

**First Semester
Paper – I
LISTENING, SPEAKING, READING, AND WRITING**

No of Instructional Hours: 5 per week

General Objectives

The general objective of the course is to make the students proficient communicators in English. It aims to develop in the learners the ability to understand English in a wide range of contexts. The main thrust is on understanding the nuances of listening, speaking, reading and writing English. The course is a step towards preparing the learners to face situations with confidence and to seek employment in the modern globalized world. As knowledge of English phonetics will help the students to listen and to speak English better, they would be given rudimentary training in English phonetics. It also enhances the student's general standard of spoken English. The knowledge of the phonetic alphabets/symbols will help the students to refer to the dictionary for correct pronunciation. The course also aims to familiarize students with different modes of general and academic writing, to help them master writing techniques to meet academic and professional needs, to improve their reference skills, take notes, refer to and document data and materials and to sharpen their accuracy in writing.

COURSE OUTLINE

Module I – Listening

Introduction, definition of listening, listening vs. hearing, process of listening, problems students face in listening, sub-skills of listening, what is good listening? Strategies of listening, barriers to listening, listening in the workplace, activities that help you to become better listeners.

Module II – Speaking

English, the lingua franca, varieties of English; Indian English, Received Pronunciation, Why phonetics? Organs of speech and speech mechanism; Classification of English sounds- vowels; consonants; IPA, RP symbols, transcription, some rules of pronunciation, Indian English and deviations from RP, Speaking as a skill; speaking on formal and informal occasions; how to perform a wide range of language functions such as greeting, thanking, complaining, apologizing.

Module III – Reading

Introduction, The Reading Process, Reading and Meaning, Methods to Improve Reading, Strengthening Your Vocabulary, Understanding Graphics and Visual Aids, Previewing, Reading in Thought Groups, Avoiding the re-reading of the Same Phrases, Barriers to Reading, Skills for Speed Reading, Sub-skills of Reading, Skimming, Scanning, Extensive Reading, Intensive Reading, Reading E-mail, E-books, Blogs and Web pages

Module IV – Writing

Writing models – essay –precise – expansion of ideas – dialogue – letter writing – personal letters formal letters – CV – surveys – questionnaire – e-mail – fax – job application – report writing. Academic writing – evaluating a text – note-making- paraphrasing – summary writing – planning a text – organizing paragraphs – introduction – body – conclusion – rereading and rewriting – copy editing – accuracy.

Course Material

Modules 1- 3

Core Reading: English Language Skills for Communication Part I

Module 4

Core reading: *Writing Today* by Orient Blackswan

For further Reading

1. Marks Jonathan. *English Pronunciation in Use*. New Delhi: CUP, 2007.
2. Lynch, Tony. *Study Listening*. New Delhi. CUP, 2008.
3. Kenneth, Anderson, Tony Lynch, Joan Mac Lean. *Study Speaking*. New Delhi: CUP, 2008.
4. Robert, Barraas. *Students Must Write*. London: Routledge, 2006.
5. Bailey, Stephen. *Academic Writing*. Routledge, 2006.
6. Hamp-Lyons, Liz, Ben Heasley. *Study Writing*. 2nd Edition. CUP, 2008.
7. Ilona, Leki. *Academic Writing*. CUP, 1998.
8. McCarter, Sam, Norman Whitby. *Writing Skills*. Macmillan India, 2009.

Reference

1. Jones, Daniel. English Pronouncing Dictionary 17th edition. New Delhi: CUP, 2009.
2. Mayor, Michael, et al, Ed. *Longman Dictionary of Contemporary English*. 5th Edition. London: Pearson Longman Ltd, 2009.

Paper – II

ENVIRONMENTAL STUDIES

Objective: To create the awareness among the students about the deteriorating condition of our environment and to make them understand the importance of managing environmental hazards.

1. **Nature of Environmental Studies:** Definition, Scope and importance - Need for public awareness.

Natural Resources:- Renewable and non-renewable resources: - Use, exploitation, changes, problems, benefits and conflicts of Forest, Water, Mineral, Food. Energy and Land

resources- Role of an individual in conservation of natural resources - Equitable use of resources for sustainable lifestyles.

2. Ecosystem. Biodiversity and its conservation.

Ecosystem: Concept - Structure and functions - producers, consumers and decomposers.- Energy flow - Ecological succession - Food chains, food webs and ecological pyramids.- Forest ecosystem - Grassland ecosystem - Desert ecosystem - Aquatic ecosystems

Biodiversity and its conservation: Introduction - Definition: generic, species and ecosystem diversity - Value of biodiversity: Consumptive use, productive use, social, ethical, aesthetic and option values - At different levels - at global, National and local - Threats - Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

3. Environmental pollution

Definition - Causes, effects, prevention and control measures of:- Air. Water, Soil Marine, Noise, Thermal and Nuclear hazards - Solid waste Management:- Disaster Management: Floods, earthquake, cyclone and landslides. - Role of an individual, in prevention of pollution. - Pollution case studies.

