

LL.B. Vth Semester (3yrs)

Course Code 5.1

CIVIL PROCEDURE CODE AND LIMITATION ACT

Pattern of Question Paper

- + The question paper shall consist of **80 marks**.
- + It consists of **TWELVE QUESTIONS** covering all the units in the syllabus, out of which Students are required to answer **EIGHT** Questions in all .
- + **Question No. 1 is compulsory** and it shall consist of **TEN Objective/Multiple Choice Questions**.
- + All Questions carry Equal Marks.

UNIT-I: Codification of Civil Procedure and Introduction to CPC — Principal features of the Civil Procedure Code — *recent Amendments* in CPC -Hierarchy of courts--Suits — Parties to Suit — Framing of Suit — Institution of Suits — Bars of Suit - Doctrines of *Sub Judice* and *Res Judicata* — Place of Suing — Transfer of suits — Territorial Jurisdiction — ‘Cause of Action’ and Jurisdictional Bars — Summons — Service of Foreign summons.

UNIT -II

Pleadings — Contents of pleadings — Forms of Pleading — Striking out / Amendment of Pleadings - Plaint— Essentials of Plaint - Return of Plaint— Rejection of Plaint—Production and marking of Documents— Written Statement — Counter claim — Set off — Framing of issues.

UNIT -III

Appearance and Examination of parties & Adjournments — *Ex-parte* Procedure — Summoning and Attendance of Witnesses — Examination — Admissions — Production, Impounding, Return of Documents - Hearing - Affidavit - Judgment and Decree - Concepts of Judgment, Decree, and Interim Orders and Stay - Injunctions - Appointment of Receivers and Commissions - Costs -- Execution - Concept of Execution - General Principles of Execution - Power of Execution - Power of Executing Courts - Procedure for Execution - Modes of Execution -- Arrest and detention - Attachment and Sale.

UNIT IV

Suits in Particular Cases - Suits by or against Government - Suits relating to public matters; - Suits by or against minors, persons with unsound mind, - Suits by indigent persons

Interpleader suits - Incidental and supplementary proceedings - Appeals, Reference, Review and Revision - Appeals from Original Decrees - Appeals from Appellate Decrees - Appeals from Orders - General Provisions Relating to Appeals.

UNIT -V

Law of Limitation - Concept of Limitation - Object of limitation - General Principles of Limitation - Extension - Condonation of delay - Sufficient Cause - Computation of limitation -- Acknowledgment and Part-payment - Legal Disability - Provisions of the Limitation Act, 1963 (Excluding Schedule)

Suggested Readings:-

Mulla, Code of Civil Procedure Code (1999) Universal, Delhi.

C.K. Thakkar, Code of Civil Procedure Code (2000) Universal, Delhi.

M.R. Mallik (ed) B.B. Mitra, On Limitation Act (1998) Eastern, Lucknow.

P.K. Majumdar and R. P. Kataria, Commentary On The Code of Civil Procedure Code-1908, Universal, Delhi.

P.K. Mukharjee, Limitation Act, Allahabad Law Agency.

Shailendra Malik, Code Of Civil Procedure, 27 th Edition, 2011, Allahabad Law Agency.

Dr. Avtar Singh, Code of Civil Procedure, Central Law Publication, Allahabad.

Sarkar's Commentary on The Civil Procedure Code, Dwivedi, Allahabad Law Agency.

AIR Commentaries on Limitation Act, W.W. Chitale, AIR Ltd., Nagpur

Course Code 5.2

CRIMINAL PROCEDURE CODE, PROBATION OF OFFENDERS

ACT AND JUVENILE JUSTICE ACT

Pattern of Question Paper

- + The question paper shall consist of **80 marks**.
- + It consists of **TWELVE QUESTIONS** covering all the units in the syllabus, out of which Students are required to answer **EIGHT** Questions in all .
- + **Question No. 1 is compulsory** and it shall consist of **TEN Objective/Multiple Choice Questions**.
- + All Questions carry Equal Marks.

