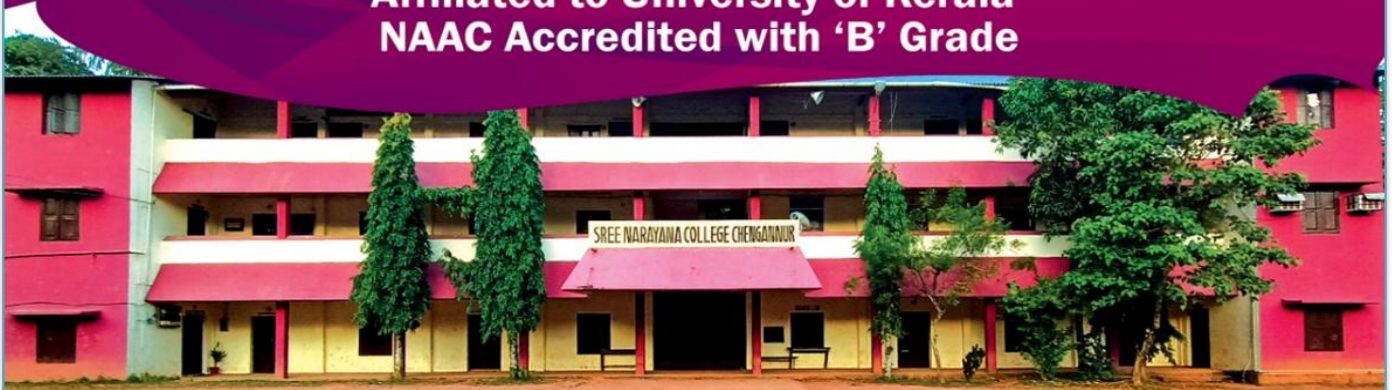


# SREE NARAYANA COLLEGE CHENGANNUR

Alappuzha, Kerala

Affiliated to University of Kerala  
NAAC Accredited with 'B' Grade



[www.sncchengannur.ac.in](http://www.sncchengannur.ac.in)

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## CRITERIA 1

### 1.3 CURRICULUM ENRICHMENT

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Submitted To



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)  
FOR ASSESSMENT & ACCREDITATION – CYCLE II  
AUGUST 2023

## 1 Introduction

Being affiliated to the University of Kerala, the institution follows the syllabus prescribed by the university. Some of the courses and modules of the syllabus addresses various cross cutting issues relevant to Professional ethics, gender, Human values, Environmental and Sustainability in transacting the curriculum. The institution conducts various programmes every year in the college under the coordination of various clubs for addressing these issues.

## 2 Courses offered in the curriculum

SI No	Description of critical issue	Title of the course where in the issue is addressed	Remarks
1	Environment and sustainability	Ability Enhancement Compulsory Course: environmental studies and Disaster Management Course code: EN 1211.1	Subject matter discusses Environmental issues
2	Environment and sustainability	Environmental Economics and Disaster Management Course code:EC 1644	Subject matter discusses Environmental issues
3	Environment and sustainability	Environmental Studies Course code: CO 1141	Subject matter discusses Environmental issues
4	Human values	Writings on Contemporary Issues Course code:EN1121.1	Subject matter discusses human values
5	Professional ethics	English for Career Course code EN1311.1	Subject matter discusses professional ethics

6	Professional ethics	Business English Course code EN 1311.2	Subject matter discusses professional ethics
7	Professional ethics	Company Administration Course code CO1343	Subject matter discusses professional ethics
8	Human values & Professional ethics	Human Resource Management Course code EC1551.2	Subject matter discusses professional ethics & Human values

### 3 Syllabus prescribed

#### 3.1 Course offering Department- English

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##### Semester I

**Foundation Course 1- EN 1121 (B A/ B. Sc) and CG 1121.3 [Career Related 2 (a) Programme]**

**Course Title: WRITINGS ON CONTEMPORARY ISSUES**

**Credits: 2**

**Hours: 4/week (72 hrs)**

##### Learning Objectives:

1. To sensitize students to the major issues in the society and the world.
2. To provide students with a variety of perspectives on contemporary issues.
3. To encourage them to read literary pieces critically.

