

Degree of Bachelor of Law, LL.B (CBCS) Semester: II Subject: Special Contract

Course Code	UL02CLLB61	Title of the Course	Special Contract
Total Credits of the Course	04	Hours per Week	04
Course Objectives:	purpose	e of commerce a	e related to special contract laws for the nd trade field.

2.	To prepare the students in practical way for the business purpose
	or for getting the job in business, trade and commercial activity.

- **3.** Student can know the relation between law and business so that he can do his own business
- 4. To prevent the student from doing any illegal business activity.
- 5. A person can get the appropriate remedy and compensation in case of breach of contract.

	Course Content			
Unit	Description	Weightage* (%)		
1.	 1.1 Contract of Indemnity and Guarantee 1.2 Definition, elements of Indemnity and Guarantee 1.3 Difference between Indemnity and Guarantee 1.4 Rights of Surety 1.5 Discharge of Surety 1.6 Bailment and Pledge 1.7 Definition, Elements and difference of Bailment and pledge 1.8 Rights and duties of bailor and bailee 1.9 Rights of Pawnor and Pawnee 1.10 Pledge by Non-owners 1.11 Related case Laws 	25%		
2.	 2.1 Definition, elements of Contract of Agency 2.2 Difference between Agent and Servant 2.3 Difference between Agent and Independent Contractor 2.4 Creation of Agency, Termination of Agency 2.5 Ratification and rules for valid ratification 2.6 Classification of Agents 2.7 Rights and duties of Principal and agent 2.8 Personal liability of Agent 2.9 Related case Laws 	25%		
3.	3.1 Sale of Goods Act- 19303.2 Sale and Agreement to Sale	25%		





-	-	
	 3.3 Sale and Hire-purchase agreement 3.4 Kinds of Goods, Effect of Destruction of Goods, price 3.5 Condition and Warranty, Implied conditions and implied warranties 3.6 Rule of Caveat Emptor 3.7 Rules regarding passing of property 3.8 Rules regarding delivery of the goods 3.9 Rights and duties of the Buyer 3.10 Rights of Unpaid seller 3.11 Sale by Non-owner 3.12 Related case Laws 	
4.	 4.1 Partnership Act – 1932 4.2 Definition, elements, Formation 4.3 Partnership and H.U.F 4.4 Partnership and co-ownership 4.5 Registration of Firm, Effects of Non-registration 4.6 Rights of Partner and Duties of Partner 4.7 Implied authority of the partner 4.8 Types of partner 4.9 Dissolution of the Firm and partnership 4.10 Related case Laws 	25%
	PSDA [Professional Skill Development Activities] 1. Judgment Writing 2. Judgment Analysis 3. Contract Drafting 4. Moot Court Practice	

Teaching- Learning Methodology	 Lecture Method Power Point Presentation(including audio/video) Group Discussion Team Exercise Case study Practical Problem Exercise Discussion Method Seminar/Conferences
--------------------------------------	--

Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%





Course Outcomes:

Having completed this course, the learner will be able to

- A student can understand the meaning of Contract and its liability.
- A student can achieve the proper remedy in case of breach of contract.
- By doing proper study of E-commerce he can do export/import business.
- A student can do his own business.
- He can do legal practice in the field of trade and commerce.
- He can get the job easily in trade and commerce, Industry.

Sugge	Suggested References:		
Sr. No.	Suggested Readings :		
1.	Bare Acts : 1. Indian Contract Act, 1872		
2.	 Reference books: 1. The Sale Of Goods Act & The Indian Partnership Act- T.R.Desai 2. Law Of Contract, Eastern Lucknow- P. S. Atiya 3. Law Of Contract- Avtar Singh 4. Law Of Contract- G. C. Cheshire 5. Law Of Contract- M. Krishnan Nair 6. Law Of Contract- G.H. Trinel 7. Law Of Contract- P.R. Desai 8. Partnership Act- Pollok And Mulla 9. Sale Of Goods Act- Mulla 10. Sale Of Goods Act- Katiyar 11. Indian Partnership Act- Avtar Singh 12. Elements Of Mercantile Law- N.D. Kapoor 		

On-line resources to be used if available as reference material

On-line Resources: Swayam, Edx, Coursera





Degree of Bachelor of Law,LL.B (CBCS) Semester: II Subject: Constitutional Law-II

Course Code	UL02CLLB62	Title of the Course	Constitutional Law-II
Total Credits of the Course	4	Hours per Week	04

Course Objectives:	Constitution Law of India is the mechanism under which the laws are to be made and not merely an Act which declares what the law is to be. The Constitutional law is the supreme law of the land. All other laws have to conform to the Constitutional Law. The Constitutional Law contains laws concerning the government and its people.Constitutional Law of India has the following objectives.
	 To provide understanding of various constitutional aspects like constitution of panchayat, municipalities, co-operative societies, elections provisions, amendment procedure etc. To develop understanding of students regarding special provisions related to certain classes, & emergency provisions. Students will be familiarized with the leading case laws and legislative changes to the provisions of the Constitution.

