60% seats |
| (b) For M.Sc. Students | 20% seats |
| (c) For B.Sc. I Division | 20% seats |

SCHEME OF EXAMINATION

For the Diploma Course in Legal and Forensic Sciences, candidates must obtain, for a pass, at least 40% marks in individual paper and 48% marks in aggregate. Of the successful candidates, those securing 60% or more marks in the aggregate shall be placed in the first division and the rest in the second division.

PAPER I

CRIMINAL JURISPRUDENCE AND EVIDENCE LAW

Max. Marks: 100

Min. Marks 40

Note: (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

Unit I: The nature of crime, principles of criminal jurisprudence with special reference to Article 21 Current Causal Theories Relating to Criminal Behaviour; Common link and cohesion between Legal Professional and behavioural Scientists : Effectiveness of various alternative, Social and legal devices in controlling deviant behaviour our handling of delinquents, including Juvenile, Approaches and Methods of Crime Detection, Social Role and Police Behaviour.

Unit II : Tactical and Practical application of Criminal Law techniques of trying criminal case investigation discovery and trial preparation F.I.R. its legal value investigation into cognizable and non- cognizable offences, inspection of the scene of occurrence and collection of material from the place of occurrence. Police Diaries and Registers.

Unit III: Qualification of an expert, Admissibility of Expert evidence, Examination of Expert, Admissibility of non-Expert Evidence, Comparison of Admitted writings with the Disputed writings its Evidentiary value, Legality of Conviction based on Expert Evidence, Value and Credibility of Expert opinion Duty of Court to examine expert, onus of proof Expert as a witness.

Unit IV: Fundamental Principles of Investigation, Powers Duties and Functions of Investigators, Police Personnel, Prevention of Crime, Preconceived Theories, Essential qualities of an investigator interrogation of witness and accused.

Unit V: General Procedure in an Investigation, Investigation in Death cases. Investigation in sex offences. Apprehension of the Fugitive; Surveillance Interrogation, Techniques, Professional and Habitual offenders, racket investigations, International Crime - Interpol, Search and Seizure.

Books Recommended:-

Lucas : Forensic Chemistry and S... Criminal Investigation.

Mitchell, C, Aiasworth : The Scientific Detective and the Expert witness

Mitchell, C. Aiaswoth : The Expert Witness.

W.Teignmouth Shases : Crime and its Diction, Vols. I and II

Hardless and Shrivastava : Case Law on Export Evidence Col. Maurice Fitzgrad : Hand Book Of Criminal Investigation.

Richard L Jackson : Criminal Investigation.

Yadav : Police Investigation and Prosecution (Hindi)

Babel B.L. Police Investigation (1984 Ed.) Hindi

Gupta, R.L. : Law Relation to Identification and Expert Opinion.

Nath, Bholeshwar : Cases and Materials on Law of Evidence

Keller : R.V. : Outlines of Criminal Procedure (1984 Ed.)

Kenny : Outlines of Criminal Law

Hall : Studies in Jurisprudence and Criminals

**PAPER III (A) THEORY
IDENTIFICATION OF FINGER PRINTS**

Max. Marks : 80

Min. Mark : 32

Note : (i) The Syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

- Unit I: 1. History of Finger Prints.
2. Ridge Formation - Ridge, Destruction, and
3. Types of Finger print patterns-pattern inter pretation.
- Unit II :1 Ridge characteristics-Ridge counting, Ridge tracing.
2. The Finger print outfit-Recording finger prints, and
3. Functions of the Finger Print card-Special circumstances.
- Unit III:1. Latent Finger Print Crime Scene procedure
2. Primary Classification
3. Sub-Classification : Unlettered loop whorl Lettered Loop.
- Unit IV :1 Latent finger Print
2. Combinations and approximating patterns,
3. Preparing Finger Prints for court, and
4. F.B.L. Examination to the Henry System
- Unit V : 1. The Finger print witness in court case histories.
2. Identification of Palm and Foot Print, and
3. Bureau, Operation and records.