UNIT-I : The Code of Criminal Procedure, 1973 : The rationale of Criminal Procedure — The importance of fair trial — Constitutional Perspectives : Articles 14, 20 & 21 — The organization of Police, Prosecutor and Defence Counsel — Pre-trial Process — Arrest — Distinction between —cognizable and —non-cognizable offences — Steps to ensure presence of accused at trial -- Warrant and Summons cases — Arrest with and without Warrant — The absconder status — Rights of arrested persons under Cr.P.C. and Article 22 (2) of the Constitution of India.

UNIT II: Search and Seizure — Search with and without warrant — Police search during investigation — General Principles of Search — Seizure — Constitutional aspects of validity of Search and Seizure proceedings.

UNIT -III : Trial Process: Commencement of Proceedings — Dismissal of Complaint — Bail, Bailable and Non-bailable Offences — Cancellation of Bails — Anticipatory Bail —

General Principles concerning Bail Bond — Preliminary pleas to bar trial — Jurisdiction — Time Limitations — Pleas of *Autrefois Acquit and Autrefois Convict* — Fair Trial — Concept of fair trial — Presumption of innocence — Venue of trial — Jurisdiction of Criminal Courts — Rights of accused -- Constitutional Interpretation of Article 21 as a right to speedy trial — Charge — Form and content of Charge — Trial before a Court of Session : Procedural steps and substantive rights.

UNIT -IV: Judgment: Form and content -- Summary trial — Post-conviction orders in lieu of punishment — Modes of providing judgment copy — appeals, review and revisions- Reforms in Criminal Procedure Code

UNIT-V Preventive Measures- removal of Public Nuisance- Security Provisions-Maintenance of wife, children & parents

UNIT -VI: Probation and Parole: Authority granting Parole — Supervision — Conditional release -- suspension of sentence — Procedure under Probation of Offenders Act, 1958 - - Salient features of the Act. Juvenile Justice System -- Juvenile Justice (Care and Protection of Children) Act of 2000 -- Procedure under Juvenile Justice...Act — Treatment and Rehabilitation of Juveniles — Protection of Juvenile Offenders — Legislative and Judicial Role.

Suggested Readings:-

- 1.Ratanlal &Dhirajlal- Criminal procedure Code,Universal, Delhi.
2. Chandrashekar Pillai,Kelkal Lectures on Criminal Procedure Code,Eastern,Lucknow.
- 3.ShailedraMalik,The Code Of Criminal Procedure Code,Eighteen edition,2011,Allahabad law Agency.
- 4.R.N. Choudhari,Juvenile Justice In India,II nd Edition,Orient publishing Compony,Allahabad.
- 5.K.L.Sethi,The Probation of offender Act,1958,3 rd Edition,Unique Law House,Ahemadabad.

Course Code 5.3

Law of Evidence

Pattern of Question Paper

- + The question paper shall consist of **80 marks**.
- + It consists of **TWELVE QUESTIONS**, out of which Students are required to answer **EIGHT** Questions in all .
- + **Question No. 1 is compulsory** and it shall consist of **TEN Objective/Multiple Choice Questions**.
- + All Questions carry Equal Marks.

UNIT-I:

The Indian Evidence Act, 1872 . Salient features of the Act . Meaning and kinds of Evidence . Interpretation clause . May Presume, Shall presume and Conclusive proof - Fact, Fact in issue and Relevant facts . Distinction between Relevancy and Admissibility - Doctrine of *Res*

Gestae . Motive, preparation and conduct . Conspiracy . When Facts not otherwise relevant become relevant . Right and custom . Facts showing the state of mind etc.

UNIT -II :

Admissions & Confessions: General Principles concerning Admissions . Differences between "Admission" and "Confession" . Confessions obtained by inducement , threat or promise .

Confessions made to police officer - Statement made in the custody of a police officer leading to the discovery of incriminating material . Admissibility of Confessions made by one accused person against co-accused. Dying Declarations and their evidentiary value . Other Statements by persons who cannot be called as Witnesses . Admissibility of evidence of witnesses in

previous judicial proceedings in subsequent judicial proceedings.