##### Learning Outcomes:

On completion of the course, the students should be able to

1. Have an overall understanding of some of the major issues in the contemporary world
2. Respond empathetically to the issues of the society
3. Read literary texts critically

## **Course Description**

1. Living in the Planet of the Apps by Khyrunnisa A.
2. Ageing in India: Some Social Challenges to Elderly India by Abhay B. Mane
3. India's Women: The Mixed Truth by Amartya Sen
4. Drug Abuse: Causes and Solutions by Samudranil Mukherjee
5. Artificial Intelligence by Gareth Southwell
6. Universal Declaration of Human Rights by Leah Levin
7. What Secularism is and is not by Romila Thapar
8. The Globalisation of Inequality by P. Sainath

**Textbook Prescribed:****Thoughts of Our Times**

Edited by Dr. C.A. Lal, Associate Professor of English, School of Distance Education, University of Kerala and Vishnu Narayanan, Assistant Professor, Institute of English, University of Kerala

**Publishers: Orient Blackswan**

**Additional Reading**

1. Janaki Lenin, *My Husband & Other Animals*
2. Mark Tully, *No Fullstops in India*
3. Shashi Tharoor, *An Era of Darkness: The British Empire in India*
4. Alexander Frater, *Chasing The Monsoon: A Modern Pilgrimage Through India*
5. Bill Bryson, *A Short History of Nearly Everything*

**Web sources**

1. <https://storycorps.org/stories/>

## **3.2 Course offering Department- English**

**Semester II**

**EN 1211.1**

**Language Course 3: Ability Enhancement Compulsory Course – EN 1211.1 (B.A / B.Sc)**

**Course Title: ABILITY ENHANCEMENT COMPULSORY COURSE:  
ENVIRONMENTAL STUDIES AND DISASTER MANAGEMENT**

**Credits: 5**

**Hours: 5/week (90 hrs)**

### **Learning Objectives:**

To enable the student:

- to engage with a wide range of issues in environmental studies and disaster management.
- to acquire a set of values for environmental protection and conservation
- to recognize the ecological basis for regional and global environmental issues
- to manage natural disasters and other emergency situations
- to develop a critical vocabulary related to environmental studies and disaster management

**Learning Outcomes:**

The student will be able to:

- understand environmental crises and disaster management situations
- take lead in spreading environmental values and creating awareness among the public
- understand local environmental issues better
- respond in a better way to a natural calamity or disaster
- articulate environmental concerns using appropriate vocabulary

**Course Description****Module 1***Understanding the Environment*

**Introduction:** Environment-its importance-types of ecosystems

- “Chief Seattle’s Speech”
- “The Religion of Forest” (An Essay by Rabindranath Tagore)
- “Trophic Cascade” (A poem by Camille T. Dungy)

**A Glossary** of relevant **key concepts** with examples

### **Comprehension Questions**

#### **Module 2**

##### ***Resources and their Conservation***

**Introduction:** Natural Resources-biodiversity- conservation

- An extract from *The Silent Spring*(A book by Rachel Carson)
- *On Killing a Tree* (A poem by Gieve Patel)
- *The Inheritors of the Earth* (A translation of Short Story by Vaikom Muhammed Basheer)

**A Glossary** of related **Key Concepts** with **examples**

### **Comprehension Questions**

#### **Module 3**

##### ***Environmental Pollution***

**Introduction:** Types-Causes-Effects-Waste management-Policies and practices



## **Module 3**

### ***Environmental Pollution***

**Introduction:** Types-Causes-Effects-Waste management-Policies and practices

- *Beat Plastic Pollution* (An article from unenvironment.org)
- “Memory of Hiroshima” (A poem by K. Satchidanandan )
- *E is for E-waste* (Ellen Banda-Aaku)

**A Glossary of Related Key Concepts with examples**

Comprehension **Questions**

## **Module 4**

### ***Disaster Management***

**Introduction:** Natural and Man-made- health emergency- handling hazardous materials- managing personal disasters- bomb threats- disasterpreparedness-management-rehabilitation