Books Recommended :

Collins, G.S. : Finger Print Clause (H.M.S.O.)
Smith Henry : The Forgery of Finger Print, Transaction
Medico Legal Society vol. XXIV
Brewater, F : Finger Prints, Eastern Law House, Calcutta
Chatterjee S.K. : Finger, Palm and sole Prints.
Fidd Ania T. : Finger Print Hand Book
Gregory R.A. : Identification of Disputed Documents
Finger Prints and Bslstis (1960), Eastern Book Co. Luckow.
Gatton, S : Finger Prints.
Henry, E : Classification and Use of Finger Prints.
Osterburg, James, W : Crime Laboratory
Harry Soderman : Modern Criminal Investigation
Nigel Morland : An Outline of Scientific Criminology

PAPER III (B) PRACTICAL

Max. Marks : 20

Min. Marks : 08

Duration of Practical Examination : 5 Hours (one day)

The Candidate must pass in Theory and Practical Examinations separately.

The distribution of marks for practical examination shall be as under :

- | | |
|--|----------|
| 1. Five practical exercises, one from each unit relating to Identification of Finger Print | 10 Marks |
| 2. Practical Record Work | 05 Marks |
| 3. Viva-Voce | 05 Marks |

**PAPER IV (A) THEORY
IDENTIFICATION OF OBJECTS**

Max. Marks: 80

Min. Marks 32

Note: (i) The Syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus. examiners shall be free to repeat the questions set in the previous examination.

Unit I : Identification of type writing, fiber identification paints, varnishes, glass, wood and paper identifications.

Unit II : Identification of ballistics, dust, dirt, debris, ashes soil and powers.

Unit III : Identification of liquids and chemicals, identification of poison, explosives, clothes, fire arms and bullets, weapons, tools, instruments and metals.

Unit IV : Identification of Vehicular colour detection in accident cases, imprints on object other than fingers poison effects and death while lightening and electricity.

Unit V : The Provisions of food Adulteration Act. 1954 the Arm Act. and the Fire Arms and Explosive Act. relating to identification of objects.

Books Recommended :

Gregory, R.A.: Identification of disputed documents. Finger Prints and Ballistics (1960), Eastern Book Co., Locknow.

Ajyar : Law and Practice of Arms, Ammunition and Explosives (1985 Ed.)

Malik, Vijay : The Explosives Act. 1984 and Explosives Substance Act. 1908

Gupta, R.L. Law Relating to Identification and Expert opinion and Firearm injuries

Osterdurg, James, K.S. : Crime Laboratory

Harry Soderman : Modern criminal Investigation

Nigel Morland : An Outline of Scientific Criminology

Firearms in Criminal Investigation and Trial

PAPER IV (B) PRACTICAL

Max. Marks : 20

Min. Marks : 08

Duration of Practical Examination 5 Hours (one day)

The candidate must pass in Theory and Practical Examination Separately.

The distribution of marks for practical examination shall be as under:

1. Four practical exercises, one each from Unit I to IV paper IV relating to Identification of Objects. 10 Marks
2. Practical Record Work 05 Marks
3. Viva- Voce 05 Marks

**PAPER V (A) THEORY
IDENTIFICATION OF HAND WRITING**

Max. Marks : 80

Min. Marks 32

Note : (i) The Syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus. Examiners shall be free to repeat the questions set in the previous examination.

Unit I : Languages and dialects of India

Unit II : Standards of Comparison Identification of hand writing, wheaber a science, general characteristics of hand writing

Unit III : Writing habits, comparison of different hand writings personal characteristics.

Unit IV : Forgery, disguised writing different inks, additions alterations, erasures and sequence of strokes.

Unit V : Examination of documents including currency notes and valuable securities in doubt, past hand writing of accused hand writing by left and right hand comparison of different curves in present and past hand writing.

Books Recommended :

Smith Heniy : The Forgery of Finger Print-Transaction

Gregory, R.A. : Identification of Disputed Documents, Finger Prints and Ballistics.

Blackburn, D and Codel. C.W. : Detection of Forgery

PAPER V (B) PRACTICAL

Max. Marks : 20

Min. Marks : 08

Duration of Practical Examination 5 Hours (one day)

The candidate must pass in theory and practical examination separately.

The distribution of marks for practical examination shall be as under:

1. Five practical exercises, one for each unit relating to identification of Hand Writings. 10 Marks
2. Practical Record work. 05 Marks
3. Viva-Voce 05 Marks

PAPER VI

MEDICAL JURISPRUDENCE AND FORENSIC SCIENCE

Max. Marks: 100

Min. Pass Marks: 40

Note : (i) The Syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus. Examiners shall be free to repeat the questions set in the previous examination.

