

**Detailed Course Scheme**  
**BBA LL.B.**  
**(Five years integrated Law programme)**

**Semester-II**  
**(2022-27)**

DOC202206080035



**RNB GLOBAL UNIVERSITY**

RNB Global City, Ganganagar Road,  
Bikaner, Rajasthan 334601

## **OVERVIEW**

RNB Global University follows Semester System along with Choice Based Credit System as per latest guidelines of University Grants Commission (UGC). Accordingly, each academic year is divided into two semesters, **Odd (July-December) and Even (January-June)**. Also, the university follows a system of continuous evaluation along with regular updating in course curricula and teaching pedagogy.

The Curriculum for BBA LL.B. Program for Even (January-June) Semester 2023 along with examination pattern is as follows:

### **Course Scheme**

#### **Semester -II**

<b>S. No.</b>	<b>Course Code</b>	<b>Course Name</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credits</b>
1.	16003300	Law of Contract –II	4	1	0	5
2.	16003400	Law of Torts and Consumer Protection	4	1	0	5
3.	11011400	Marketing Management	4	1	0	5
4.	11011300	Organizational Behavior	4	1	0	5
5.	16005600	Administrative Law	4	1	0	5
6.	16001300	Ability & Skill Enhancement- II	2	0	0	2
7.	16007000	Comprehensive Viva and Seminars, Debates & Quiz	-	-	-	2
8.	99003300	Workshops/Seminars/Human Values/ Social Service/NCC/NSS	-	-	-	1
<b>Total</b>			<b>22</b>	<b>5</b>	<b>0</b>	<b>30</b>

### **EVALUATION SCHEME**

The evaluation of the BBA LL.B. program would be based on Internal and External Assessments. Internal Assessment would consist of 50% of the marks (50 marks) and external assessment (in form of End Term Exam) would consist of remaining 50% marks (50 marks). Detailed scheme of Internal and External Assessments as follows:

### **Internal Assessment**

The distribution of Internal Assessment Marks is as follows:

Type	Details	Marks
Mid Term	Two Mid-term Sessional of 15 marks each (15+15)	30
Marks obtained in various Tests, Assignments, Presentations, Quiz, Tutorials, etc.	Average of marks obtained	15
Attendance	75%+ : 5 marks	5
<b>TOTAL</b>	<b>50</b>	

### **External Assessment**

Type	Marks
Theory	50

### **EVALUATION SCHEME- WORKSHOPS & SEMINARS & NCC/NSS**

1. NCC/NSS will be completed from Semester I – Semester IV. It will be evaluated internally by the institute. The credit for this will be given at the end of Semester.
2. The students have to join club/clubs with the active participation in different activities of club. The students would be continuously assessed from Semester-I to Semester-IV and credits and marks would be given after the end of Semester

## **CURRICULUM**

**Course Name: Law of Contract -II**

**Course Code: 16003300**

### **Course Outline**

#### **Unit I: Indemnity & Guarantee and Agency (Conceptual Study)**

- a) Distinction between Indemnity and Guarantee
- b) Rights and Duties of Indemnifier and Indemnified
- c) Rights and Duties of Principle Debtor and Creditor
- d) Liability of Surety
- e) Contract of Agency
- f) Creation of Agency
- g) Rights and Duties of Agent and Principal
- h) Agent's Authority
- i) Determination of Agency

Case Law:

1. *Mollwo, March & Co. v. The Court of Wards (1872) L.R. 4 P.C. 419*

#### **Unit II: Bailment and Pledge**

- a) Concept of Bailment
- b) Rights and Duties of Bailor and Bailee
- c) Lien d) Finder of Goods

#### **Unit III: The Indian Partnership Act, 1932**

- a) Nature of Partnership Firm
- b) Rights /Duties of Partners inter se
- c) Incoming and Outgoing Partners
- d) Position of Minor
- e) Dissolution and Consequences

Case Law:

2. *K. D. Kamath & Co. v . CIT (1971) 2 SCC 873*
3. *Cox v. Hickman, (1860) 8 hlc. 268*
4. *Miles v. Clarke [1953] 1 All ER 779*
5. *Trimble v. Goldberg (1906) AC 494 (PC)*
6. *Holme v. Hammond (1872) L.R. 7 Ex. 218; 41 L.J. Ex. 157*
7. *Rhodes v. Moules (1895) 1 Ch. 236 (CA)*
8. *Hamlyn v. Houston & Co. (1903) 1 K.B. 81*

