

# 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*. 2<sup>nd</sup> Edition. CUP, 2008.



മയ്യഴിപ്പുഴയുടെ തീരങ്ങളിൽ - എം. മുകുന്ദൻ  
 ആൾക്കൂട്ടം - ആനന്ദ്  
 ഒറോത - കാക്കനാടൻ

വിശദപഠനം : നൃത്തം - എം. മുകുന്ദൻ

**മൊഡ്യൂൾ : രണ്ട്**

(18 മണിക്കൂർ)

**നാടകം**

സംസ്കൃത നാടക വിവർത്തനങ്ങൾ - പ്രഹസനങ്ങൾ - പാശ്ചാത്യ നാടകങ്ങളുടെ സ്വതന്ത്രാവ്യാനങ്ങൾ - നാടകങ്ങളിലൂടെ സമുദായ പരിഷ്കരണം - പാശ്ചാത്യ നാടക സ്വാധീനം - ഇതിഹാസ, പുരാണ പുനർ വായനകൾ - തനതു നാടകം - സ്ഥിരം നാടക വേദികൾ - നാടകവും സംഘടിത രാഷ്ട്രീയപ്രസ്ഥാനങ്ങളും - നാടകത്തിലെ പരീക്ഷണങ്ങൾ

സാമാന്യ വായന : കുറുപ്പില്ലാക്കളരി - സി. വി. രാമൻ പിള്ള  
 പാട്ടബാക്കി - കെ.ദാമോദരൻ  
 ഭഗവതം - എൻ. കൃഷ്ണപിള്ള  
 തുഗ്ഗക്ക് - ഗിരീഷ് കർണാട്  
 (വിവർത്തനം - കമലാദേവി)

വിശദപഠനം : ആ മനുഷ്യൻ നീ തന്നെ - സി. ജെ.തോമസ്

**മൊഡ്യൂൾ : മൂന്ന്**

(36 മണിക്കൂർ)

**സഞ്ചാര സാഹിത്യം**

മലയാളിയുടെ യാത്രകൾ നാട്ടിനുള്ളിലും പുറത്തും - മലയാളത്തിലെ ആദ്യകാല സഞ്ചാര കൃതികൾ - സഞ്ചാര സാഹിത്യ വികാസം - യാത്രാ വിവരണത്തിലെ സഞ്ചാരാനുഭവവും ദൃശ്യാനുഭവവും - സഞ്ചാരാനുഭവം സർഗ്ഗാത്മകമാക്കിയ എഴുത്തുകാർ, കൃതികൾ

സാമാന്യ വായന : ബാലിദ്വീപ് - എസ്. കെ .പൊറ്റക്കാട്  
 കൂടജാദ്രിയുടെ സംഗീതം - കാക്കനാടൻ  
 ബ്രഹ്മപുത്രയിലെ വീട് - കെ. എ. ബീന

വിശദപഠനം : ഹിമവാന്റെ മുകൾത്തട്ടിൽ - രാജൻ കാക്കനാടൻ

**സഹായക ഗ്രന്ഥങ്ങൾ**

കൈരളിയുടെ കഥ - എൻ. കൃഷ്ണപിള്ള  
 മലയാള നാടക സാഹിത്യ ചരിത്രം - ജി. ശങ്കരപ്പിള്ള  
 മലയാള നാടക സാഹിത്യ ചരിത്രം - വയലാവാസുദേവൻപിള്ള  
 മലയാള നോവൽ സാഹിത്യ ചരിത്രം - കെ. എം. തരകൻ  
 മാറുന്ന മലയാള നോവൽ - കെ.പി. അപ്പൻ

OR

**Additional Language - HINDI**  
**Common Course B.Com (Hindi Language)**  
**HN 1111.2 Prose, Commercial Hindi and Letter Writing**

**Aim of the course/ Objectives**

Aim of the course is to understand and appreciate Hindi prose. To enrich the knowledge of commercial letter writing and the form and style of other letters.

**Module 1**

Prose

**Module 2**

Commercial Hindi

**Module 3**

Letter Writing

Syllabus and text books for B.Com

Common Course – Hindi

Semester – I

**HN 1111.2 course I – Prose, Commercial Hindi and Letter Writing**

Prescribed text

1 Prose Collection

**Abhinav Sankalan Part I**

Kerala University Publication

By Prof.M.S.Jayamohan,

Dr.Latha.P., Dr.Meera

Dr.Kumari Geetha.S, Dr.Francis.J, Dr.Sushama.T.K

Dr.P.M.Geetha

Prose Lessons to be studied (detailed)

- |                                  |   |                     |
|----------------------------------|---|---------------------|
| 1. Kafan                         | - | Premchand           |
| 2. Crodh                         | - | Ramachandra Sukla   |
| 3. Taj                           | - | Raghuveer Singh     |
| 4. Inspector Mathadeen Chand per | - | Harishankar Parasai |
| 5. Sthree Mahaj Twacha hai       | - | Sudeesh Pachowri    |

2 Commercial Hindi Letter Writing – **Abhinav Sankalan Part I**

Kerala University Publications

OR

**Additional language - FRENCH**

**(For B.Com programme)**

**First Semester B.Com Examination FR1111.2**

**Aim**

To expand secretarial skills and attitudes relevant to the application of French in the Business field

**Objectives**

1. To familiarise the students with a modern foreign language.
2. To familiarise the students with the sounds of French and their Symbols.
3. To familiarise students with French for basic communication and functions in everyday situations.
4. To familiarise students with the basics of writing simple, direct Sentences and short compositions.