Course Content		
Unit	Description	Weightage*
1.	 1.1 Panchayats, Municipalities And Co-Operative Societies (Articles 243-243zt) 1.2 Relations Between The Union And The States (Articles 245-293) (Legislative Relations, Administrative Relations & Financial Relations) 1.3 The State Liability (Article 299-300) 1.4 Related case Laws 	25%
2.	 2.1 Right To Property (Article 300a) 2.2 Freedom Of Trade, Commerce And Intercourse(Article 301-307&19(1)(G) 2.3 Services Under The Union And The States (Articles 308-323) 2.4 Tribunals (Articles 323a-323b) 2.5 Related case Laws 	25%
3.	 3.1 Elections (Articles 324-329a) Constitution Of Election Commission Function Of Election Commission Power Of Parliament And State Legislature To Make Law 	25%





	 With Regard To Election Law Right To Vote And Eligibility To Make Election Provisions Relating To Legislature Courts Not To Interfere In Election Matters 3.2 Special Provision Relating To Certain Classes Articles (330-342) 3.3 Official Language (Articles 343-351) 3.4 Special Provision Relating To Jammu & Kashmir Articles(369- 393) a. Temporary And Transitory Provisions b. Tribal Invasion c. Provisions Extended To The State Of J.& K. By Presidential Order d. Power to Abolish the Operation of Art.370 	
4.	 4.1Emergency Provisions (Article 352-360) a. National Emergency b. Ground c. Effects Of Proclamation OfEmergency d. Suspension Of Fundamental Rights During Emergency e. Revocation OfEmergency f. Emergency Due To Failure Of Constitutional Machinery In States g. Report Of Sarkaria Commission h. Guidelines Of S.R.Bommai'sCase i. FinancialEmergency 4.2 The Amendment Of The Constitution (Article 368) a. Necessity Of Amending Provisions In The Constitutions b. Procedure ForAmendment c. Amendment Of FundamentalRights d. Theory Of Basic Structure e. Seeking To Strike Down ALegislation f. LandmarkJudgements g. Constitutional Amendment Schedules 	25%
	 PSDA[Professional Skill Development Activities] Visit to parliament Judgement analysis Debate & group discussions on various judgements Visit to election commission Awareness programme about right to vote Moot Court Practice 	





Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Cou	Course Outcomes: Having completed this course, the learner will be able to		
1.	To understand the role played by the three organs of the government		
2.	To understand about the parliament and state legislatures		
3.	To understand about the working of Judiciary, Supreme court & High court and their writ jurisdiction		
4.	To understand about all the important aspects of power of amendment, emergency provisions and elections		





Sugges	Suggested References:		
Sr. No.	References		
1.	Bare Acts:		
	• The Constitution of India,1950		
2.	Constitutional Law Of India -M.P.Jain		
3.	Shorter Constitution Of India-DurgadasBasu		
4.	Introduction To The Constitution Of India-DurgadasBasu		
5.	Constitution Of India-V.N. Shukla		
6.	Constitutional Law Of India -M.P.Jain		
7.	Constitutional Law Of India -J.N.Pandey		
8.	Constitutional Law Of India –Seervai		
9.	Constitutional Law Of India-P.M.Baxi		

On-line resources to be used if available as reference material

On-line Resources

Swayam, Coursera, SCC Online





Degree of Bachelor of Law, LL.B (CBCS) Semester: II Subject: PROPERTY LAW

Course Code	UL02CLLB63	Title of the Course	PROPERTY LAW
Total Credits of the Course	04	Hours per Week	04
Course Objectives:	to transfer 2. This course transfer of 3.This Course	of property by a e provides a cl immovable pro provides scope Conscience if	ng, amending or regulating the law related acts of the parties. ear, systematic and uniform law for the perty between living persons. to apply the principles of Justice, Equity a particular case is not governed by any