9. *Tower Cabinet Co., Ltd v. Ingram* (1949) 1 KBD 1032
10. *Shivagouda Ravji Patil v. Chandrakant Neelkanth Sadalge* AIR 1965 SC 212
11. *CIT v. Jayalakshmi Rice and Oil Mills Contractor Co.* AIR 1971 SC 1015 : (1971) 1 SCC 280
12. *Jagdish Chandra Gupta v. Kajaria Traders (India) Ltd.* AIR 1964 SC 1882

#### **Unit IV: The Sale of Goods Act, 1930**

- a) Definitions, Distinction between Sale and Agreement to Sale
- b) Conditions and Warranties
- c) Rights and lien of Unpaid Seller
- d) Remedies for Breach of Contract of sale

#### Case Law:

13. *M/S. Kone Elevator India Pvt. Ltd v. State of Tamil Nadu. & Ors.* (2014) 7 SCC 1
14. *State of Karnataka and Ors. v. Pro Lab and Ors.* AIR 2015 SC 1098
15. *K.L. Johar & Co. v. Dy. CTO* (1965) 2 SCR 112 : AIR 1965 SC 1082
16. *Sundaram Finance Ltd. v. State of Kerala* (1966) 2 SCR 828, 841 : AIR 1966 SC 1178
17. *British Paints (India) Ltd. v. Union of India* AIR 1971 CAL. 393
18. *Jones v. Just* (1868) 3 Q.B. 197
19. *P.S.N.S. Ambalavana Chettiar v. Express Newspapers Ltd.* (1968) 2 SCR 239 : AIR 1968 SC 741
20. *Gopalakrishna Pillai v. K.M. Mani* (1984) 2 SCC 83 : AIR 1984 SC 216

#### **Unit V: The Negotiable Instrument Act, 1881**

- a) Definition and Kinds of Negotiable Instruments
- b) Holder and Holder-in-Due Course
- c) Material Alterations and Crossing of Cheque, etc.
- d) Dishonor of Negotiable Instruments

#### Case Law

21. *The Pioneer Container KH Enterprise v/s Pioneer Container* [1994] AC 324 2.
22. *Jay Bharat Credit v/s CST and Anr* (2000) 7 SCC 165
23. *Jagannath Patnaik v/s Sri Ptambar Bhupati Harichandan* AIR 1954 Ori 241
24. *NM Gaziwala and Ors. Vs. S.P.A. Papammal and Anr.* 1967 AIR 333, 1966 SCR 38

#### Suggested Readings:

1. Pollock & Mulla, *Indian Contract and Specific Relief Act*, Lexis Nexis, 2013(14thEdn).
2. Avtar Singh, *Law of Partnership*, Eastern Book Company, 2012 (4thEdn).
3. Avtar Singh, *Law of Contract and Specific Relief*, Eastern Book Company, 2013 (11thEdn).

4. S. P. Sengupta, *Commentaries on Negotiable Instruments' Act*, Central Law Agency, 2008 (3rdEdn).
5. Avtar Singh, *Sale of Goods*, Eastern Book Company, 2011 (7thEdn).
6. Michael G. Bridge (ed.), *Benjamin's Sale of Goods*, Sweet & Maxwell, 2013 (8thEdn)
7. P.S. Atiyah, *Sale of Goods*, Pearson Education, 2010 (12thEdn).
8. B.M. Prasad and Manish Mohan, *Khergamvala on the Negotiable Instrument Act, 2013*, Lexis Nexis, 2013 (21stEdn).
9. P. Mulla, *The Sale of Goods and Indian Partnership Act*, Lexis Nexis, 2012 (10thEdn).

## **Course Name: Law of Torts and Consumer Protection**

**Course Code: 16003400**

### **Course Outline**

#### **Unit I: Introduction and Principles of Liability in Tort**

- a) Definition of Tort
- b) Development of Law of Torts
- c) Distinction between Law of Tort, contract, Quasi-contract and crime
- d) Constituents of Tort: *Injuria sine damnum, Damnum sine injuria*

1. *Municipal Corporation of Delhi vs. Subhagwanti*, AIR 1966 SC 1750
2. *Ashby vs. White*, (1703) 2 Lord Rayam 933
3. *Bhim Singh vs. State of J&K*, AIR 1968 SC 494
4. *Constantine vs. Imperial Hotel Ltd.*, (1944) KB 693
5. *Gloucester Grammar School Case* 1410 YB 11
6. *Mogul Steamship Co. vs. Mc Gregor Grow and Co.*, 1892 AC 25
7. *Mayor of Bradford Copn. vs. Pickles*, (1895) AC 587
8. *Glasgow Copn. Vs. Taylor* (1922) 1 AC 44