4. Social Issues and the Environment

Environmental ethics: Issues and possible solutions. - Consumerism and waste products.- Environment Protection Act.- Issues involved in enforcement of environmental legislation.- Public awareness

5. Human Population and the Environment

Population growth, variation among nations - Population explosion - Environment and human health - Human Rights - Value Education - Women and Child Welfare.- Role of Information technology in Environment and human health.

Books Recommended

1. Introduction to Environmental Economics - Nick Hanley et al - Oxford
2. Ecology and Economics - Ramprasad Sengupta - Oxford
3. Environmental Economics - an Indian perspective - Rabindra N Bhattaria - Oxford
4. Bharucha Erach, The Biodiversity of India. Mapin Publishing Pvt. Ltd., Ahmedabad.
5. Brunner R C, 1989. Hazardous Waste Incineration, McGraw-Hill inc.
6. Jadhav H & Bhosale. V M 1995. Environmental Protection and Laws. Himalaya Pub. House Delhi.
7. Mhaskar A K, Matter Hazardous. Techno-Science Publication (TB)
8. Miller T G jr. Environmental Science Wadsworth Publishing Co. (TB)
9. Survey of the Environment. The Hindu (M)

Paper – III

PRINCIPLES OF MANAGEMENT

Objective: The basic purpose of this course is to introduce the concepts and basic principles of management to the students.

1. **The Concept of Management:** Nature, Meaning, theories, evolution - significance of Management - Principles and Practice of management, Levels of management - Management of business and non-business organisation.

Managerial Class: Management as a profession - Management Education - Training and Development - Managerial Values - Role of Manager and Management in Economic Development.

2. **Management Objectives:** Importance of objectives - Setting up of objectives - Quantitative and qualitative objectives - Harmonising objectives - Management participation.

3. **Managerial Planning and Decision Making:** Nature and purpose of planning - Theories and Techniques of planning - Elements and processes of planning - Types and components of planning - Importance of Decision making - Types of decision making - Rational Techniques of Decision making.

4. **Organising:** Nature and purpose - structural design' - concept principles and processes - Dimensions of structure - horizontal and vertical - Formal and informal dimensions - Departmentalisation - Delegation - Decentralisation - Span of management - Line staff relationships.

Staffing: Nature and role - concepts and elements - selection performance appraisal - human resources development.

5. **Co-ordinating:** Principles of co-ordination - Methods of achieving co-ordination - planning and co-ordination - Decision making and co-ordination.

Directing: Nature and scope - small groups and their dynamic learning, motivation, leadership.

Controlling: nature and process - concepts of controlling - control cycles - conventional and contemporary control techniques of Human problems.

Books Recommended

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| 1. Industrial Management and Administration | Srivastava |
| 2. Business Organisation & Management | M.C. Shukala |
| 3. Business Administration & Management | S.C Saxena |
| 4. Principles of Management | Koontz & O Don |
| 5. Principles of Management | George R. Terry |
| 6. Practice of Management | Peter Drucker |
| 7. Principles & Practice of Management | Prasad |
- L.M.

Paper – IV

LEGAL METHOD, LEGAL LANGUAGE AND LEGAL WRITING

Outcome :- This paper mainly focuses on orientation of students to legal studies from the view point of basic concepts of law and legal system.

- (1) Meaning and Definition of Law and its relevance in the society – legal Institutions including courts, tribunals and other adjudicatory bodies- hierarchy of Courts and nature of dispute decided by different courts and tribunals in India.
- (2) Primary sources of legal materials – Constitutions, Legislation, Delegated Legislation, Custom, Precedent – Structure and Content of Statutes, Rules and Regulations, Orders, Notifications etc. Secondary sources of legal materials – Text books, Digest, Encyclopedia, Commentaries, Law Journal, Law Commission Reports, Law Reports, Research and Other reference materials, Constituent Assembly Debates and Legislative Assembly Debates.
- (3) Pleadings in civil cases – Complaint, Written Statement, Affidavit, Interlocutory Applications – Judgment, Decree and Order – Pleadings in Criminal case - Bail Applications – Private complaint, Criminal Miscellaneous Applications – Appeal, Review and Revision in Civil and Criminal Cases – Different types of legal documents viz. Agreement, Sale Deed, Gift Deed, Lease Deed, Mortgage Deed, Exchange deed, Bill of Exchange, Promissory Note, Partnership Deed, Power of Attorney (students need not be asked to do actual drafting) – Memorandum and Articles of Association, Bye Laws etc.
- (4) Using law library-students should be trained in using law library – understanding citations footnotes and legal abbreviations – language of law and legal writing – preparation of head notes, abstract, synopsis using of legal terms and expressions in sentences, writing of case comments and articles on legal issues. Legal Writing - Drafting representation and petition – Writing articles on current topics relating to law.
- (5) Legal Maxims (Latin Maxims)
 1. *Actio personalis moritur cum persona* (A personal action dies with the person)
 2. *Actus non facit reum, nisi mens sit rea* (The act itself does not constitute guilt unless done with a guilty mind)