Course Content			
Unit	Description	Weightage* (%)	
1.	 1.1 Concept and meaning of Property in various laws 1.2 Kinds of Property 1.3 Property included and not included Immovable Property 1.4 Transfer of immovable property by various modes 1.5 Rules against perpetuity 1.6 Condition precedent and subsequent 1.7 Vested and contingent interest 1.8 Transfer to unborn person 1.9 Different doctrines 1.10 Related case Laws 	25%	
2.	2.1 Sale of immovable property2.2 Rights and duties of seller and buyer2.3 Related case Laws	25%	
3.	 3.1 Mortgages of immovable of property Rights and liabilities of Mortgagor, Rights and liabilities of Mortgagee, kinds of mortgage 3.2 Charges-of immovable of property 3.3 Related case Laws 	25%	
4.	4.1 Leases of immovable of property4.2 Exchange of immovable of property4.3 Gifts of immovable of property4.4 Actionable Claims of immovable of property	25%	





4.5 Related case Laws
PSDA (Professional Skill Development Activities)

Drafting a Mortgage/Sale/Gift/Lease Deed
Visit to Record Room
Class Moot Court
Awareness Camp
Moot Court Practice

Teaching- Learning Methodology	 Lecture Method Power Point Presentation(including audio/video) Group Discussion Case study Seminar/Conferences
--------------------------------------	--

Eval	Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage	
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%	
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%	
3.	University Examination	70%	

Cou	Course Outcomes: Having completed this course, the learner will be able to			
1.	1.	Property rights refer to the legal ownership of a resource which is protected through the legal system and the law and order of the government.		
2.	2.	Property rights allow disputes over resources be resolved in an amicable way through the courts.		
3.	3.	As there are property rights, businesses and consumers are more willing to invest and spend time developing economic resources as the gains will be granted to them individually.		





Suggested References:Sr.Reference books:
Transfer of Property Act – Mulla
Transfer of Property Act - Subbarao
Transfer of Property - S.Rao's
Transfer of Property - G.P.Tripathi
Lectures on Transfer of Property - S.M.Shah
Transfer of Property - V.P.Sarthy

On-line resources to be used if available as reference material

On-line Resources:- Swayam, Edx, Coursera





Degree of Bachelor of Law, LL.B (CBCS) Semester: I Subject: Environmental Law

Course Code	UL02CLLB64	Title of the Course	Environmental Law
Total Credits of the Course	04	Hours per Week	04

Course Objectives:The objective of this paper is to acquain environmental issues, pollution and control and protection along with the norms prevailing at level. Environmental Law has the following object 1. To develop students fundamental under Environmental law and its policies. 2. To prepare students in the context of how to cruin society after completing the program. 3. To develop understanding of students regard Environmental law. 4. To develop service orientation amongst the significant in the field of Environmental law.	the measures taken for its International and National ctives:- erstanding of law with eate their own presence felt ding various legislation on
--	---

Course Content		
Unit	Description	Weightage*
1.	Introduction	25%
	1.1 Concept and development of environmental law	
	1.1.1International development of Environmental Laws	
	1.1.2 Role of UNO with environment	
	1.1.3 Stockholm declaration -1972	
	1.1.4 Bhopal gas tragedy	
	1.2 The Environmental (Protection) Act, 1986	
	1.3 Constitutional & Criminal perspective of Environmental Protection	
	1.4 Environmental impact assessment	
	1.5 Remedies for environmental pollution under the	
	different laws	
	1.6 Related Case Laws	
2.	Environment Protect Laws -I	25%
	2.1 - The Water (Prevention & Control of Pollution) Act, 1974	





	 2.2 The Air (Prevention & Control of Pollution) Act, 1981 2.3 Noice pollution 2.4 Related Case Laws 	
3.	Environment Protect Laws -I	25%
	3.1 Indian Forest Act-1927	
	3.2 The Forest (Conservation)Act, 1980	
	3.3 Related Case Laws	
4.	Environment Protect Laws -I	25%
	 4.1 The Green Tribunal Act, -2010 4.2 Wild Life (Protection) Act-1972 4.3 Sustainable development 4.4 Polluters pays principle 4.5 Role of M.C.Mehta in protection of environment pollution 4.6 Related Case Laws 	
	 PSDA[Professional Skill Development Activities] Visit to pollution control Board Interaction with Eminent Environmental Experts Field trip to tribal areas Visit to NGO for environment protection Moot Court Practice 	