- An introductory essay on Disaster Management
- *The Truth about the Floods* (A poem by Nissim Ezekiel)
- An extract from Chapter 1 of *Patna Blues* by Abdullah Khan (Juggernaut Books)
- A newsletter on Bhopal Gas Tragedy

## **Course offering Department- English**

### **Semester III**

**Language Course 6 - EN 1311.1 (BA/B. Sc), Language Course 5 - EN 1311.3 [Career related 2(a) Programme] and Language Course 1 - EN 1211.4 [Career related 2(b) Programme]**

**Course Title: English for Career**

**Credits: 4**

**Hours: 5 hours/ week (90 hrs)**

### **Learning Objectives**

- To introduce students to the language skills required for appearing in career oriented competitive examinations
- To frame modules of study that would develop the cognitive, logical, verbal and analytical skills necessary to succeed in competitive examinations.
- To provide the pattern of questions based on common models of competitive tests
- To provide sufficient practice in Vocabulary, Grammar, Comprehension and Remedial English from the perspective of career oriented tests.
- To help students to prepare for and appear in competitive examinations.

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- To provide sufficient practice in Vocabulary, Grammar, Comprehension and Remedial English from the perspective of career oriented tests.
- To help students to prepare for and appear in competitive examinations.

## **Learning Outcomes**

The student will

- Acquire the necessary language skills required in the competitive job market.
  - Acquire the cognitive, logical, analytical and verbal skills necessary to succeed in competitive examinations
  - Become familiar with the pattern of questions usually asked in the competitive examinations
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- Get sufficient practice in Vocabulary, Grammar, Comprehension and Remedial English
- Be able to prepare for and be successful in competitive examinations.

## **Course Description**

### **Module 1**

#### **Vocabulary**

Ten passages with two sets of exercises - Passage based exercises (10) and general exercises (10) Identifying words from passages- meanings -synonyms-antonyms- one word substitutions- phrasal verbs- common errors in usage- common phrases and idioms- technical/professional/official usages- formal and informal registers in use – words to be used in sentences- confusing words- misspelt words. Key has been provided

### **Module 2**

#### **Grammar**

Fifteen units that cover all the major areas of grammar - Passage based exercises(5) and five sets of practice exercises (25) – Exercises in different question models – Fill in the blanks – Choose the right option – Match the following – Remedial exercises- Correction of errors in sentences

Exercises in statement- negative - question transformations- statement- imperative-exclamatory transformations - question tags- nouns- pronouns- adjectives and adverbs- usage and comparative and superlative degrees - verbs - correct usage of tenses- concord- sequence of tenses , gerund, participle - correct usage of articles, prepositions and phrasal verbs- direct and indirect speech- active and passive voice. Key has been provided

### **Module 3**

#### **Reading Comprehension**

Comprehension of ten passages, with twelve questions each – Passages from different subject areas and different levels of complexity - Questions based on reading for information, understanding, learning, summarizing - Exercises to test comprehension, analytical and logical thinking, vocabulary skills and critical thinking.

### **Module 4**

#### **Remedial English**

Set of hundred questions for correction of errors if/wherever necessary, with questions from all areas of Vocabulary, Usage and Grammar familiarized in the earlier sections. Key has been provided.

Note: The book is in the format of a workbook. Teachers can ask the students to write the answers in the spaces provided, or follow the directions given in the book.

**Textbook Prescribed:****English for Success in Career: A Workbook**

Edited by Dr. Bindu Nair, Associate Professor, Department of English, S.D College, Alappuzha, Dr. Sarita G., Assistant Professor, Department of English, Govt. Women's College, Thiruvananthapuram, R. Karthika, Assistant Professor, Department of English, S.D College, Alappuzha and M. Saritha, Assistant Professor, Department of English, S.D College, Alappuzha.

**Publishers: Orient Blackswan**

**Additional Reading:**

Oxford English Language Reference. *Compact Oxford Dictionary, Thesaurus and Wordpower Guide*. OUP.

N.D.Turton and J.B. Heaton. *Dictionary of Common Errors*. Longman Ltd. 1998.

Jennifer Seidl and W. McMordie. *English Idioms and How to Use Them*. OUP 1978.

McCarthy, Michael and Felicity O' Dell. *English Vocabulary in Use*. Cambridge UP, 1994.

