



HENRY BAKER COLLEGE, MELUKAVU

A Christian Minority Educational Institution run by CSI East Kerala Diocese



CERTIFICATE PROGRAMMES

Academic Year 2019-2020



HENRY BAKER COLLEGE, MELUKAVU

Certificate Programme Regulations – 2015

1. Short Title

1.1. These Regulations shall be called **Henry Baker College Regulations (2015) governing Certificate Programmes.**

1.2. These Regulations shall come into force from the Academic Year 2015- 2016 onwards.

2. Scope

2.1. The regulation provided herein shall apply to all Certificate Programmes conducted by the College with effect from the academic year 2015-2016 admission onwards.

2.2. Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.

3. Definitions

3.1 '**College**' means Henry Baker College, Melukavu, Kottayam, Kerala

3.2 '**Academic Committee**' means the College Council. Every Programmes conducted under these regulations shall be monitored by the College Council.

3.3 '**Certificate Programmes**' means a segment of subject matter to be covered in a period. It is to be designed variously under lectures / tutorials / laboratory or fieldwork / seminar / project / practical training / assignments/ evaluation etc., to meet effective teaching and learning needs.

3.4 '**Duration of Programme**' means the period of time required for the conduct of the programme. The duration of each Certificate Programme shall be of minimum 30 hours as pronounced by University /UGC.

3.5 '**Department**' means any teaching department in a college. The Departments concerned shall design and introduce new Certificate Programme, modify or re-design existing Certificate Programme and replace any existing Certificate Programme with new/modified Certificate Programme to facilitate better exposures and training for the students.

3.6 '**Tutorial**' Tutorial means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.

3.7 '**Programme Teacher**' means the teacher who is taking classes for a Certificate Programme.

3.8 '**College Co-ordinator**' means a teacher from the college nominated by the College Council to look into the matters relating to Certificate programmes.

3.9 '**Letter Grade**' or simply 'Grade' in a course is a letter symbol (A,B,C,D, E) which indicates the broad level of performance of a student in a Certificate Programme.

4. The syllabus of a course shall include the name of the department, Code and title of the certificate programme,

Instruction hours and reference materials.

5. Admission: The admission to all Certificate Programmes shall be as per the rules and regulations of the college.

The eligibility criteria and applications for admission shall be as announced by the college from time to time.

6. Attendance : Students having a minimum of 75% average attendance for the Certificate Programme concerned only can register for the final examination. Condonation of shortage of attendance to a maximum of 10% days by the college on valid grounds. This condonation shall not be counted for internal assessment.

7. Examinations: There shall be a uniform academic and examination calendar prepared by the college for the conduct of the programmes. The college shall ensure that the calendar is strictly followed. The evaluation of each Certificate Programme shall contain two parts:

(i) Internal Assessment (IA) : 20 Marks

(ii) External Assessment (EA) : 80 Marks

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of **80 marks** for external evaluation and maximum of **20 marks** for internal evaluation. For all courses (theory & practical), grades are given on a 7-Point Scale based on the total percentage of marks. **(IA+EA)** as given below:

Percentage of Marks	Grade
90 and above	A+ - Outstanding
80-89	A - Excellent
70-79	B - Very Good
60-69	C - Good
50-59	D - Satisfactory
40-49	E - Adequate
Below 40	F - Failure

Note: Decimals are to be rounded off to the next whole number

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% Marks with Grade E are required for a pass for a Certificate Programme. For all Certificate Programmes three components of the internal assessment are mandatory.

Components of Internal Evaluation	MARKS
Attendance	5
Assignment /Seminar/Viva	5
Test paper(s) (1 or 2)(1x10=10; 2x5=10)	10
Total	20

Attendance Evaluation (For all courses)	
% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

12.6 Question Pattern : A question paper may contain short answer type/annotation, short essay type questions/problems

and long essay type questions. Combination of questions can vary from programme to programme depending on their comparative importance, but a general pattern may be followed by the Academic Committee.

