



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

## Criterion I Curricular Aspects

### **RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES**

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

#### **1.1 Curricular Planning and Implementation**

**1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of Continuous Internal Assessment**

### **Bridge Course and Strategies for Slow Learners and Advanced Learners 2019-2024**

Submitted to



## Notice for The Conduct Of Bridge Courses



RCMAS/N208/M07/2024

02.07.2024

### NOTICE

### BRIDGE COURSE

#### *REMINDER FOR CONDUCTING BRIDGE COURSES*

- *Departments can prepare the Timetable and Syllabus with the hour allotment details for each subject.*
- *An Initial Assessment Test should be conducted on the first day of each subject, to assess the current level of knowledge of the students.*
- *An Entry Level Test should be conducted after the completion of Bridge Courses. The pattern for the same shall be intimated soon.*
- *Mark lists of the tests should be handed over to the Bridge Course Co-ordinator, highlighting the names of the students who require Remedial Classes; categorizing them as slow learners and advanced learners.*
- *Remedial Classes shall be conducted weekly and the Departments should maintain a register to record the details of the same, in the format already shared by the IQAC.*

  
PRINCIPAL



## BRIDGE COURSE SYLLABUS

**Course Title: Basic Finance For Daily Life**

**Course Code: MG1DSCCOM100**

**Duration (Hrs): 5 Hours**

**Teacher In Charge: Maria Athira Shalet, Ann Mary Jones, Dr. Seethalakshmi,  
Mekha Sebastian, Bridin Rocha**

**Module 1: Introduction to Finance**-Meaning, Importance-Financial Literacy-  
Components of Financial Literacy

**Module 2: Introduction to Indian Financial System**-Structure of Indian Financial  
System-Classification of Financial Markets- Capital Market -Money  
Market-Instruments.

**Module 3: Financial Knowledge** - Interest rate- Simple interest and compound  
interest-Factors to be considered while choosing an investment- Concept of Risk and  
Return.

**Course Title: Corporate Regulations & Compliance**

**Course Code: MG1DSCBLW100**

**Duration (Hrs): 5 Hours**

**Teacher In Charge: Dr. Ajosh George**

**Module 1: Introduction to Legal Aspects**-Definition of Law-Features of Law-Scope  
of Law-History and Evolution of Law-Provisions of Law-Values and Ethics in  
Law-Introduction to Legal Systems-Basic Legal Terminology-Key Legal  
Principles-Role of Law in Society-Case Studies: Landmark Judgements-Q&A

**Module 2: Significance of Law:** Importance of Law in Society-Law's Education:  
Rights and Responsibilities-Law in Business: Contracts, Consumer Rights and



Corporate Governance-Law in Politics: Governance, Rights, and Duties-Law as a Norm of Conduct for Citizens-Law and Access to Justice-Law and Public Safety-The Legislative Process: How Laws are Made-Civic and Political Engagement through Law-Law and Ethics in Modern Society-Career Opportunities in Law-Introduction to Legal Professions: Lawyers, Judges, and Paralegals-Q&A Session

**Module 3: Branches of Law:** Corporate Law: Structure and Regulation of Corporations-Property Law: Ownership, Rights, and Transfers-Taxation Law: Basics of Tax Systems and Obligations-Environmental Law: Protection and Sustainability-International Law: Treaties, Agreements, and Global Governance-Administrative Law: Government Agencies and Public Administration-Criminal Law: Offenses, Punishments, and the Justice System-Civil Law: Disputes between Individuals and Organizations-Business Law: Commercial Transactions and Business Entities-Intellectual Property Rights: Patents, Trademarks, and Copyrights-Banking Law: Regulations of Financial Institutions-Industrial Laws: Labor Rights and Workplace Regulations-Cyber Law: Legal Issues in the Digital Age-Human Rights Law: Protection of Individual Freedoms-Consumer Protection Law: Rights of Consumers-Q&A Session

**Course Title: Marketing Management**

**Course Code: MG1DSCBST100**

**Duration (Hrs): 5 Hours**

**Teacher In Charge: Ms. Merleena Antony, Ms. Elsa Jacob, Mr. Jobin Jose, Ms. Aquina Joseph, Ms. Sreeja Kumar, Ms. Mary Antony**