UNIT -III :

Relevancy of Judgments -Opinion of witnesses -Expert's opinion -Opinion on Relationship especially proof of marriage -Facts which need not be proved -Oral and Documentary Evidence - General Principles concerning oral evidence and documentary evidence -Primary and Secondary evidence -Modes of proof of execution of documents - Presumptions as to documents -General Principles regarding Exclusion of Oral by Documentary Evidence.

UNIT -IV:

Rules relating to Burden of Proof - Presumption as to Dowry Death -Estoppel -Kinds of estoppel -Res Judicata, Waiver and Presumption.

UNIT -V :

Competency to testify -Privileged communications - Testimony of Accomplice - Examination in Chief, Cross examination and Re-examination -Leading questions - Lawful questions in cross examination -Compulsion to answer questions put to witness - Hostile witness - Impeaching the credit of witness - Refreshing memory - Questions of corroboration -Improper admission and rejection of evidence.

Suggested Readings:

1. Batuk Lal: *The Law of Evidence*, 13th Edition, Central Law Agency, Allahabad, 1998.
2. M. Munir: *Principles and Digest of the Law of Evidence*, 10th Edition (in 2 vols), Universal Book Agency, Allahabad, 1994.
3. Vepa P. Saradhi: *Law of Evidence* 4th Edn. Eastern Book Co., Lucknow, 1989.
4. Avtar Singh: *Principles of the Law of Evidence*, 11th Edn. Central Law Publications.
5. V. Krishnama Chary: *The Law of Evidence*, 4th Edn. S.Gogia & Company, Hyderabad.

Clinical Paper-I

Course Code 5.4

Alternative Dispute Resolution

The course will be taught through classroom instruction in association with the Practicing Lawyers. However there is no end semester theory examination for this Course. Students have to prepare a record covering the topics specified in Unit-I to III of Section -A and assigned to the students. The Student shall required to attend and observe the proceedings of Lok Adalats, Family Courts, Tribunals and other ADR Systems and shall record atleast 10 proceedings in the diary.. The record and Report shall be submitted within the stipulated time to the evaluation Committee Constituted by the College with Full Time Teacher and Practicing Advocates. The mode of Assessment is as follows:-

- A) Record on Topics from Unit I to III . **40 Marks**
(Internal marks to be awarded by the evaluation Committee)
- B) Diary on Lok Adalat, Family Court, Tribunals & other ADR Proceedings **40 Marks** (to be awarded by both External & Internal Examiner jointly)
- C) Viva . Voce **20 Marks**
(to be awarded by both External & Internal Examiner jointly)

Note :- Student shall get atleast 45% of the marks in each of the above components.

Unit-I: Alternate Dispute Resolution - Characteristics - Advantages and Disadvantages - Unilateral - Bilateral - Triadic (Third Party) Intervention - Techniques and processes -- Negotiation - Conciliation - Arbitration - Distinction between Arbitration, Conciliation and Negotiation.

Unit-II: The Arbitration and Conciliation Act, 1996 Historical Background and Objectives of the Act - Definitions of Arbitration, Arbitrator, Arbitration Agreement -- Appointment of Arbitrator - Termination of Arbitrator -- Proceedings in Arbitral Tribunal -- Termination of Proceedings - Arbitral Award -- Setting aside of Arbitral Award - Finality and Enforcement of Award - Appeals - Enforcement of Foreign Awards. Conciliation - Appointment of Conciliators - Powers and Functions of Conciliator -- Procedure - Settlement of disputes through conciliation.

Unit-III: Other Alternative Dispute Resolution Systems -Tribunals -- Lokpal and Lokayukta - Lok Adalats - Family Courts. Section 89 and Order X, Rules 1A, 1B and 1C of Civil Procedure Code.