12. Mark Cum Grade Card

Candidate who secures E grade and above will be eligible for Certificates. The College under its seal shall issue to the students a **Mark Cum Grade Card** on completion of each Certificate Programme, which shall contain the following information:



HENRY BAKER COLLEGE, MELUKAVU

(Affiliated to Mahatma Gandhi University, Kottayam)
Melukavumattom P.O., Kottayam Dist., Kerala

MARK CUM GRADE CARD

Certificate Programme 2015-2016

Name of the Student :
Student Enrollment Id :
Name of the Department :
Name of the UG/PG Programme :
Name of the Certificate Programme :
Certificate Programme Code :

FINAL RESULT

External Examination		Internal Examination		Total Marks		Grade	Result
Marks Obtained	Max. Marks	Marks Obtained	Max. Marks	Marks Obtained	Max. Marks		
	80		20		100		Passed

Dr.
HOD

Dr.
Co-ordinator

Dr.....
Principal

College Seal

Date of Issue

HENRY BAKER COLLEGE, MELUKAVU

LIST CERTIFICATE PROGRAMMES

Academic Year 2019-2020

Sl.No.	Programme Code	Programme Title	Department
1	HBC/HIS/CP01/2019-20	Certificate Programme in an introduction to the cultural heritage of kerala	History
2	HBC/HIS/CP02/2019-20	Certificate Programme in Archival Studies	History
3	HBC/HIS/CP03/2019-20	Certificate Programme in IT Applications in History	History
4	HBC/HIS/CP04/2019-20	Certificate Programme in Theory and Practice of Oral History	History
5	HBC/HIS/CP05/2019-20	Certificate Programme in Stress Management	History
6	HBC/TOU/CP01/2019-20	Certificate Programme in Fundamentals of Tourism	Tourism
7	HBC/TOU/CP02/2019-20	Certificate Programme in Art of Small Talk	Tourism
8	HBC/TOU/CP03/2019-20	Certificate Programme in Communication And Personality Skills for Tourism	Tourism
9	HBC/PHY/CP01/2019-20	Certificate Programme in Household Wiring and Equipment Servicing	Physics
10	HBC/ENG/CP01/2019-20	Certificate Programme in Communications Skills in English	English
11	HBC/ENG/CP02/2019-20	Certificate Programme in Film Studies	English
12	HBC/PED/CP01/2019-20	Certificate Programme in First Aid	Physical Education
13	HBC/PED/CP02/2019-20	Certificate Programme in Health and Physical Fitness	Physical Education
14	HBC/COM/CP01/2019-20	Certificate Programme in Human Resource Management (HRM)	Commerce (SF)
15	HBC/COM/CP02/2019-20	Certificate Programme in Covid -19; Timeline of WHO	Commerce (SF)
16	HBC/COM/CP03/2019-20	Certificate Programme in Fundamentals of Computer System	Commerce (SF)
17	HBC/COM/CP01/2019-20	Certificate Programme in Soft Skills	Commerce
18	HBC/COM/CP02/2019-20	Certificate Programme in Income Tax	Commerce
19	HBC/COM/CP03/2019-20	Certificate Programme in Environmental Ethics	Commerce
20	HBC/COM/CP04/2019-20	Certificate Programme in an Introduction to R' software	Commerce
21	HBC/COM/CP05/2019-20	Certificate Programme in Behavioural Finance	Commerce
22	HBC/COM/CP06/2019-20	Certificate Programme in Research Methodology	Commerce
23	HBC/COM/CP07/2019-20	Certificate Programme in Entrepreneurship Development	Commerce
24	HBC/MAL/CP01/2019-20	Certificate Programme in Journalism And Modern Technology	Malayalam
25	HBC/HIN/CP01/2019-20	Certificate Programme in Hindi in Daily Life	Hindi

POSTGRADUATE DEPARTMENT OF HISTORY
HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME

Programme Code: **HBC/HIS/CP01/2019-20**

Title of the Programme : **AN INTRODUCTION TO THE CULTURAL HERITAGE OF KERALA (ICHK)**

Name of the Faculty in Charge: **Mrs. Ragi K R**

Instructional Hours: **30**

SYLLABUS

OBJECTIVES

Cultural/ Heritage studies have always been an attraction, both for the nationalists as well as tourists. Culture/ Cultural products / Cultural Heritage are the most acclaimed aspects of the age. In the modern era, with the development of Tourism, emphasis on culture has enhanced. So it is imperative to introduce the rich cultural heritage of Kerala to the students of Tourism and Hospitality management with the following objectives:

- To have a better understanding of land and its people.
- To have a minimal level of understanding about the cultural past of their motherland as well as their locality.
- To gain basic information about the cultural traits of Kerala.
- To obtain general awareness about the heritage sites and historical monuments of Kerala.
- To explore the locality so to understand the historical significance of the place.