Unit I : Post mortem examination
Examination of mutilated bodies.
Examination of bones, and Exhumation.

Unit II : Death - Definition, Modes
Signs of death - Changes in eye
Changes in skin
Cooling of body
Post-Mortem staining
Changes in muscles
Purification
Adepicare, and
Mummification

Unit III : Death from Asphyxia and other types :

- (A) (a) Hanging
(b) strangulation
(c) Suffocation
(d) Drowning
(B) (a) Starvation

Unit IV : Injuries : Medico-legal Aspects of injuries, burns. Lightning, electricity and mechanical violence, Suicidal, Homicidal and Accidental injuries.

Unit V : Virginit
Pregnancy
Legitimacy
Sexual offences, examination of victim and accused.
Sodomy - Examination of the active and passive agent.
Miscarriage and Infanticide

Child born alive and still born causes of infanticide,
Law in relation to medical men, and
Duties of physician, professional negligence and responsibility.

Book Recommended

Modi, N.J. : Modi's Medical Jurisprudence

Taylor : Principles and practice of Medical Jurisprudence, Vol 1 & II

Lyons : Medical Jurisprudence for India

Jhala, R.M. and Raju, V.B. : Medical Jurisprudence.

Singhal, L.J. : Forensic Medicines

Dougals, J.A. Ken : Forensic Medicines

Teigumouth E, Shore : Crime and its Detection, Vols, I and II Gradwel: Legal Medicine

Millik, C.C. : Hand Book of Medical Jurisprudence.

Prakh, C.K. : A Simplified Text Book of Medical Jurisprudence and Toxicology

P.G. DIPLOMA IN HUMAN RIGHTS

R. 21F A candidate who has passed the Bachelor of Laws (P) degree examination of the University or M.A. Political Science or M.A. Sociology degree of the University or an examination of some other University recognized by the Board of Management of the University as equivalent there to securing a minimum of 50% marks in aggregate and thereafter pursued a regular course of study in affiliated college for one academic year shall be eligible for admission to the Diploma Examination.

There shall be a teaching of six hours per paper per week.

The examination for the Diploma in Human Rights shall consist of one-year programme and there will be an examination at the end of the year.

For Diploma Course in Human Rights, candidate must obtain for a pass at least 40% in the individual papers and 48% in aggregate. Of the successful candidates, those securing 60% or more marks in the aggregate shall be placed in the First Division and the rest in the Second Division.

Each paper shall be of three hours duration and carry 100 marks.

PAPER I

HUMAN RIGHTS: HISTORICAL, COMPARATIVE AND ANALYTICAL PERSPECTIVES

Maximum Marks: 100

Min. Pass Marks: 40

1. Basic Concepts and Processes
2. Historical Antecedents to Contemporary Human Rights Movement - Magna Carta, French Declaration, American Bill of Rights
3. Customary International Law of Human Rights
4. The Notion of 'Rights': Origin and Relation to 'Duties'
5. Classification of Rights:
 - (a) Individual Rights
 - (b) Natural Rights
 - (c) Group Rights
 - (d) Derogable and Non-derogable Rights
6. Universalism and Cultural Relativism.
7. UN Charter and Human Rights

PAPER II

INTERNATIONAL PROTECTION AND ENFORCEMENT OF HUMAN RIGHTS

Maximum Marks: 100

Min. Pass Marks: 40

1. Universal Declaration of Human Rights
2. International Covenant on Civil and Political Rights (ICCPR), 1966
3. Implementation Mechanism under ICCPR - Human Rights Committee
4. International Covenant on Economic, Social & Cultural Rights, 1966
5. Committee on Economic, Social and Cultural Rights.
6. Implementation of Human Rights through Charter based Organisations
 - (i) General Assembly
 - (ii) Economic and Social Council
 - (iii) Commission on Human Rights
 - (iv) Sub-commission for Protection and Promotion of Human Rights
7. European Convention on Human Rights and Enforcement Mechanism - European Court of Human Rights.
8. American Convention on Human Rights and Enforcement Mechanism
 - (a) American Commission on Human Rights.
 - (b) American Court of Human Rights.