Suggested Readings:

1. O.P. Tiwari : *The Arbitration and Conciliation Act* (2nd Edition): Allahabad Law Agency.
2. Johar's : *Commentary on Arbitration and Conciliation Act, 1996*: Kamal Law House.
3. Acharya N.K.: *Law relating to Arbitration and ADR*, Asia Law House,Hyderabad
4. Tripathi S.C.: *Arbitration, Conciliation and ADR*, Central Law Agency, Allahabad.
5. Avatar Singh: *Arbitration and Conciliation*, Eastern Law Book House, Lucknow.
6. KSR Murthy: *An introduction to ADR Mechanism*, Gogia Law Agency, Hyderabad
7. P.C. Rao : *Alternate Dispute Resolution* , 2001 Edition, Universal Book Traders, New Delhi.
8. S.D. Singh: *Alternate Dispute Resolution*, Universal Book Traders, New Delhi.

Clinical Paper-II :

Course Code 5.5

Professional Ethics & Professional Accounting system

The course will be taught through classroom instruction in association with the Practicing Lawyers. However there is no end semester theory examination for this Course. Students have to prepare a record covering the topics specified in Unit-I to IV of Section -A and assigned to the students & a Report on 50 select opinions of Disciplinary committee of Bar Council of India and 10 Major judgments of the Supreme Court relating to the Contempt of Court specified in Section -B. The record and Report shall be submitted within the stipulated time to the evaluation Committee Constituted by the College with Full Time Teacher and Practicing Advocates.

The mode of Assessment is as follows:-

- D) Record on Topics from Unit I to IV . 40 Marks**
(Internal marks to be awarded by the evaluation Committee)
- E) Report on opinions of Disciplinary committee 40 Marks**
of Bar Council of India & judgments of the Supreme Court
(to be awarded by both External & Internal Examiner jointly)
- F) Viva . Voce 20 Marks**
(to be awarded by both External & Internal Examiner jointly)

Note :- Student shall get atleast 45% of the marks in each of the above components.

SECTION

A UNIT-I

The legal profession and its responsibilities; The equipment of the lawyer; Conduct in court; Professional conduct in general; Privileges of a lawyer;

UNIT-II

Seven lamps of advocacy .Advocates duties towards public, clients, court, and other advocates and legal aid ; Bar Council Code of Ethics.

UNIT-III

Disciplinary proceedings — Professional misconduct — Disqualifications — Functions of Bar Council of India/State Bar Councils in dealing with the disciplinary proceedings — Disciplinary Committees -- Powers and functions - Disqualification and removal from rolls. Contempt of Court Act, 1972

UNIT-IV

Accountancy for lawyers:

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

SECTION B

Selected major judgments of the Supreme Court:

1. *In the matter of D, An Advocate*, AIR 1956 SC 102.
2. *P.J.Ratnamv.D.Kanikaram*, AIR 1964 SC 244.
3. *N.B.Mirzanv.The disciplinary committee of Bar Council of Maharashtra and Another*, AIR 1972 SC 46.
4. *Bar Council Of Maharashtrav.M.V.Dabholkar, etc.*, AIR 1976 SC 242.
5. *V.C.Rangadurai v.D.Goplan and others*, AIR 1979 SC 201.
6. *Chandra Shekhar Soniv.Bar Council of Rajasthan and Others*, AIR 1983 SC 1012.
7. *In Re an Advocate*, AIR 1989 SC 245.
8. *In Re Vinay Chandra Mishra*, 1995 (Vol-I) IBR 118.
9. *Supreme Court Bar Associationv.Union of India*, AIR 1998 SC 1895.
10. *Ex-Capt. Harish Uppalv.Union of India*, AIR 2003 SC 739.
- 11 Any other recent judgments of Supreme Court selected and given by concerned teacher