Module I: Kerala – Land and its People: Land, Landscape, People – different communities – Religions **(5hrs)**

Module II: Cultural Traits of Kerala: Arts- Kathakali, Tullal, Margam Kali, Oppana, Duffmutt, Chavittunatakam, Kalari, Kolkali; Folk Arts- Teyyam, Thira, Thookkam; Architecture- Temple, Church, Mosque; Nalukettu, Koothambalam; Festivals- Pooram, Onam **(8hrs)**

Module III: Heritage Sites and Monuments in Kerala: Edakkal caves, Padmanabhapuram palace, Hill palace, Jewish Synagogue, Bakel Fort, Poonjar Palace, Krishnapuram palace, Pattanam, Mattanchery, Kodungalloor. **(12hrs)**

Module IV: Exploring Locality: Visit to Ramapuram **(5hrs)**

References

1. A. Sreedhara Menon : A survey of Kerala History, D.C Books, 2008
2. Raghava Varrier & Rajan Gurukkal : Kerala Charithram, Vol.1, Vallathol Vidyapeedam, 2012
3. Raghava Varrier & Rajan Gurukkal : Cultural History of Kerala, Vol. I, Govt. of Kerala, 1999

POSTGRADUATE DEPARTMENT OF HISTORY
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

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Programme Code : **HBC/HIS/CP02/2019-20**

Title of the Programme : **ARCHIVAL STUDIES (AS)**

Name of the Faculty in Charge : **Dr.Jibin Mathew** Instructional Hours: **30**

SYLLABUS

Objectives

- To understand the nature of archival documents, as recorded information, and the institutions responsible for preserving them.
- To understand the principles of archival science
- To Explore methods of retrieving information from archival records, bearing in mind their organization and preservation
- To examine the impact of digital technology on archival management and outreach initiatives

Outcome

This course is mainly targeted to Post Graduate students in order to attain the knowledge about the Archival sources, which will help them for their advance research in M.Phil and Ph.D. The unexplored primary sources dumped in the different archives across the world will help the scholars to interpret the historical facts and add the new facts to existing historical knowledge.

MODULE I: INTRODUCTION TO ARCHIVES: Definition of Archives and its meaning – General introduction to Archives – Document, Record and Archives – Characteristics of Archives – Value of Archives – Archives, Library and Museum- National Archives of India – Tamil Nadu State Archives – Kerala State Archives. **(6 hrs)**

MODULE-II: RECORDS MANAGEMENT: Introduction to Record management – Types of Records Filing System – Creation, Closing and Recording of Files – Classification – Retention Schedule – Reviewing of files and Appraisal of File. **(5 hrs)**

MODULE-III: CONSERVATION: Introduction to conservation – Archival Conservation – Principles of conservation – Restorative techniques – Fumigation- Pagination – Flattening and Crease Removal of Documents – Removal of Stains – De-acidification – Tissue Repair – Lamination – Full pasting – Binding – Other Repairs. **(6 hrs)**

MODULE-IV: ARCHIVES IN THE DIGITAL AGE: Documentation-Moving image Archiving and preservation sound archives-microfilm-microfiche-oral history archives- the management of primary sources in the digital age-online archives-web archiving. **(5 hrs)**

PRACTICAL: Visit to Regional Archives of Cochin. **(8 hrs)**

References:

1. Dr.Gregory Hunter, *Developing and Maintaining Practical Archives*, II Edition, Neill Schuman Publishers, New York, 2003.
2. P.S.G.Kumar, *Archival Librarianship*, B R Publishing Corporation, Delhi, 2008
3. Easwaran Puthiyillam, *A Handbook on Archival Studies*, Centre for Heritage Studies Hill Palace, Cochin, 2011
4. Dr.R.Issac Jayadhas, *Archives Keeping*, Nagercoil, 2012
5. Basu, P. *Records and the public*, National Archives of India, New Delhi, 1995

POSTGRADUATE DEPARTMENT OF HISTORY
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME



Programme Code: **HBC/HIS/CP03/2019-20**

Title of the Programme: **IT APPLICATIONS IN HISTORY (ITAH)**

Name of the Faculty in Charge: **Dr. Nisha Joseph**

Instructional Hours: **30**

SYLLABUS

Objectives:

Information technology has revolutionised the process of education. Education and professional institutes have, accordingly, organised their curricula with this changing scenario. This programme intended to introduce the students of History various relevant aspects and opportunities arising from Information Technology and Computers.