#### **Unit II: General defenses**

- a) Volenti non-fit Injuria,
  - b) Necessity
  - c) Plaintiff's default
  - d) Act of God
  - e) Inevitable accidents
  - f) Private defense
9. *Hall vs. Brook Lands Auto Racing Club*, (1933) 1 KB 205
  10. *Padmawathi vs. Dugganaika*, (1975)1 Kan.LJ 93
  11. *Brown vs. Kendall*, (1850) 6 Cush.
  12. *Nichols vs. Marshland* (1876) 2 Ex.D 1
  13. *Kallulal vs. Hemachand*, AIR 1958 MP 48

14. *Herbert Richard vs. Muniswami*, ILR (1950) Mad. 365
15. *Cope vs. Shape* (1891) KB 496
16. *Vaughan vs. Taff Valde Rail Co.* (1860) 5 H and N 679
17. *Singleton Abbey vs. Paludina*, 1927 AC 16
18. *Rural Transport Service vs. Bezlum Bibi*, AIR 1980 Cal. 165
19. *Davis vs. Mann* (1882) 10 M&W 546
20. *Subhakar vs. Mysore State Road Transport Corpn.* AIR 1975 Ker. 73

### **Unit III: Specific Torts-I**

- a) Negligence
- b) Nervous Shock
- c) Nuisance
- d) False Imprisonment and Malicious Prosecution
- e) Judicial and Quasi: Judicial Acts
- f) Parental and Quasi-Parental authority

21. *Dr. Ram Raj Singh vs. Babulal*, AIR 1982 All 285
22. *Radhey Shyam vs. Guru Prasad*, AIR 1978 All 86
23. *St. Helens Smelting Co. vs. Tipping*, (1865) 11 HL Cas. 642
24. *Starys vs. Bridgman*, (1979) 11 Ch. D 852
25. *Donoughue vs. Stevenson*, 1932 AC 562
26. *Ishwar Devi vs. Union of India*, AIR 1869 Delhi 183 8
27. *Dr. Laxman Balakrishna Joshi vs. Trimbak Bapu*, AIR 1989 P&H 183
28. *KSEB vs. Suresh Kumar*, 1986 ACJ 998
29. *Glasgow Corpn vs. Taylor*, (1992) 1 AC 44
30. *Alka vs. Union of India*, AIR 1993 Delhi 267 11.
31. *Nihal Kaur vs. Director, PGI*, III (1996) CPJ 441.

### **Unit IV: Specific Torts-II**

- a) Vicarious Liability
- b) Doctrine of Sovereign Immunity
- c) Strict Liability and Absolute Liability
- d) Defamations

32. *P&O Steam Navigation Co. vs. Secretary of State* (1861) 5 Bom. HC
33. *State of Rajasthan vs. Vidyavathi*, AIR 1962 SC 933
34. *Kasturilal vs. State of UP*, AIR 1965 SC 1039
35. *Rooplal vs. Union of India*, AIR 1972 J&K 22
36. *Ramngulu vs. Mullackal Devasam*, AIR 1975 Kerala 25
37. *Brook vs. Bool* (1928) 2 KB 578
38. *KSRTC vs. Krishnan*, AIR 1981 Kant. 11
39. *T. Pillai vs. Municipal Council, Shericottah*, AIR 1961 Mad. 230
40. *VM Vadi vs. Vijayawada Municipality*, AIR 1963 AP 435
41. *Bernard vs. Haggis*, (1863) 14 CBNS 5
42. *Priestley vs. Flower*, (1837) M&I
43. *Cassidy vs. Ministry of Health*, (1951) 1 All. ER 574

44. *Youssoupoff vs. MGM Pictures Ltd.*, (1934) 50 TLR 58
45. *DP Choudhary vs. Manju Latha*, AIR 1997 Raj. 170
46. *Cassidy vs. Daily Mirror*, (1929) 2 KB 331
47. *Arumugha Mudhaliar vs. Annamalai Mudgaliar*, (1996) 2 MLJ 223 9
48. *TJ Ponnen vs. MC Varhgese*, AIR 1970 SC 1876

#### **Unit V: The Consumer Protection Act, 1986**

- a) Definitions of Consumer, Goods and Services
- b) Rights and Duties of Consumer
- c) Authorities for Consumer Protection
- d) Remedies