Teaching- Learning Methodology	 Lecture Method Seminar Method Power Point Presentation (including audio/video) Group Discussion Team Exercise Case Study Discussion Method Seminar/Conferences
--------------------------------------	---

Eval	Evaluation Pattern	
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%





Cot	Course Outcomes: Having completed this course, the learner will be able to		
1.	To understand the meaning, Concept, basic knowledge of environment, pollution, various principles and legislations.		
2.	To understand the students will be able to get the knowledge about Constitutional provisions for the Protection of environment.		
3.	To understand the various legal provisions of the water pollution.		
4.	The students will also learn about the various types' pollution as per the EnvironmentalLaw.		

Suggested References:	
Sr. No.	References
1.	Environmental Law P. S. Jaiswal
2.	Environmental Law Sukanta Nanda
3.	Environmental Law S.C. Tripathi
4.	Environmental Law M. M. Chaturvedi
5.	Environmental Law Lal Environmental Law S.K. Mohante

On-line resources to be used if available as reference material

On-line Resources: - Swayam. Online Law Software's





Degree of Bachelor of Law, LL.B (CBCS) Semester: II Subject: LAND LAWS

Course Code	UL02ELLB61	Title of the Course	Land Laws
Total Credits	04	Hours per	04
of the Course		Week	04

Course Objectives:1.Understand the relationship between Land Law and other law including Property Law, Contract Law, Equity, Civil R Torts and Succession.	
	2. Develop the skill of legal analysis in order to critically analyze and synthesis the principles and authorities of Land Law.
	 Synthesis the principles and authorities of Land Law. Develop the ability to apply the principles and authorities of Land Law in the solution of problems and to develop the analytical and communications skills necessary to formulate and articulate persuasive arguments either orally, in writing or under examination conditions. This module aims to allow the student to appreciate the purposes and context of Land Law. This involves developing a sound knowledge and understanding of the basic principles underlying land law as well as the rules. Land Law is a technical subject, which many students find difficult at first. It requires mastery of unfamiliar terms and concepts. However, the course aims to scaffold learning, in such a way that it is accessible.

	Course Content		
Unit	Description	Weightage* (%)	
1.	 1.1 Gujarat Land Revenue Code- 1979 1.2 Concept of Land Tenure and its meaning 1.3 Constitution and Powers of Revenue Officers 1.4 Land and Land Revenue 1.5 The Grant, Use and Relinquishment of Unalienated Land 1.6 Related case Laws 	25%	
2.	 2.1 The Settlement of Boundaries and the Construction and Maintenance of Boundary marks 2.2 Surveys, assessment and settlement of land revenue with agriculture land 2.3 The record of rights 2.4 Related case Laws 	25%	
3.	 3.1 The right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act-2013 3.2 Gujarat Land Acquisition Act- 1894 	25%	





	3.3 Related case Laws	
4.	 4.1 Gujarat Prevention of Fragmentation and Consolidation of Holding Act, 1947 4.2 Definitions as per Act 4.3 Determination and Revision of Standard Areas 4.4 Entry in the record of Right 4.5 Prohibition on Fragmentation, Restriction on Partition of Land 4.6 Related case Laws 	25%
	 PSDA[Professional Skill Development Activities] Case analysis Project work for entry in record of rights Visit to Land Acquisition and Rehabilitation Sites Visit to Land Revenue Department Moot Court Practice 	

Teaching- Learning Methodology	 Lecture Method Power Point Presentation (including audio/video) Group Discussion Case study Discussion Method Seminar/Conferences
--------------------------------------	--

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learnerwill be able to			
1.	Understand and describe legislative power to make laws relating to land and land ceiling is in the state list.		
2.	Different states have enacted their own laws on this subject and the application of these laws is varied from state to state.		





3.	The Constitutional perspectives relating to these subjects have to be taught as an essential part of this course
4.	Problem-solve complex issues in the land related matters and society related to policies, law enforcement, government bindings and etc.