**Module 1: Introduction to Marketing**

Concept of marketing - Definition of Marketing - Market and marketing - Marketing Vs. Selling - Importance of Marketing - Functions of Marketing

**Module 2: Marketing management**

Marketing Management -Meaning , Definition - Importance of Marketing Management- Marketing Mix (4 P's of Marketing)

**Module 3: Marketing Environment**



Meaning of Marketing Environment – Micro and Macro environment – Factors affecting Marketing Environment

**Course Title:** മലയാളം

**Duration (Hrs):** 5

**Teacher In Charge:** പ്രിയ പി. ഗോപിനാഥ്

**Module 1:** അക്ഷരമാല

സ്വരങ്ങൾ, സ്വരചിഹ്നങ്ങൾ, വ്യഞ്ജനങ്ങൾ

**Module 2:** വായന

പത്രവാർത്തകൾ, ചെറുകഥകൾ

**Module 3:** എഴുത്ത്

ലേഖനങ്ങൾ, യാത്രവിവരണങ്ങൾ, സ്മരണകൾ





**Department of English**  
**BRIDGE COURSE 2023-24 TIME TABLE**  
**BA English Triple Main**

**Semester 1**

From **24 July 2023** to **31 July 2023**

	Day	1	2	3	4	5
BAE 1	Monday	NAV	Induction	Induction	Induction	ANJ-alumni
	Tuesday	KK	Induction	Induction	Induction	GJ
	Wednesday	Induction	Induction	Induction	alumni interaction	alumni interaction
	Thursday	Induction	Induction	Induction	Induction	ANJ
	Friday	Induction	Induction	Induction	Induction	NAV

From **24 July 2023** to **31 July 2023**

	Day	1	2	3	4	5
Bridge Course Time Table	Monday	NAV	SV	GJ	KK	ANJ
	Tuesday	KK	NAV	LKR	SV	GJ
	Wednesday	LKR	NAV	KK	KK	ANJ
	Thursday	SV	ANJ	NAV	GJ	ANJ
	Friday	ANJ	GJ	KK	NAV	NAV



## List of Name Abbreviations

Name of Faculty	Abbreviation
Kavitha Krishnadas	KK
Salu Varghese	SV
Geethu Johny	GJ
Neha Ann Varughese	NAV
Lakshmi K Raghavan	LKR
Ansa Jose	ANJ



## SYLLABUS FOR BRIDGE COURSE

### PAPER 1 FINE TUNE YOUR ENGLISH

**Semester: 1**

**Course: Fine Tune Your English**

**Course Coordinators:** Ms Amala Manavalan, Mr. Jithu Tom Eapen, Ms Lakshmi K Raghavan, Ms. Heera B, Ms. Geethu Johny, Ms. Neha Anne Varughese, Ms. Salu Varghese, Ms. Kavitha Krishnadas, Ms. Ansa Jose

**Learning Outcomes:**

**The students will be able to-**

- Develop adequate language skills in listening and speaking by making them engaged in a range of communicative tasks and activities.
- Use grammatically appropriate language in writing for effective communication in a variety of academic situations at college level.
- Recognize and use grammar mechanics which includes Parts of Speech, subject verb agreement etc to comprehend the fundamentals of English grammar.
- Assess one's own effectiveness in both oral and written forms of communication.

#### **Day 1: Ice breaking session and Initial Assessment test on Grammar**

Some word games will be used as icebreakers which will in turn build the confidence and trust and allow students to see the classroom as a safe space for practicing English, asking questions, and even making mistakes.

#### **Day 2: Conversational skills**

Role play of imaginary telephone conversations in formal contexts will be done in the class. The focus will be on communication and fluency, not correctness. It's not a matter of "right" but whether or not your classmates understand you and can respond to you.





### **Day 3: Letters in college context**

The students' know-how on formal letter writing will be elicited. Various letter types in college context will be discussed. An easy letter writing exercise will be assigned in the class. Open assessment and discussion of some random samples will be followed.