49. *Baltimore and Ohio R.R. v. Goodman*, 275 U.S. 66 (1927)
  50. *Bethel v. New York City Transit Authority*, 703 N.E.2d 1214 (1998)
  51. *Donoghue v. Stevenson*,
  52. *Caparo v. Dickman*:
  53. *McDonald's coffee case*:
  54. *Martin v. Herzog* 248 N.Y. 339, 162 N.E. 99. (1928)
  55. *Pokura V. Wabash Ry. Co.*, 292 U.S. 98 (1934)
  56. *Fletcher v. Rylands* (Exchequer Chamber, 1866) L.R. 1. Ex. 265.
  57. *Tarasoff v. Regents of the University of California*, 551 P.2d 334 (Cal. 1976)
  58. *Trimarco v. Klein, Ct. of App. of N.Y.*, 56 N.Y.2d 98, 436 N.E.2d 502 (1982).
  59. *United States v. Carroll Towing Co.*: U.S. Court of Appeals, 2nd Circuit. 159 F.2d 169.
  60. *Vaughan v. Menlove*, 132 Eng. Rep.490 (C.P. 1837):
  61. *Kasturilal Ralia Ram V. The State of Uttar Pradesh* 1965 AIR 1039; 1965 SCR (1) 375
- :

#### **Suggested Readings**

1. W.V.H. Rogers, *Winfield and Jolowicz on Tort*, Sweet & Maxwell, 2010 (18thEdn).
2. Ratanlal & Dhirajlal, *The Law of Torts*, Lexis Nexis, 2013 (26thEdn).
3. B.M. Gandhi, *Law of Torts with Law of Statutory Compensation and Consumer Protection*, Eastern Book Company, 2011 (4thEdn).
4. R.K. Bangia, *Law of Torts including Compensation under the Motor Vehicles Act and Consumer Protection Laws*, Allahabad Law Agency, 2013.
5. RamaswamyIyer's , *The Law of Torts*, Lexis Nexis, 2007 (10thEdn).



## **Course Name: Marketing Management**

**Course Code: 11011400**

### **Course Outline**

#### **Unit I: Introduction**

- a) Meaning, Nature and Scope of Marketing
- b) Core Marketing Concepts
- c) Marketing Philosophies
- d) Concept of Marketing Mix
- e) Understanding Marketing Environment
- f) Consumer and Organisation Buyer Behaviour
- g) Market Segmentation, Targeting and Positioning

#### **Unit II: Product Planning and Pricing**

- a) Product Concept
- b) Types of Products
- c) Major Product Decisions
- d) Product Life Cycle, New Product Development Process
- e) Pricing Decisions
- f) Determinants of Price
- g) Pricing Process, Policies and Strategies

#### **Unit III: Promotion and Distribution Decisions**

- a) Communication Process
- b) Promotion Tools-Advertising, Personal Selling, Publicity and Sales Promotion
- c) Distribution Channel Decisions-Types and Functions of Intermediaries, Selection and Management of Intermediaries

#### **Unit IV: Emerging Trends and Issues in Marketing**

- a) Consumerism, Rural Marketing, Social Marketing
- b) Direct Marketing
- c) Green Marketing
- d) Digital Marketing – Online and Social Media Marketing
- e) Marketing Ethics

## **Unit V: PSDA (Professional Skill Development Activities)**

- a) Case Study discussion
- b) Marketing Debate- Right Price v/s Fair Price of products, it's form or function marketing Debate / Discussion- TV v/s Internet Advertising / Channel Conflict
- c) Assignment and Presentation on emerging trends.

### **Suggested Readings**

1. Philip Kotler, K.L. Keeler, A. Koshy, M. Jha, *Marketing Management: A South Asian Perspective*, Pearson Education, Delhi. 13<sup>th</sup> Edition, 2009.
2. B. Baines, C. Fill, K. Page, P.K. Sinha, *Marketing-Asian Edition*, Oxford University Press, Delhi, 2013 .
3. M.J. Etzel, B.J. Walker, W.J. Stanton, A. Pandit, *Marketing*, McGraw Hill, New Delhi. 14<sup>th</sup> Edition, 2010.
4. J. Darymple Douglas, & Leonard J. Parsons, *Marketing Management: Text and Cases*. Seventh Edition, John Wiley and Sons, 2002.
5. Arun Kumar, N.Meenakshi, *Marketing Management*, Vikas Publishing House, Noida, India, 2<sup>nd</sup> Edition, 2011 .
6. V.S. Ramaswamy, S. Namakumari, *Marketing Management – Global Perspective, Indian Context*, Macmillan Publishers India, New Delhi, 4<sup>th</sup> Edition, 2009.