9. African Charter on Human and Peoples' Rights and Enforcement Mechanism – African Commission on Human Rights
10. State of Emergency under International Human Rights Law and Enforcement of Rights

PAPER III

INDIAN LAW ON HUMAN RIGHTS

Maximum Marks: 100

Min. Pass Marks: 40

1. Historical development of Human Rights in India
2. Constitutional Recognition of Human Rights -
 - (a) Fundamental Rights
 - (b) Directive Principles of State Policy
3. Enforcement of Human Rights –
 - (1) Role of Judiciary
 - (2) Role of Commissions
 - (a) National Human Rights Commission of India (NHRC)
 - (b) National Commission for Minorities (NCM)
 - (c) National Commission for Women (NCW)
 - (d) SC/ST/OBC Commission
4. Role of NGOs in the Protection of Human Rights
5. State of Emergency and Enforcement of Human Rights

PAPER IV

RIGHTS OF SPECIAL GROUPS AND COLLECTIVE RIGHTS

Maximum Marks: 100

Min. Pass Marks: 40

1. Women
2. Children
3. Persons with Disabilities
4. Rights of Indigenous People
5. Rights of Refugees
6. Right to Development
7. Right to Clean Environment
8. Case Studies

PAPER V

TORTURE

Maximum Marks: 100

Min. Pass Marks: 40

1. United Nations Instruments dealing with Torture
 - (i) UN Convention against Torture, 1984
 - (ii) UN Standard and Minimum Rules for Treatment of Prisoners
2. Custodial Torture
3. Role of Human Rights Institutions in Prevention of Torture
4. Role of NGOs and other agencies in Prevention of Torture
5. Compensation and Social Rehabilitation of Victims of Torture.

PAPER VI

PROJECT WORK ON ANY TOPIC IN HUMAN RIGHTS LAW

Maximum Marks: 100

Min. Pass Marks: 40

Each student will be required to submit a project report on any topic in Human Rights Law carrying 100 marks.

Recommended Readings Books

1. Alferdsson, Gudmundur and Justice Pending - Indigenous Peoples and Other Good Causes Stavropoulou, Maria (2002).
2. Alston, Phillip The United Nations and Human Rights (1995).
3. Alston, Philip and Steiner, H.J. International Human Rights in Context (2000).

4. Agnes, Flavia Law and Gender Inequality (1999).
5. Basu, Durga Das Human Rights in Constitutional Law (New Delhi: Prentice Hall, 1994).
6. Baxi, Upendra Future of Human Rights (2002).
7. Bosoglu, Metin Torture and Its Consequence: Current Treatment Approaches (1992).
8. Bueren, Geraldine Van International Law on the Rights of the Child (1995).
9. Caney, Simon and Jones, Peter (eds.) Human Rights and Global Diversity (2001).
10. Cranston, M. What are Human Rights? (1973).
11. Freeman, Michael Human Rights: An Interdisciplinary Approach (2002).
12. Gogia, S.P. Law Relating to Human Rights (2000).
13. Gonsalves, Colin, Sakhrain, Prisoner's Rights (1996).
Monica and Fernandes, Annie
14. Gupta D.N. and Singh, Chandrachur Human Rights: Acts, Statutes and Constitutional Provisions (2003).
15. Hammer, Leonard M International Human Rights and Freedom of Conscience: Some Suggestions for its Development and Application (2001).
16. Hilsdon, Anne Marie (ed.) Macintyre, Martha (ed.) and Stivens, Maila (ed.), Human Rights and Gender Politics Asia Pacific Perspectives (2000).
17. Ife, Jim Human Rights and Social Work: Towards Rights Based Practice (2001).
18. National Human Rights Commission Annual Reports.
19. Iyer, Venkat (ed.), Democracy, Human Rights and the Rule of Law: Essays in Honour of Nani Palkhivala (2000).
20. Jhunjhunwala, Bharat (ed.) Governance and Human Rights (2002).
21. Mishra, Pramod (ed.) Human Rights in South Asia (2000).
22. Murray, Rachel African Commission on Human and Peoples Rights and International Law (2000).
23. Nirmal, Chiranjivi J. (ed.) Human Rights in India: Historical, Social and Political Perspectives (2000).
24. O'Donovan, Katherine and Rubin Gerry R. (eds.), Human Rights and Legal History: Essays in Honour of Brain Simpson (2000).
25. Paul, R.C. Situation of Human Rights in India (2000).
26. Peter, S.E. Human Rights: Perspective and Challenges (New Delhi: Lancers Books, 1994).
27. Rai, Rahul Monitoring International Human Rights (2002).
28. Rao, D. Bhaskara (ed.) World Conference on Human Rights (2003).
29. Sachar, Rajindar Human Rights: Perspective and Challenges (2004).
30. Saksena, K.P. (ed.) Human rights and the Constitution: Vision and the Reality (2003).
31. Sen, Sankar Human Rights and Law Enforcement (2002).
32. Sinha, Manoj Kumar Implementation of Basic Human Rights, (1999).
33. Sreekumar, R. Handbook for Prison Visitors: Checking, Correcting and Preventing in Prisons (2003).
34. Wallace, Rebecca M.M. International Human Rights: Text and Materials (2001).