### **Day 4: Subject and Predicate; Parts of Speech**

Story telling method of teaching is preferred here to enhance their speaking skills and also to make them aware of some basic aspects of grammar like subject and predicate, parts of speech etc.

### **Day 5: Entry Level Test**

The test is conducted to evaluate the performance of students on the completion of the Bridge course.



# PAPER 2 METHODOLOGY OF LITERARY STUDIES

**Semester: 1**

**Course: Methodology Of Literary Studies**

**Course Coordinator: Ms. Neha Anne Varughese**

**Learning Outcomes:**

The students will be able to-

- Develop a basic understanding of literary studies.
- Apply literary methodology in literary studies.
- Recognize the mechanics of critical and logical approach in literature.
- Assess one's own critical attitude in literary studies.

**Day 1: Introduction to the subject.**

Introduction to the basics of literature and literary reading. Encourage a distinction between recreational reading and critical reading.

**Day 2: Initial Assessment Test**

An MCQ of 10 questions that encompasses the basics of general literature, followed by an application level essay question on critical appreciation of a poem.

**Day 3: Basics of Literary Theory & Methodology**

Discuss the nuances of Literary theories and methodologies in accordance with the student's knowledge of literary studies.

**Day 4: Application of Literary Theory in Literary Studies**

An active discussion of how to apply literary theories and methodologies in the literary reading (critical or recreational).

**Day 5: Exit Level Test**

The test is conducted to evaluate the performance of students on the completion of the Bridge course.



# PAPER 3 ENGLISH LITERATURE FROM OLD ENGLISH TO ROMANTIC AGE

**Semester: 1**

**Course: English Literature from Old English to Romantic Age**

**Course Coordinator: Ms. Salu Varughese**

## **Learning Outcomes:**

- To provide students with an understanding of the evolution of English literature from the Old English period to the Romantic Age.
- To familiarize students with key texts, themes, and authors from each period.
- To analyze the historical and cultural contexts influencing literary works.
- To develop skills in critical reading and comparative analysis of literary texts.

## **Day 1: Old English Literature**

- Introduction to the Old English period (c. 450-1150)
- Historical and cultural context

## **Day 2: Initial Assessment Test**

- **MCQ Section:** 10 questions covering basic knowledge of Old English literature, including key texts and themes.

## **Day 3: Middle English Literature**

- Introduction to the Middle English period (c. 1150-1500)
- Historical and cultural context

## **Day 4: Early Modern to Restoration Literature**

- Transition from Renaissance to Restoration (c. 1500-1700)
- Historical and cultural context



## Day 5: Romantic Literature

- Introduction to the Romantic period (1798-1832)
- Historical and cultural context
- Exit Level Test

MCQ Section: 10 questions covering all periods studied (Old English, Middle English, Early Modern, and Romantic).



## **PAPER 4 : CONVERSATIONAL SKILLS**

**Semester : 1**

**Course: Conversational Skills**

**Course Coordinator: Ms. Geethu Johny**

**Learning Outcomes:**

1. To sensitize students to the nuances of spoken forms of English
2. To familiarize students with the speech sounds and the phonological aspects of the English language
3. To develop a neutral accent and improve the general standard of pronunciation
4. To develop the conversational skills of the learners in various situations

**Day 1: Introduction to the subject.**

Introduction to the basics of conversational skills, speech sounds and phonological aspects.

**Day 2: Initial Assessment Test**

An MCQ of 10 questions that encompasses the basics of conversation, followed by an application level essay question on critical appreciation of a poem.

**Day 3: Basics of phonetics and sound system**

Introduce sound system and the use of phonetic sounds along with organs of speech

**Day 4: Discourse events in life situations**

Demonstrative session in using real life conversational situations and the use of English in situations

**Day 5: Exit Level Test**

The test is conducted to evaluate the performance of students on the completion of the Bridge course.



## **PAPER 5 WRITING FOR MEDIA**

**Semester: 1**

**Course: Writing for Media**

**Course Coordinator: Ms Ansa Jose**

### **Learning Outcomes:**

The students will be able to

- Introduce the student to the world of journalism.
- Induce a general awareness of current affairs.
- Assess students' writing skills.
- Generate an aptitude towards journalism.