Sugge	sted References:
Sr. No.	References
1.	 The Urban Land (Ceiling and Regulation) Act, 1976 The Urban Land (Ceiling and Regulation) Act, 1999 The Requisitioning and Acquisition of Immovable Property Act, 1952
2.	 Hall, Jerone- General Principles of Criminal Law (1960), Kenny's- Outlines of Criminal Law Nelson – Indian Penal Code Gandhi, B. M Indian Penal Code (1996) Bentham – Principles of Penal Law

On-line resources to be used if available as reference material

On-line Resources: Swayam, Edx, Coursera





Degree of Bachelor of Law, LL.B (CBCS) Semester: II

Subject: Information Technology Laws & Cyber Crimes

Course Code	UL02ELLB62	Title of the Course	Information Technology Laws & Cyber Crimes
Total Credits of the Course	4	Hours per Week	

Course Objectives:	 The course aims at acquainting the students with the Basic concepts of Technology and Law and also puts those concepts in their practical perspective. It also provides an elementary understanding of the authorities under IT Act as well as penalties and offences under IT Act. The course aims at providing extensive knowledge regarding IT Act, 2000 and Cyber Space Jurisdiction to the students so that students do not face any difficulty while handling practical cases in future as an advocate. The course aims at acquainting the students with Cyber Crime & Computer related Crimes and also freedom of speech in cyber space. It also provides an elementary understanding of the Indian Penal Law and Cyber Crimes. The course aims at providing extensive knowledge regarding Issues of Internet Governance and International Organizations and their Roles to the students so that students do not face any difficulty while handling practical
	e e

Cours	Course Content			
Unit	Description in Detail	Weightage (%)		
1.	 1.1 Evolution of the Information Technology Act, Genesis and Necessity. a. International Perspective. b. History of Cyber law in India. 1.2 Salient features of the Information Technology Act, 2000. a. Various concepts (Definitions) 1.3 Digital Signature 1.4 Electronic Governance. 1.5 Attribution, Acknowledgement and Dispatch of Electronic Records. 1.6 Secure Electronic Records and Secure Digital Signatures. 1.7 Regulation of Certifying Authorities. 1.8 Digital Signature Certificates. 1.9 Duties of Subscribers. 	25%		
2.	 2.1 Penalties and Adjudication. 2.2 The Cyber Regulations Appellate Tribunal. 2.3 Offences. 2.4 Network Service providers not to be liable in certain cases. 2.5 Miscellaneous. a. Various Government Initiatives for awareness. 	25%		





	b. The Information Technology (Amendment) Bill, 2006	
3.	 3.1 Impact of other related Acts (Amendments) a. Amendments to Indian Penal Code. b. Amendments to Criminal Procedure Code. c. Amendments to Indian Evidence Act. d. Amendments to Bankers Books Evidence Act. e. Amendments to Reserve Bank of India Act. 3.2 The Information Technology (Certifying Authorities) rules, 2001. 3.3 The Cyber Regulations appellate Tribunals (Procedure) rules, 2000. 3.4 The Information Technology (Certifying Authorities) regulations, 2001 3.5 The Cyber regulations appellate tribunal (Procedure for investigation of misbehavior of incapacity of presiding officer) Rules, 2003. 3.6 The Information Technology (Qualification and Experience of Adjudicating officers and manner of holding enquiry) Rules, 2003. a. Performa for complain to the adjudicating officer. 3.7The Information Technology (use of electronic record and digital signatures)Rules, 2004 3.8 The Information Technology (Security procedure)Rules, 2004 	
4.	 (Cyber Crimes) 4.1 Introduction of Cyber-crimes, meaning, definition, nature of cybercrimes. 4.2 Cyber Crimes. a. Malicious Code. b. Web Hacking. c. Email Hacking d. Cyber Stalking e. Cyber Terrorism. f. Pornography. g. Cyber Bullying. 4.3 Cyber Crimes Investigation. a. Basic Investigation Techniques. b. Setting up c cyber-crime investigation cell. c. Future Challenges. 	25%
	PSDA (Professional Skill Development Activities) • Research Paper • Intra-Class Moot Court Competition on Cyber Crime Related Cases • Symposium on Contemporary Issues • Analysis of International Treaties/Convention • Discussion Forums • Webinar /Seminar on Cyber law • Interaction with Prevention of cyber-crime related department ofgovernment • Debate on various issues and challenges related to cyber law & IT Act • Expert talk	





Teaching- Learning Methodology	 Lecture Method Power Point Presentation(including audio/video) Group Discussion Role Play Team Exercise Case study
--------------------------------------	---

Evaluation Pattern			
Sr. No.	Details of the Evaluation	Weightage	
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%	
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%	
3.	University Examination	70%	

Course Outcomes: Having completed this course, the learner will be able to		
1.	Give Learners In Depth Knowledge of Information Technology Act And Legal Frame Work Of Right To Privacy, Data Security And Data Protection.	
2.	To develop the conceptual understanding of the cyber dispute and its resolution	
3.	To trained the students to deal with cybercrimes cases	
4.	To explain the jurisdictional issues in cyber space	
5.	To explain the regime of the cyber laws	

Suggested References:		
Sr. No.	References	
1.	Reference books: Raj, Niharikia, Law & Technology, Universal Law Publishing. Information Technology Act, 2000.	