Course outline: 4 Modules

**1. Module I :** Current trends in French pronunciation, grammar, Lexical items, discourse models-oral and written

**2. Module II :** Literary communication literary passages, Analysis of texts , creating advertisements

**3. Module III :** Communication skills in everyday conversation.

**4. Module IV :** Training in creative writing.

**Syllabus :** Name of the text: BONNE ROUTE(Lessons 1-8)

Volume I by Pierre Gibert and Philippe Greffet,

Publishers:Alliance Francaise, Hachette.

Copies available at: Om.Kailash Book shop,Lal Bahadur Shastri Street, Pondichery- 605001.

**Reference Books:**

1. Le Nouveau Sans Frontières Vol I Phillippe Dominique : Jacky

Girardet, Michèle Verdelhan : Michel Verdelhan.

2. Cours de langue et de civilisation française Vol I ( Mauger Bleu)

3. Mauger Rouge Vol I

4. Tempo Vol I Evelyne Berard pub – Didier/Hatier Yves Canier Christian Lavenne

### PAPER – III

#### METHODOLOGY AND PERSPECTIVES OF BUSINESS EDUCATION

No of instructional hours per week: 4

**Aim of the course:** To provide the methodology for pursuing the teaching learning process with a perspective of higher learning in business education.

**Course Objectives:**

1. To create a basic awareness about the business environment and the role of business in economic development.
2. To provide a holistic, comprehensive and integrated perspective to business education
3. To give a fundamental understanding about ethical practices in business.

**Module I:** - Meaning of business information- learning business information - methods and techniques of collecting and learning business information- business linkages between business and different economic systems- meaning of economic systems - their functioning - different economic systems and their features - capitalism, socialism, communism and mixed economy. Different forms of business organizations - individual and organized, family and corporate, business for profit and business not for profit. Business entities - Individual, partnerships, co-operatives, trusts, undivided families, joint stock companies, Joint ventures –MNCs. (Basic concepts only) (10 Hours)

**Module II:** - Economic sectors of the Economy: An Overview – primary sector, secondary sector, tertiary sector - business examples in different sectors. Emerging areas in Service sector- Tourism, IT, Healthcare, KPO, BPO, Event Management etc. (A brief study only) (8 Hours)

**Module III:** - Business – objectives -economic - social. Establishing business - steps - environmental analysis: legal, physical, financial, social, economic, technical etc. - idea generation- mobilization of financial resources – sources- savings –loans and advances – shares.Role of entrepreneur. Payment to government – taxes, direct and indirect.( a brief study only) Economic development- meaning, measures of economic development- role of business in economic development - company, industry and economy interrelationship. Role of business (public sector and private sector) in economic development. New Economic Policy - Liberalization, Privatization and Globalization - merits and demerits. Managerialism-features. Infrastructure for industrialization and economic growth of an economy. (15 Hours)

**Module IV:** - Trained manpower for quality enhancement- role of trained manpower for quality at individual level, family level, organizational level and national level - Human Capital Management - concept,

importance and benefits. Quality of life and Quality of Work Life - Quality circle. Management problems in small, medium and large organizations. Use of technology in business (a brief study only).

Business ethics - concept, need and importance.

Social ethics, social responsibility and social service – role of NCC and NSS in promoting social values among students. (a brief study only) (12 Hours)

**Module V:** - Individual and team presentations by observation, reading techniques - listening to lectures, note taking- seminars and workshops - conferences and symposiums, field studies, case studies and project reports (a brief study only) (9 Hours)

Note:

1. A field study on how far privatisation and globalisation enhance the quality of manpower.
2. Students are to be organised into groups of five and should be required to present papers on topics relating to the role of business in economic development and ethical practices in business. The assignments are to be based on the presentations made in the specified areas.

**Books recommended:-**

1. Keith Davis and William Frederic. C. *Business and Society: Management, Public policy, Ethics*, International student Edition McGraw- Hill Book Co New Delhi
2. Cherunilam Francis: *Business Environment* - Himalaya Publishing House, New Delhi.
3. C.B.Gupta: *Business Organisations and Management-* Sultan Chand, 8th Edition 2013
4. Murthy CSV: *Business Ethics and Corporate Governance*, Himalaya Publishing House
5. N.M.Khandelwal: *Indian Ethos and Values for Managers*
6. R. R. Gaur, R. Sanghal, G. P. Bagaria; *Human Values and Professional Ethics*.
7. Andrew Crane: *Business Ethics: Managing Corporate Citizenship and Sustainability in the Age of Globalization*, DIRIC Matteu Oxford University Press, New Delhi.
8. Aswathappa, K: *Essentials of Business Environment*, Himalaya Publishing House, New Delhi.
9. Dutt R. and Sundharam K.P.M.: *Indian Economy*, S. Chand, Delhi.
10. DuttRuddar: *Economic Reforms in India-A Critique*; S. Chand, New Delhi.
11. Misra S.K. and Puri V.K.: *Indian Economy-* Himalaya Publishing House, New Delhi.

## 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 loquitur* – 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 (2<sup>nd</sup> 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.