Selected opinions of the Bar council of India

1. DC Appeal No. 16/93 1998 (Vol.1) IBR 135
2. BCI Tr. Case No.40/91 1998 (Vol.1) IBR139
3. DC Appeal No. 8/94 1998 (Vol. 1) IBR 153
4. DC Appeal No. 20/94 1997 (Vol. 3 &4) IBR 193
- 5 BCI Tr. Case No. 76/95 1997 (Vol. 3 &4) IBR 201
- 6 DC Appeal No.43/96 1997 (Vol. 3 &4) IBR 207
- 7 DC Appeal No.18/91 1997 (Vol. 1 & 2) IBR 271
- 8 DC Appeal No.24/90 1996 (Vol.1) IBR 135
- 9 DC Appeal No.19/93 1996 (Vol.1) IBR 152
- 10 BCI Tr. Case No.104/90 1996 (Vol.1) IBR 155
- 11 BCI Tr. Case No.52/89 1994 (Vol.1) IBR 187
- 12 BCI Tr. Case No.127/88 1992 (Vol. 3 &4) IBR 125
- 13 BCI Tr. Case No.39/87 1992 (Vol. 3 &4) IBR 147
- 14 BCI Tr. Case No.39/89 1992 (Vol. 3 &4) IBR 149
- 15 BCI Tr. Case No.16/88 1989 (Vol.1) IBR 99

- 16 BCI Tr. Case No.2/88 1989 (Vol.1) IBR 102
- 17 BCI Tr. Case No.52/88 1989 (Vol.2) IBR 110
- 18 DC Appeal No.41/87 1989 (Vol.2) IBR 122
- 19 BCI Tr. Case No.29/81 1989 (Vol.2) IBR 245
- 20 DC Appeal No.14/88 1989 (Vol.2) IBR 258
- 21 BCI Tr. Case No.14/80 1989 (Vol.2) IBR 264
- 22 DC Appeal No.24/87 1989 (Vol.2) IBR 273
- 23 DC Appeal No.46/86 1989 (Vol.2) IBR 280
- 24 DC Appeal No.3/88 1989 (Vol.2) IBR 285
- 25 BCI Tr. Case No.2/80 1989 (Vol.2) IBR 289
- 26 BCI Tr. Case No.10/86 1989 (Vol. 3 &4) IBR 520
- 27 BCI Tr. Case No.101/88 1989 (Vol. 3 &4) IBR 524
- 28 DC Appeal No.23/88 1989 (Vol. 3 &4) IBR 532
- 29 DC Appeal No.35/87 1989 (Vol. 3 &4) IBR 536
- 30 BCI Tr. Case No.27/88 1989 (Vol. 3 &4) IBR 542
- 31 BCI Tr. Case No.6/84 1989 (Vol. 3 &4) IBR 560
- 32 BCI Tr. Case No.24/86 1989 (Vol. 3 &4) IBR 563
- 33 DC Appeal No.10/88 1989 (Vol. 3 &4) IBR 572
- 34 DC Appeal No.45/74 1988 (Vol. 1 &2) IBR 182
- 35 DC Appeal No.23/87 1989 (Vol.1& 2) IBR 187
- 36 DC Appeal No.6/81 1988 (Vol.1& 2) IBR 193
- 37 BCI Tr. Case No.16/86 1988 (Vol.1& 2) IBR 197
- 38 DC Appeal No.41/86 1988 (Vol.1& 2) IBR 200
- 39 DC Appeal No.33/86 1988 (Vol. 3 &4) IBR 354
- 40 DC Appeal No.21/85 1988 (Vol. 3 &4) IBR 359
- 41 BCI Tr. Case No.43/82 1988 (Vol. 3 &4) IBR 364
- 42 DC Appeal No.28/86 1988 (Vol.3& 4) IBR 374
- 43 DC Appeal No.64/74 1987 (Vol.2) IBR 314
- 44 DC Appeal No.30/84 1987 (Vol.2) IBR 319
- 45 DC Appeal No.40/86 1987 (Vol.3) IBR 488
- 46 DC Appeal No.10/86 &10A/86 1987 (Vol.3) IBR 491
- 47 DC Appeal No.7/86 1987 (Vol.3) IBR 496
- 48 DC Appeal No.7/81 1987 (Vol.4) IBR 735
- 49 DC Appeal No.12/86 1987 (Vol.4) IBR 745
- 50 BCI Tr. Case No.57/87 1987 (Vol.4) IBR 753
- 51 Any other recent opinion/decision of Disciplinary committee of BCI, selected and given by concerned teacher