On-line resources to be used if available as reference material





On-line Resources: Swayam, Edx, Coursera





Degree of Bachelor of Law, LL.B (CBCS) Semester: II Subject: Communication & Counselling Skills

Subject. Communication & Counsening Skins				
Course Code	UL02ELLB63	Title of the	Communication & Counselling Skills	
		Course		
Total Credits	04	Hours per	04	
of the Course	04	Week		

Course Objectives:	 To help the students to acquire good communication skills to meet the challenges of the legal profession. To inform the students about the basics of communication. To relate the relationship of law and language. To make the students habitual to read the legal aspects and to understand basics of law. To relate law and literature with practical aspects.
	5. To relate law and literature with practical aspects.6. To familiarize with concept of counselling skills and counselling Process.
	7. To develop awareness of appropriate communication & counselling strategies.

Course Content			
Unit	Description	Weightage* (%)	
1.	Listening 1.1 Communication Process 1.2 Difference between listening and hearing 1.3 Taking notes from materials recorded on audio and video tapes. 1.4 Listening to and understanding conversation based on familiar situations.	25%	
2.	Speaking2.1 Greeting and formulae of everyday conversation2.2 Conversation Technique2.3 Short extempore speechReading2.4 The Apple Cart by George Bernard Shaw2.5 Reading Comprehension2.6 Types of Reading	25%	
3.	Writing 3.1 Tenses, reported speech, concord. 4.6 Vocabulary: Word-formation and affixation, antonyms and synonyms, phrasal verbs	25%	





	3.3 Writing a paragraph/ Short essays/ Short notes of about 150 words from a given topic.	
4.	4.1 What is Counselling	25%
	4.2 Create Counselling skills	
	4.3 Create Mind Skills	
	4.4 Pre-Counselling Contact	
	4.5 Listening Skills	
	4.6 Counselling Process	
	PSDA (Professional Skill Development Activities)	
	• Development of Writing Skills	
	• Listening of Audios	
	Group Discussions, Debates, Extempore Glient Councelling Commetition	
	 Client Counselling Competition Interaction with Client Interviewing technique experts 	
	Intra Client Counselling Competition	
	 Expert Session Communication Skills Experts 	
	 Practical Project work on Communication & Counselling Subjects 	

Methodology• Role-Play• Group Discussion
--

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%





Г

Cot	Course Outcomes: Having completed this course, the learner will be able to	
1.	Teach the students four basic skills of language —listening, speaking, reading and writing—more effectively.	
2.	Develop confidence in their ability to speak English spontaneously.	
3.	Teach basic and advanced proper writing techniques that today's technology demands, including anticipating audience reaction.	
4.	Develop students' insight into the structure of English language.	
5.	Develop their communication and counselling skills.	

Suggested References:		
Sr. No.	References	
1.	Practical English Grammar, A. J. Thomas & A.V. Martinet	
2.	Living English Structure, Standard Allen, Longman	
3	A Comprehensive English Language Course, Chandak Chattarji, Orient Longman	
4.	Principles and practice of Business Communication, Phoda A. Doctor & Aspi H.Doctor, A. R. Shetha & co., Bombay	
5.	Business Communications, U. S. Rai & M. S. Rai, Himalaya Publishing HouseBombay	
6.	Essentials of Business Communications, Rajendra Pal & J. S. Korlahalli, SultanChand & Sons, New Delhi	
7.	A Hand-book of Commercial Correspondence, A. Ashley, O.U.P.	
8.	Effective Business Communication, H. Murphy and Peck, Tata McGraw Hill	
9.	Secretarial Drafting and Business Correspondence, Jain and Dugger, OrientLongman, Mumbai.	
10.	Developing Communication Skills, K. Mohan and M. Banerji, McMillan, Chennai	





11.	Office Procedure and Drafting, O.P. Verma, Verma Publications, New Delhi.
12.	Practical Counselling & Helping Skills –Richards Nelson-Jones

On-line resources to be used if available as reference material

YouTube Link