P.G. DIPLOMA IN INSURANCE LAW AND MANAGEMENT

R. 21F A candidate who has passed the Bachelor of Laws (P) degree examination of the University or M.Com. Business Administration or M.B.A. degree of the University or an examination of some other University recognized by the Board of Management of the University as equivalent there to securing a minimum of 50% marks in aggregate and thereafter pursued a regular course of study in affiliated college for one academic year shall be eligible for admission to the Diploma Examination.

There shall be a teaching of six hours per paper per week.

The examination for the Diploma in Insurance Law and Management shall consist of one-year programme and there will be an examination at the end of the year.

For Diploma Course in Insurance Law and Management, candidate must obtain for a pass at least 40% in the individual papers and 48% in aggregate. Of the successful candidates, those securing 60% or more marks in the aggregate shall be placed in the First Division and the rest in the Second Division.

Each paper shall be of three hours duration and carry 100 marks.

PAPER I

PRINCIPLES OF MANAGEMENT

Maximum Marks: 100

Min. Pass Marks: 40

1. Concepts of Management: Nature, meaning, significance of management: management functions- skills and roles of manager: comparative management- management in future
2. Evolution of Management thought: Classical school of thought, Modern school of thought Controlling:: Definitions, elements, and control techniques, behavioural aspects of control, coordination, and techniques of coordination, determinants of effective control system.
3. Planning: Nature and significance of planning, objectives, MBO, steps in planning, decision making as a key factor in planning, planning process, techniques of decision making, long term planning, short term planning, strategies and policies, determination of effective planning.
4. Organization and staffing: The nature and significance of organization, approaches to organizing, departmentation, line and staff relationship, delegation and decentralization, committee system, determination of effective organizing, staffing, nature and significance, selection, appraisal and development of managers.
5. Direction: definitions, determinants of effective direction, leadership- meaning, leadership style and theories, communication- communication process, verbal and non-verbal communication, barriers in communication, techniques of effective communication.
6. Interactions of various departments: the need, role and functioning of various departments, like Personal Management, Financial Management, Marketing Management, Production Management and Purchase Management etc.

PAPER II

PRINCIPLES AND PRACTICE OF INSURANCE

Maximum Marks: 100

Min. Pass Marks: 40

1. The concept of Risk: kinds and classification, assessment and transfer.
2. The concept of Insurance: classification of insurance, types of life insurance, pure and terms, types of general insurance, fire, marine, motor, engineering, aviation and agricultural, pecuniary interest, liability and person
3. Insurance professionals and intermediaries.
4. Basic principles of insurance: utmost good faith, insurable interest, material facts, indemnity, and proximate cause.
5. Economic principles of insurance: sharing, subrogation, and contribution.

6. Financial principles: premium funds, investments, reserves, surplus, and valuation of surplus.
7. Theory of rating, actuarial principles, mortality tables, physical and moral hazard, representations, warranties, conditions.
8. Risk appraisal: risk selection, underwriting.
9. Reinsurance: concepts and methods.
10. Practice of insurance: insurance documents and business procedure: proposal form, cover note/interim receipt, policy, endorsement, certificate of insurance, renewable notice, underwriting, business procedure.