Roger Gower. *Grammar in Practice 1-6*. Cambridge UP. 2005, 2008.

## **Course offering Department- English**

### **Semester III**

**Language Course 6 - EN 1311.1 (BA/B. Sc), Language Course 5 - EN 1311.3 [Career related 2(a) Programme] and Language Course 1 - EN 1211.4 [Career related 2(b) Programme]**

**Course Title: English for Career**

**Credits: 4**

**Hours: 5 hours/ week (90 hrs)**

### **Learning Objectives**

- To introduce students to the language skills required for appearing in career oriented competitive examinations
- To frame modules of study that would develop the cognitive, logical, verbal and analytical skills necessary to succeed in competitive examinations.
- To provide the pattern of questions based on common models of competitive tests
- To provide sufficient practice in Vocabulary, Grammar, Comprehension and Remedial English from the perspective of career oriented tests.
- To help students to prepare for and appear in competitive examinations.

## **Semester III**

### **Language Course 4 - EN 1311.2 (B.Com)**

#### **Course Title: BUSINESS ENGLISH**

**Credits: 3**

**Hours: 3 hours/ week (54 hrs)**

#### **Learning Objectives**

1. To impart knowledge and understanding of the principles of business communication with special emphasis on the different forms of transactional writing.
2. To familiarize students with various business situations thereby tapping their creative quotient.
3. To enable students to employ the English language in habitual situations and thus gain an insight into its global popularity.
4. To instill interest in the students to read and enjoy narratives using texts drawn from a wide range of literary traditions and genres.

#### **Learning Outcomes**

On completion of the course, the students should be able to:

1. Understand the basic concepts of business communication
2. Employ the English language in everyday situations and business transactions



3. Communicate fluently and to reach across boundaries of personal and cultural differences

### **Course Description**

#### **Module 1**

Transactional writing – business letters – letters of complaint – drafting e-mails – short reports - activities

#### **Module 2**

English in business transactions – agenda – minutes – short notes – language of advertising

#### **Module 3**

Job applications-*résumés*–cover letters – preparing for interviews

#### **Module 4 - Business Prose**

#### **Course Material**

1. 'On the Education of a Man of Business' – Arthur Helps
2. 'Appro JRD' – Sudha Murty
3. A Speech by N.R. Narayana Murthy
4. 'Facebook is Making us Miserable' – Daniel Gulati

#### **Textbook Prescribed:**

**Effective Business Communication**

Edited by Susan Alexander, Assistant Professor and Head, Department of English, St. Cyril's College, Adoor, and Sowmya Mary Thomas, Assistant Professor, Department of English, St. Cyril's College, Adoor,

Content created by Dr. Samson Thomas, Professor, Department of Literature, School of Literary Studies, EFLU, Hyderabad.

**Publishers: Cambridge University Press**

**Further reading**

1. Smith, Jenny. *The Complete Business English Master*
2. Abrams, M. H. *A Glossary of Literary Terms*.
3. Talbot, Fiona. *How to Write Effective Business English*
4. Owen, Roger. *BBC Business English*

**Web sources**

<https://learnenglish.britishcouncil.org/business-english>

<https://www.skillsyouneed.com/ips/interview-skills.html>

### 3.3 Course offering Department- Economics

**Semester VI**

**Core Course**

**EC 1644 Environmental Economics and Disaster Management**

**Instructional Hours 4**

**Credits 3**

**Course Objective:** The course intends to create environmental awareness among students and provide exposure to disaster management

**(Module I Basic Concepts (5 Hrs**

Basic Concepts of environmental economics – economics and ecology – ecology and eco system

**(Module II Theory of Externalities (15 Hrs**

Market system and environment of externalities – Pareto optimum and Market failure in the presence of Externalities – Property rights and the Coase theorem

**(Module III Environmental Policy Tools for Analysis (20 Hrs**

Pigouvian Taxes and Effluent Charges; Tradable Permits – Environmental Valuation – Types of Economic Values – Non Market Valuation Methods – Cost Benefit Analysis – Sensitivity and Risk analysis