Prescribed Books:

- 1) K.V.Krishnaswamy Iyer- Professional Conduct and Advocacy.
- 2) B.S.Raman- Accountancy.
- 3) N. R. Madhava Menon- Clinical Legal Education.
- 4) Dr. B. Malik- Art of Lawyer (New Delhi, Universal Book Agency, 1999) . Relevant articles
- 5) Contempt of Court Act, 1971
- 6) Myneni S.R.: Professional Ethics, Accountancy for Lawyers and Bench-Bar Relation, AsiaLaw House, Hyderabad.

- 7) Gupta S.P.: Professional Ethics, Accountancy for Lawyers and Bench-Bar Relation, Asia Law House, Hyderabad.
- 8) Kailash Rai: Professional Ethics, Accountancy for Lawyers and Bench-Bar Relation, Allahabad Law Agency.
- 9) Siroh: Professional Ethics, Central Law Publications, Allahabad.
- 10) Ramachandra Jha: Selected Judgements on Professional Ethics published by Bar Council of India Trust, 2002.
- 11) Dr. G.B. Reddy: Practical Advocacy of Law, 2nd Ed. 2005. Gogia Law Agency. Hyderabad

OPTIONAL PAPER-I

Course Code 5.6.1

Cyber Law

Pattern of Question Paper

- + The question paper shall consist of **80 marks**.
- + It consists of **TWELVE QUESTIONS**, out of which Students are required to answer **EIGHT** Questions in all .
- + **Question No. 1 is compulsory** and it shall consist of **TEN Objective/Multiple Choice Questions**.
- + All Questions carry Equal Marks.

UNIT-I

Fundamentals of Cyber Law- Jurisprudence of Cyber Law- Overview of Computer and Web Technology- Introduction to Indian Cyber Law- Overview of General Laws and Procedures in India; Freedom of Expression on the Internet: Is it a Global Value?;The Internet and the Problems of Geography and Sovereignty

UNIT-II

E-commerce-Legal issues; Electronic Commerce Digital Signature- Meaning; Creation of Digital Signature; Understanding how digital signatures work, Role in Information Technology; technical issues; legal issues; Crimes relating to digital signature certificates; Case Study - Digital

signature fraud ;Electronic Contracts; E-taxation, E-banking, online publishing and online credit card payment

UNIT-III

Cyber Crimes -Meaning of Cyber Crimes Cyber crimes under IPC, Cr.P.C and Indian Evidence Law - Cyber crimes under the Information Technology Act,2000 - Cyber crimes under International Law - Hacking Child Pornography, Cyber Stalking, Denial of service Attack, Virus Dissemination, Software Piracy, Internet Relay Chat (IRC) Crime, Credit Card Fraud, Net Extortion, Phishing etc - Cyber Terrorism - Violation of Privacy on Internet - Data Protection and Privacy ;Concept of Social Networking . Legal Implications of Social Networking

UNIT-IV

Intellectual Property Issues and Cyberspace - The Indian Perspective; Overview of Intellectual Property related Legislation-Copyright law & Cyberspace; Trademark law & Cyberspace; Law relating to Semiconductor Layout & Design

UNIT-V

Information Technology Act, 2000 - Aims and Objects - Overview of the Act - Jurisdiction - Electronic Governance - Legal Recognition of Electronic Records and Electronic Evidence - Digital Signature Certificates - Securing Electronic records and secure digital signatures - Duties of Subscribers - Role of Certifying Authorities - Regulators under the Act - The Cyber Regulations Appellate Tribunal - Internet Service Providers and their Liability - Powers of Police under the Act - Impact of the Act on other Laws .