### **Day 1: Ice-breaking Session**

The session will be started with a self-introduction followed by a game, which will initiate a cordial atmosphere in the classroom. Students will be able to interact with the teacher and with each other freely. Making them speak will build up confidence among the students.

### **Day 2: Entry-level test on journalism**

The session will start with a 20-minute entry-level test, which includes 10 short questions carrying 1 mark each and one descriptive question carrying 10 marks.

### **Day 3: Introduction to journalism**

Students will be introduced to the basic concepts of journalism, the definition, etymology, introduction to journalism, etc.

### **Day 4: What is news?**

Students will learn what is news, 5Ws and 1H, Definition of news, basic news values, etc.



## Day 5: Exit-level test

A test will be conducted to evaluate the performance of students on the completion of the Bridge course.



Total hrs : 5



BRIDGE COURSE 2023-24

ATTENDANCE SHEET

WRITING FOR MEDIA

BA. ENGLISH TRIPLE MAIN 2023-2026

Sl No	Name	24/07/23	25/07/23	26/07/23	27/07/23	31/07/23
		1	2	3	4	5
1	AADIL K HANEEFA	ab	ab	ab	ab	ab
2	ADHIL RAJ	✓	✓	✓	✓	✓
3	AFDHA SHANAVAS	✓	✓	✓	✓	✓
4	AJIN CHACKO JOHN	✓	✓	✓	ab	✓
5	AMAN HASEEB	✓	✓	✓	✓	ab
6	ANJANA MANOJ	✓	✓	✓	✓	✓
7	ANKITA DEVI	✓	✓	✓	ab	✓
8	APARNA SAJINATH	✓	✓	✓	✓	✓
9	AVANTHIKA A S	✓	✓	✓	✓	✓
10	AYSHA NAJIB	✓	✓	✓	✓	✓
11	BASIL K	✓	✓	✓	✓	✓
12	DIPEN SURESH	✓	✓	✓	✓	✓
13	FATHIMATH ZUHRA	ab	ab	ab	ab	ab
14	GAUTHAM KRISHNA PRASAD	ab	ab	ab	ab	ab
15	GOKUL MURALEEDHARAN	✓	✓	✓	✓	✓
16	HANAN ANAS	✓	✓	✓	ab	✓
17	HANNA MARIA LINUS	✓	✓	✓	✓	✓
18	HANNA RUBIN J.S	✓	✓	✓	✓	✓
19	HARIGOVIND RAJESH	ab	ab	ab	ab	ab
20	HIBA SIYAD	✓	✓	✓	✓	✓
21	JOE JOSEPH JOYAL	✓	✓	✓	✓	✓
22	K MEENAKSHI LAL	✓	✓	✓	ab	✓
23	KIRAN RAJESH	✓	✓	✓	✓	✓
24	KRISHNA VINTA GIRI NAIR	✓	✓	✓	✓	✓
25	KRISHNAPRIYA M S	✓	✓	✓	✓	✓
26	LAKSHMI TR	✓	✓	✓	✓	✓





27	LINDA RAPHI	✓	✓	✓	✓	ab
28	MARIYA SHAJU	✓	✓	✓	✓	✓
29	MIDHUN MADHAV T V	✓	✓	✓	✓	✓
30	MIRSHA E T	✓	✓	✓	ab	✓
31	NADIYA AZEEZ	✓	✓	✓	✓	✓
32	NANDANA CV	ab	ab	ab	ab	ab
33	NASNIN SALIM	✓	✓	✓	✓	✓
34	NEHA ANNE GEORGE	✓	✓	✓	✓	ab
35	NIDHI SARA SHAJI	ab	ab	ab	ab	ab
36	PAVITHRA P MENON	✓	✓	✓	✓	✓
37	RITHIKA VIVEK	✓	✓	✓	ab	✓
38	SANIYA BABU	✓	✓	✓	✓	✓
39	SIKHA SASIDHARAN	✓	✓	✓	✓	✓
40	SWETHA S	ab	ab	ab	ab	ab

Ansa

Faculty in Charge

Kanthekul

Head of the Dept