PAPER III
INSURANCE LEGISLATIONS

Maximum Marks: 100

Min. Pass Marks: 40

1. The Insurance Act, 1938
2. Life Insurance Corporation Of India Act, 1956: objectives, Functions, Organization, Central Office, Zonal office, Divisional office, Branch office, Insurance Agent-Definition, Disqualification, Kinds, Duties, Rights, working.
3. Nationalization of General Insurance and General Insurance Business (Nationalization) Act 1972: Main Provisions, Functions of GIC, and Objectives. Role and Activities of GIC,
4. The Insurance Regulatory and Development Authority Act 1999: Insurance regulatory and Development Authority: Composition, Chairperson, Meetings, Finance, Accounts, and Audit.
5. The Public Liability Insurance Act, 1991
6. Consumer Protection Act, 1986
7. The Arbitration and Conciliation Act, 1996.
8. Lok Adalats.

PAPER IV
GENERAL PRINCIPLES OF CONTRACT AND COMPANY LAW

Maximum Marks: 100

Min. Pass Marks: 40

1. Formation of contract: definition of contract, proposal, acceptance, essentials of a valid contract, capacity to contract, consideration, standard form contract, quasi contract.
2. Void and avoidable contract: contract contrary to public policy, contract under duress, undue influence, misrepresentation, free consent, mistake of fact, unlawful consideration and objects, agreement in restraint of marriage, agreement in restraint of trade, agreement in restraint of legal proceedings, uncertainty, wagering contract,
3. Discharge Remedies of contract: Classification of remedies, Quantum meruit, and discharge by performance, frustration, novation, damages, and remoteness of damages
4. Pledge, bailment, hypothecation, guarantee, agency, lien and partnership.
5. Company: origin, development, nature, advantages and disadvantages of company.
6. Formation of company: Promotion, registration, flotation, incorporation and commencement of business.
7. Prospectus: definition, content, liability for misrepresentation, and statement in lieu of prospectus.
8. Share, Share Capital and Debenture: Definition, Kind of share and share capital, allotment of share.
9. Winding up: type of winding up, conduct of winding up.
10. Drafting exercise: Standard, bailment, pledge and Indemnity, government contracts

PAPER V
INSURANCE BUSINESS ENVIRONMENT

Maximum Marks: 100

Min. Pass Marks: 40

1. The economic environment: National income, the five year plans, inflation, recession, fiscal policy, value added tax (VAT) Information technology, telecommunications technology, world economic forum, agricultural sector, natural resources, land, water, milk, minerals, oils and gas, infrastructure, warehousing, power, roads, railways, ports.
2. Social and political environment: constitution, political environment, social milieu, population, age profile, income and savings, education, health, employment, spending and saving pattern, readership, ethos and culture.
3. The industrial environment: the socialistic pattern, economic reforms, globalization, industrial policies, index of industrial production, public sector, small scale sector, monopolies, standards, automobile sector, aviation, pharma, bio- technology, retailing, services, trade associations, international trade, exports and imports, World Trade Organization, Regional Groupings.
4. The commercial environment: forms of business organizations, Companies Act 1956, multinational ventures.
5. The fiscal environment: money, Narsimha Committee reports, mutual funds, non-banking finance company venture, capital funds, housing finance company, credit certification, leasing company, hire purchase financing, stock exchanges, SEBI, Discount and Finance House of India, money market instruments, Post Office Savings Schemes, depository receipts, commercial papers, Clearing Corporation of India.
6. Office organization: what is an office, an insurance office, departments in an office, classification of files, business correspondence, structure of a business letter, improvements, new technology, controls.
7. Indian Information Technology Act, 2000.

PAPER VI
PROJECT WORK ON ANY TOPIC IN INSURANCE LAW
AND MANAGEMENT

Maximum Marks: 100

Min. Pass Marks: 40

Each student will be required to submit a project report on any topic in Insurance Law and Management carrying 100 Marks.

Recommended Readings Books

Burton Gene And Thakur Manab, Management Today, Principles and Practices; 4th reprint, 2000

Terry and Franklin, Principles of Management, AITBS Publishers and distributors 8th Edition 2002

Harold Koontz and Heinz Weilhrich, Management

Anson, Law of Contract , J Beastson, Ed. New York: Oxford University Press, 2003.

Mulla and Polloick, Law of Contracts, Butterworth, New Delhi, 2001.

Majumdar, Company Law, Taxman, New Delhi, 1990

Ramaiyya, Guide to Company Law. Wadhwa and Wadhwa, Nagpur, 2001.

Study courses of Insurance Institute of India:

IC 01 Principles of Insurance, 2004

IC 02 Insurance Business Environment, 2004