## **Course Name: Organizational Behavior**

**Course Code: 11011300**

### **Course Outline**

#### **Unit I: The Concept of Organizational Behavior**

- a) Disciplines Contributing to the Field of Organizational Behavior
- b) The OB Model
- c) Challenges and Opportunities for OB
- d) Diversity in Organizations

#### **Unit II: Organizational Culture and Climate**

- a) Managerial Communication
- b) Attitudes and Values
- c) Emotions and mood

### **Unit III: Behavioral Dynamics**

- a) Perceptions
- b) Learning
- c) Personality
- d) Motivation
- e) Stress and its Management

### **Unit IV: Group Dynamics and Work Teams**

- a) Creating Effective Teams
- b) Types of Teams
- c) Stages of Group Development
- d) Group Think
- e) Group Shift Social Loafing
- f) Group Decision Making Techniques
- g) Power and Politics
- h) Change Management

### **Unit V: PSDA (Professional Skill Development Activities)**

- a) Understanding gender based aspects of work environment, Activity on understanding globalization and diversity issues pertaining to organizational behavior.
- b) Activity on Cross cultural communication, Hands on exercise on nonverbal communication and skill development.
- c) Activity on managing stress, self-assessment of personality.
- d) Exercise on Team building, case study on power and politics, Activity on Change Management.

### **Suggested Readings**

1. Judge Robbins and Vohra, *Organizational Behaviour*, 15<sup>th</sup> edition ,Pearson education India, New Delhi, 2013.
2. Luthans, *Organizational Behaviour*, 12<sup>th</sup> edition ,Tata McGraw Hill, 2013.
3. Parikh and Gupta, *Organizational Behaviour*, Tata McGraw Hill, 2010.
4. Mohanty Chitale and Dubey, *Organizational Behaviour: Text and Cases*, PHI Learning, Delhi, 2013.

## Course Name: Administrative Law

Course Code: 16005600

### Course Outline

#### Unit I: Evolution and Scope of Administrative Law

- a) Nature, Scope and Development of Administrative Law
- b) Rule of Law and Administrative Law
- c) Separation of Powers and its Relevance
- d) Relationship between Constitutional Law and Administrative Law
- e) Classification of Administrative Law

#### Leading Cases :-

1. Ram sahib Ram Jawaya Kapur v. State of Punjab AIR 1955, SC 549
2. Asif Hameed v. Dtate of J&K AIR 1989 SC 1899
3. State of M.P v. Bharat Singh AIR 1967 SC 1170
4. ADM Jabalpur v. Shivkant Shukla AIR 1976 SC 1207
5. Indira Gandhi v. Raj Narain AIR 1975 SC 2299

#### Unit II: Legislative Functions of Administration

- a) Meaning and Concept of Delegated Legislation
- b) Constitutionality of Delegated Legislation
- c) Control Mechanism
  - i. Legislation
  - ii. Judicial Control of Delegated Legislation
  - iii. Procedural control of Delegated Legislation
- d) Sub-Delegation

#### Leading Cases :-

6. *In re Delhi Laws Act*, AIR 1951 SC 332
7. *Laxmi Narayan V UOI* AIR 1976 SC 714
8. *Darshan Lal Mehra v. Union of India* AIR 1992 SC 1848
9. *Govind lal v. APM Committee* AIR 1976 SC 363
10. *Sonik Industries Rajkot v. Municipal Corporation of the City of Rajkot* AIR 1986 SC 1518
11. *Atlas Cycle industries v. State of Haryana* AIR 1979 SC 1149
12. *Rajnarain Singh v. Chairman, Patna Administration Committee* AIR 1954 SC 519

#### Unit III: Judicial Functions of Administration

- a) Need for Devolution of Adjudicatory Authority on Administration
- b) Problems of Administrative Decision Making
- c) Nature of Administrative Tribunals: Constitution, Powers, Procedures, Rules of Evidence
- d) Principles of Natural Justice

- i. Rule against Bias
- ii. Audi Alteram Partem
- iii. Speaking Order (Reasoned Decisions)