**(Module IV Global Environmental Issues ( 7 Hrs**

Economics of Climate Change – Agreements and Institutions - Population Growth and the Environment – Trade and Environment – Concept and Measurement of Sustainable Development

**(Module V Disaster Management in India (8 Hrs**

Concept and Definitions ( Disaster, Hazard, Vulnerability, resilience, Risk) – Hazard and Vulnerability Profile of India – Institutional Arrangements ( Mitigation, DM Act and Policy, Plans Programmes and Legislation), Disaster management in India

**Basic Readings**

Hussain, M, Ahmed. 2000. Principles of Environmental Economics, Routledge, London .1  
.and New York

Charles Kolstad, Intermediate Environmental Economics, Oxford University Press, 2<sup>nd</sup> ..2  
.edition

Carter, Nick 1991. Disaster Management: Disaster Manager's Handbook, Asiaan .3

.Development Bank, Manila Philippines

Gupta Anil K, Sreeja S Nair, 2011 Environmental Knowledge for Disaster Management, .4  
NIDM, New Delhi

### 3.4 Course offering Department- Commerce

#### **Core Course I: CO 1141 – ENVIRONMENTAL STUDIES**

No. of instructional hours per week: 4

No. of Credits: 3

**Aim of the course:** To develop knowledge and understanding of the environment and enable the students to contribute towards maintaining and improving the quality of the environment.

**Course objectives:**

1. To enable the students to acquire basic ideas about environment and emerging issues about environmental problems.
2. To give awareness about the need and importance of environmental protection

**Module I:** Environmental studies – meaning – scope – importance

(4hrs)

**Module II:** Ecology and Ecosystems, Biodiversity and its Conservation, and Natural resources – meaning of ecology – structure and function of an ecosystem – producers – consumers – decomposers – energy flow in the ecosystem – ecological succession- food chain – food webs and ecological pyramids . Ecosystem – concept– types of ecosystems – structure and functions of forest ecosystem, grass land ecosystem- desert ecosystem, aquatic ecosystem. Biodiversity and its conservation- introduction- definition- genetic, species and ecosystem diversity- value of biodiversity – biodiversity at global, national and local levels – India as a mega-diversity nation – hot-spots of diversity – threats to diversity – conservation of diversity in situ, ex-citu. Natural resources- features- air resources, forest resources, water resources, mineral resources, food resources- energy resources, land resources- over exploitation of natural resources- consequences- conservation of natural resources- role of an individual in conservation of natural resources (25 Hrs)

**Module III:** Industry and environment - pollution – environmental pollution – soil pollution – air pollution – water pollution – thermal pollution – noise pollution – causes, effect and control measures – waste management – waste minimisation through cleaner technologies – reuse and recycling - solid waste management.(18hrs)

**Module IV:** Social issues and environment – Unsustainable to sustainable development – urban problems related to energy - water conservation - water harvesting - resettlement and rehabilitation

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of people- environment ethics-waste land reclamation-consumerism and waste products. (15 hrs)

**Module V:** Human Population and environment – population growth – variation among nations – population explosion – environment and human health – human rights – value education – Women and child welfare. (10hrs)

*Note: All students must visit a local area to document environmental issues and prepare a brief report on the same identifying issues involved and suggesting remedies.(This will be a part of the internal marks. i.e. for EVS the internal marks = attendance – 5 marks + test paper – 5 marks + field study report – 10 marks)*

**Books recommended**

Misra.S.P and Pandey .S.N. *Essential Environmental Studies*, Ane Books India, New Delhi.  
Kiran B. Chokkas and others.*Understanding Environment*, Sage Publications New Delhi.  
Arumugam N. and Kumaresan V. *Environmental Studies*, Saras Publications, Kanyakumari.  
Benny Joseph. *Environmental Studies*, Tata McGraw-Hill Publishing Co.Ltd.,New Delhi.

### 3.5 Course offering Department- Commerce

#### Core Course VII CO 1343: COMPANY ADMINISTRATION

No: of Instructional Hrs per week – 4

No: of credits: 3

Objectives:

1. *To familiarize the students about the salient provisions of Indian Companies Act 2013.*
2. *To acquaint the students with Management and Administration of Companies, Compliance requirements, investigation into the affairs of the company and Winding up procedure.*

**Module I:** Introduction to Company Law: - Definition. Types of Companies-Public Company-Private Company-One man Company-Government Company-Guarantee Company-Incorporation of companies-Memorandum of Association-Articles of Association-Table A and its contents. (15Hrs.)