3. *Audi alteram partem* (Hear the other side) – No man shall be condemned unheard.
4. *De minimis non curat lex* (Law does not deal with trifles).
5. *Ex nudo pacto non oritur actio* (No cause of action arises from a bare promise).
6. *ex turpi causa non oritur actio* (An action does not arise from a base cause).
7. *Falsus in uno falsus in omnibus* (False in one particular is false in general).
8. *Fiat justitia ruat coelum* (Justice shall be done even if the heavens fall down).
9. *Generalia specialibus non derogant* (General things do not derogate from special things)
10. *Ignorantia juris non excusat* (Ignorance of law is not an excuse)
11. *Lex injusta non est lex* (An unjust law is not a law)
12. *Nemo dat quod non habet* (No one can convey a better title than what he himself has)
13. *Nemo debet bis vexari pro una et eadem causa* (No one shall be vexed twice for the same cause)
14. *Nemo debet esse judex in propria sua causa* (No man can be a judge in his own cause)
15. *Novus actus interveniens* (A new intervening act)
16. *Qui facit per alium facit per se* (He who does an act through another does it himself)
17. *Res ipsa loquitur* (The things speaks for itself)
18. *Respondeat superior* (Let the Principal be held responsible)
19. *Ubi jus ibi remedium* (Where there is a right, there is a remedy) – There is no wrong without a remedy.
20. *Volenti non fit injuria* (He who consents suffers no injury)
21. *Nulla poena sine lege* (No punishment without legal authority).

Books for Reference and Study

- (1) Glanville Williams, Learning the Law
- (2) Arthur.T.Vonderbilt, studying Law, New York University Press, Washington
- (3) H.C.Jain, "Using Law Library" (1904) 24 JILI 575
- (4) R.S.Atiyah, Law and Modern Society, Oxford University Press
- (5) James.A.Holland and Juline.S.Webb, Learning Legal Rules- Universal Book Traders, Chapter 426
- (6) Glanville Williams, Language and Law (1961) L.Q.R 71, 179, 293, 384
- (7) Ervin.H.Pollock – Fundamental of Legal Research, Foundation Press, INC. Newyork
- (8) Atul.M.Setalvad – Introduction to Law
- (9) Dr. N.K.Jayakumar – Lectures in Jurisprudence.

Paper –V

LAW OF TORT INCLUDING MOTOR VEHICLES ACCIDENT AND CONSUMER PROTECTION LAWS

Outcome:- This paper familiarizes the students the tortious liability, general principles of specific torts. To get an awareness of Motor Vehicles Act and Consumer Protection Act.

1. Definition – Distinction between tort and crime – Tort and contract – foundations of tortious liability – Essential conditions of liability in tort – *damnum sine injuria* – *injuria sine damnum* – Principles of insurance in tort – defences – capacity of parties.
2. Master and Servant – vicarious liability –distinction between servant and independent contractor – course of employment – common employment – servant with two masters – liability of the state. Joint tortfeasors – Remedies – judicial and extra judicial remedies – kinds of damages – Remoteness of damages – *Novus actus interveniens* – Foreign torts – Effect of death of parties in tort – Strict liability – Rule in *Rylands v. Fletcher* – Absolute liability.
3. Assault – Battery – False imprisonment – Nervous shock – Defamation – slander – libel – *Innuendo* – Defences – Justification – fair comment – privileges – Trespass to land – trespass to goods – Deceit – Rule in *Derry v. Peak* –

Negligence – *Res ipsa loquitor* – contributory negligence – The last opportunity rule – Nuisance

4. Liability under Motor Vehicles Act 1988 – Compensation in Motor Vehicle Accidents – nature and extent of insurer’s liability – Motor Accidents Claims Tribunal – award of compensation.
5. Concept of consumer protection – Consumer protection under the Consumer Protection Act, 2019 – Definitions – consumer – e-commerce – electronic service provider – goods – services - Defect – Deficiency - Unfair Trade Practice – Restrictive Trade Practices – Commercial service – Commercial purpose -Liability of Doctors and Hospitals and Other Professionals, Engineers, Lawyers etc – Consumer Protection Councils – Central Consumer Protection Authority - – Consumer Disputes Redressal Commissions – composition and jurisdiction – Mediation – Product Liability – Offences and Penalties .

Prescribed Readings: (With amendments)

1. Salmond, Law of Torts
2. Winfield, Law of Torts
3. Prof.P.S.Achutan Pillai, Law of Torts
4. Gurjeet Singh, The Law of Consumer Protection in India (New Delhi, Deep and Deep Publications 1996)
5. Avtar Singh, The Law of Consumer Protection (2nd Ed.)
6. Halsbury’s Laws of England (IV Ed. Reissue Vol.45 pp 555-725)
7. R.K. Bangia, A Handbook of Consumer Protection Laws and Procedure
8. P.K. Sarkar, The Motor Vehicles Act, 1988
9. R.K. Bangia, Law of Torts

Second Semester

Paper – I

MODERN ENGLISH GRAMMAR AND USAGE

No of Instructional Hours: 5 per week

AIMS

1. To help students have a good understanding of modern English grammar.
2. To enable them produce grammatically and idiomatically correct language.
3. To help them improve their verbal communication skills.
4. To help them minimise mother tongue influence.