Suggested Readings:

1. Kamlesh N. & Murali D. Tiwari (Ed), *IT and Indian Legal System*, Macmillan India Ltd, New Delhi
2. K.L. James, *The Internet: A User's Guide* (2003), Prentice Hall of India, New Delhi
3. Chris Reed, *Internet Law-Text and Materials*, 2nd Edition, 2005, Universal Law Publishing Co., New Delhi
4. Vakul Sharma, *Hand book of Cyber Laws*, Macmillan India Ltd, New Delhi
5. S.V. Joga Rao, *Computer Contract & IT Laws* (in 2 Volumes), 2005 Prolific Law Publications, New Delhi
6. T. Ramappa, *Legal Issues in Electronic Commerce*, Macmillan India Ltd, New Delhi
7. Indian Law Institute, *Legal Dimensions of Cyber Space*, New Delhi
8. Pankaj Jain & Sangeet Rai Pandey, *Copyright and Trademark Laws relating to Computers*, Eastern Book Co, New Delhi
9. Farouq Ahmed, *Cyber Law in India*
10. S.V. Joga Rao, *Law of Cyber Crimes and Information Technology Law*, 2007, Wadhwa & Co, Nagpur
11. Rodney D. Ryder, *Guide to Cyber Laws*, 2nd Edit, Wadhwa and Company, Nagpur

OPTIONAL PAPER-II

Course Code 5.6.2

Right to Information

Pattern of Question Paper

- + The question paper shall consist of **80 marks**.
- + It consists of **TWELVE QUESTIONS**, out of which Students are required to answer **EIGHT** Questions in all .
- + **Question No. 1 is compulsory** and it shall consist of **TEN Objective/Multiple Choice Questions**.
- + All Questions carry Equal Marks.

UNIT-I

Right to Information before Right to Information Act, 2005-Significance of RTI in democracy

-Constitutional basis for RTI-Supreme Court on right to information.UNIT-II

Public Authority-Definition- Criteria for Determination-Public Authority- Main function -Record Management-Identification and designation of PIOs/APIOs-Size and level of PIOs-Appellate Authority-Information Commission-Role of Appellate Authority-Dissemination of information-Determination of fees-Inspection of work/record/taking sample-Accounting procedure for the fees collected-Publication of details of PIOs and Appellate Authority-GUIDELINES FOR Information Officers-Non - Applicability of the Act to certain State Organisations

Unit III

Public Information Officer- Duties and responsibilities-Onus on the PIOs-Procedure and steps involved-Dealings with the APIOs and other Department- Right of the Citizen-Types of help to be extended to the citizen-Time Frame-Exemptions- Third Party Information-Special Skills of PIOs

UNIT IV

Information Commission-Powers and Functions - The Role and Responsibilities of the Information Commissions.- The relevant provisions in the RTI Act dealing with Complaints to the Information - Commission and the specifications thereof- The "Second Appeal" process and the Commissions' mandate for the same- The power of Information Commissions with regard to enforcing compliance of public authorities with the provisions of the RTI Act- Imposing penalty / recommending disciplinary action against erring PIOs etc.

UNIT -V

RTI and Good Governance- Role of Civil Society Organisations and Media- Records Management for Effective Information Management -The importance of records management. Best practices- A study of decisions rendered by state commissions and central Commission in the following areas of - Police, Revenue, PWD, Irrigation, Secretariat, BSNL, Posts and Telegraphs, Scheduled Banks, CPWD, Income Tax Department, Central Excise Department, Local Authorities. The broad issues relating to the keeping, maintaining, managing and destructing.

Reference Books:-

- 1) N.K. Jain, Right to Information Concept, Law ,Practice, Regal Publication, New Delhi
- 2) Raj Kumar Pruthi, Manual of Right to Information Act, Pentagon Press, New Delhi
- 3) Prof(Dr) S. V. Joga Rao, Law Relating to Right to Information, Pentagon Press, New Delhi
- 4) N.K. Acharya, Right to Information Act, 2005,Edi 5th, Asia Law House, Hydrabad,
- 5) Dr. J. N. Barowalia, Commentry on Right to Information Act, 1st Edi 2006,Universal Law Publication , New Delhi
- 6) Right to Information Act, Bare Act