**Module II:** Management and Administration:- Constitution of Board of Directors- - Appointment – functions and responsibilities of Board of Directors - Board Committees- Audit Committee--Board Meetings- General Body Meetings- Voting- Quorum- Minutes- Proxy- Resolutions—Special— Ordinary—By circulation— e-resolution. (15Hrs)

**Module II:** Disclosure and Transparency: - Annual return- Boards report- report on AGM- Promoters holdings- Interested directors- Related party disclosures- Online Filing of Documents- Directors' Identification Number. (15Hrs)

**Module IV:** Compliances, Governance and CSR – Key managerial Personnel – Secretarial Audit – Corporate Social Responsibility – Responsibilities and challenges of Company Secretary. (15Hrs)

**Module V:** Winding Up: -Voluntary Winding up- Winding Up by National Company Law Tribunal- Winding Up by Liquidators- Summary Procedure for Liquidation. (12 Hrs)

## Recommended Practicals

- 1) Prepare Model Notice and Minutes for different types of Company Meetings:
  - a) Statutory Meeting
  - b) Annual General Meeting
  - c) Extra-ordinary General Meeting
- 2) Prepare a record compiling all the essential documents needed at various stages of the formation of a Public Limited Company

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- 3) Visit a company in your locality for which CSR compliance is mandatory under requirements of the Companies Act, 2013. Collect details of their CSR Action Plans and CSR initiatives implemented by them and prepare a report.

### References

1. *Indian Companies Act 2013*
2. *Elements of Company Law*- N.D. Kapoor, Sultan Chand and Sons, New Delhi
3. *The Company Law*- Avatar Singh
4. *Company Law*- Majumdar.
5. Kuchal M C, *Secretarial Practice*, Vikas Publications, New Delhi.

**3.6 Course offering Department- Economics  
Semester V**

**Open Course**

**EC1551.2 Human Resource Management**

**Instructional Hours 3**

**Credits 2**

**Objective of the Course**

Keeping in view the broad objective of an open course in providing the basis for life enrichment and career orientation, a course in Human Resource Management is offered.. The course is aimed

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at providing basis for understanding the significance of human resource in the growth of our .economy and society and to learn the ways for integrating HRM strategies in organisations



**(MODULE 1: Introduction to Human Resource Management (10 Hours**

Human resource management (HRM): evolution of the concept; meaning; scope- Major functional areas of HRM- Organisation of HR Departments -Role of HR managers- Emerging trends in HRM- Distinction between HRD and HRM –Concept of human capital

**(MODULE II: Human Resource Planning (HRP) (14 Hours**

Essential characteristics of human resources Human Resource Planning: meaning; nature; significance-Levels of HRP- Determinants of HRP- Steps in HRP(Process)- Limitations of HRP

**(MODULE III: Recruitment, Selection and Training of employees (20 Hours**

Recruitment strategies: job analysis; job description; job specification- Selection: Meaning and steps- Training: Objectives and needs-Training process-Methods of training( on- the- job & off- the job

**(MODULE IV: Controlling Human Resources (10 Hours**

Promotion ; Transfer ;Demotion ; Separation- Employee discipline: concept; features; types; objectives- Disciplinary Action Procedure: basic steps- Industrial Democracy: Meaning ,objectives and forms–Workers’ Participation in Management in India – Collective Bargaining ..Framework in post-liberalised India

**:Essential Reading list**

Aswathappa, K. 2007. Human Resource and Personnel Management:Text and cases. Tata .1

McGraw- Hill.New Delhi

.Monappa.A (1985): Industrial Relations, Tata McGraw Hill, New Delhi .2

Venkata Ratnam C.S, (2003), Negotiated Change: Collective Bargaining, Liberalization and .3

.Restructuring in India, Response Books, New Delhi

.Bhattacharya,D.K, (2005) Human resource Planning, Excel Books , New Delhi .4