**Leading Cases :-**

13. *A.K. Kraipak Vs Union of India* AIR 1970 SC 150
14. *Ashok Kumar Yadav v. state of Haryana* **AIR 1987 SC 454**
15. *GN Nayak v. Goa University* AIR 2002 SC 790
16. *Hira nath Mishra v. Principal Rajendra Medical College* AIR 1973 SC 1260
17. *Maneka Gandhi v. Union of India* AIR 1978 SC 248
18. *S.N. Mukherjee v. Union of India* 1990 SC 1984
19. *L. Chandra Kumar v. Union of India* AIR 1997 SC 1125
20. *Union of India v. R. Gandhi, President, Madras Bar Association* AIR 2010

**Unit IV: Administrative Discretion and Judicial Control of Administrative Action**

- a) Need and its Relationship with Rule of Law
- b) Judicial Review of Administrative Action and Grounds of Judicial Review
  - i. Abuse of Discretion
  - ii. Failure to Exercise Discretion
  - iii. Illegality, Irrationality, Procedure Impropriety
- c) Doctrine of Legitimate Expectations

**Leading Cases :-**

21. *Dwarka Prasad Laxmi Narain v. State of U.P* AIR 1954
22. *A.N.Parasuraman v. State of Tamil Nadu* AIR 1990 SC 40
23. *J.R. Raghupathy v. State of A.P* AIR 1988 SC 1681
24. *Om Kumar & others v. Union of India* AIR 2000 SC 3689
25. *Express Newspaper (P) Ltd. v. Union of India* AIR 1986 SC 872

**Unit V**

- a) Ombudsman,
- b) Lokpal, Lokayukta and Central Vigilance Commission:
  - i. Meaning and, Object
  - ii. Main characteristics
  - iii. Need and Utility-Origin and development of the Institution
- c) Ombudsman in New Zealand
- d) Ombudsman in England (Parliamentary Commissioner)
- e) Ombudsman in India –Lokpal
- f) Lokayukta in States-Central Vigilance Commission

**Suggested Readings:**

1. H.W.R. Wade & C.F. Forsyth, *Administrative Law*, Oxford University Press, 2009 (12<sup>th</sup> Edn)
2. M.P. Jain & S.N. Jain, *Principles of Administrative Law*, Lexis Nexis, 2013 (7<sup>th</sup> Edn)
3. I.P. Massey, *Administrative Law*, Eastern Book Company, 2012, (8<sup>th</sup>)
4. C.K. Takwani, *Lectures on Administrative Law*, Eastern Book Company, 2012 (5<sup>th</sup> Edn)
5. S.P. Sathe, *Administrative Law*, Lexis Nexis Butterworths Wadhwa, 2010 (7<sup>th</sup> Edn)

**Course Name: Comprehensive Viva and Seminars, Debates & Quiz****Course Code: 16007000****Course Outline**

1. Discussion of latest 4 Judgments of the Supreme Court and the High Courts
2. Methods of making briefs of judicial decisions
3. Organisation of 2 Seminars on current legal topics
4. Preparation of Power Point Presentations on 2 current legal issues
5. Quiz Competition
6. 2 Debate Competitions
7. Legal Essay Writing Exercises

Comprehensive Viva shall be conducted by a Board of Examiners constituted by a Committee comprising of all faculty members involved in teaching Law Students. Important recent cases and any legislative changes on the subjects taught during the semester shall be discussed.

**Course Name: Ability and Skill Enhancement II****Course Code: 16001300****Course Outline - Final Assessment - Debate/Group Discussion****Unit I: Phonetics**

Phonetic symbols and the International Phonetic Alphabets (IPA), The Description and Classification of Vowels (Monophthongs & Diphthong) Consonants, Phonetic Transcription & Phonology, Syllable, Stress & Intonations, Reading aloud, recording audio clips.

## **Unit II: Vocabulary Building**

Idioms and Phrases Words Often Confused, One word Substitution, Word Formation: Prefix & Suffix.

## **Unit III: Ethics & Etiquettes**

What are ethics, what are values, difference between ethics and morals, Business ethics, workplace ethics, what are virtues for e.g. civic virtues, etc. Human ethics and values- 5 core human values are: right conduct, living in peace, speaking the truth, loving and care, and helping others.

Etiquette awareness, Importance of First Impression, Personal Appearance & Professional presence, Personal Branding, Dressing Etiquette, Dining Etiquette.

## **Unit IV: Reading & Writing Skills**

Reading Comprehension, News Reading, Picture Description, Paragraph Writing, News Writing.

**Unit V: Listening & Speaking Skills** Public Speaking, Debate, Inspirational Movie Screening, Skit Performance.

**Note:** The review of Syllabus happens on periodic basis for the benefit of the students. In case there are changes in curriculum due to review, students would be intimated in writing.

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