Course Outcome:

1. Understanding the concept of input and output devices of Computers and how it works and recognize the basic terminology used in computer programming
2. Familiarise operating systems, peripheral devices, networking, multimedia and internet.
3. Communicate effectively in a variety of educational and professional contexts.

MODULE 1: Introduction: Scope and significance of IT in Education-IT Applications in Education - Online courses for history students- ARPIT courses, IGNOU and other Open Universities. **(5hrs)**

MODULE II: IT Applications: e-Governance applications at national and state level, IT for national Integration-IT and Society: Issues and Concerns. **(5hrs)**

MODULE III: Presentations: Computer presentations-power point -word-learning programmes-online applications-online examinations -online question papers **(5hrs)**

MODULE IV: E-sources for Learning History: Educational software-academic services-INFLIBNET, NICENET, BRNET-Websites on historical studies-Historical Map Collection-Genesis, Digital History, History Engine-History sites: www.ancient-world.org, www.thehistoryfaculty.com, www.historytoday.com, www.historyinternational.com. **(10hrs)**

Module V : Project Work : Power Point Presentation **(5hrs)**

Reference

1. V.Rajaram, Introduction to Information Technology
2. www.fgcu.edu/support/office2000
3. www.microsoft.com/officeMS Office web site
4. www.keralaitmission.org
5. www.technopark.org

POSTGRADUATE DEPARTMENT OF HISTORY
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

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Programme Code: **HBC/HIS/CP04/2019-20**

Title of the Programme : **THEORY AND PRACTICE OF ORAL HISTORY (TPOH)**

Name of the Faculty in Charge : **Dr. Beena Paul**

Instructional Hours: **30**

SYLLABUS

OBJECTIVES: -

1. To make aware of the significance of Oral History
2. To learn basics of Oral history
3. Expertise in the collection and documentation of Oral history
4. To create a passion in the everyday life of common people
5. To develop interpersonal interactive skills.
6. To learn interview methods.

COURSE OUTCOME: -

1. Collection and preservation of vast mass of unwritten sources of history.
2. Gives life to untold and unrecorded histories.
3. Supplements written histories.
4. Gives voice to voiceless.

MODULE -1: Understanding Oral History: Introduction to Oral History-What is Oral History? -Scope and Significance of Oral History-Dimensions of Oral history -Distinction between Oral history and Oral tradition
(5hrs.)

MODULE-2: Development Of Oral History: Early History- Evolution and trends- Growth and development- Allen Nevis- Paul Thompson
(5hrs.)

MODULE-3: Principles Of Oral History Research: Project Designing- area of focus, selection of the topic, Selection of Narrators General Principles - Best Practices -Pre-Interview, interview, Post -Interview **(4hrs)**

MODULE-4: Oral History Methodology: Preparing for Interview- types of interviews -preparation of questioners- Interview Process-Equipment's for interview - tips for interview- from recording to page- oral history archive
(6hrs)

MODULE-5: Oral History Archiving: Project work, Classroom Projects, Oral History collection and Documentation
(10hrs)

Reference

- Lynn Abrams, Oral History Theory, (Routledge, 2010).
- Valerie Raleigh Yow, Recording Oral History: A Practical Guide for the Humanities and Social Scientists (Alta Mira Press, 2005).
- Ritchie, Donald A., ed. The Oxford Handbook of Oral History. Oxford University Press, 2011
- Donald A. Ritchie, Doing Oral History, (Oxford University Press, 2003).
- Paul Thompson, The Voice of the Past (Oxford University Press, 2000, 3rd edition).
- Linda P. Wood, Oral History Projects in Your Classroom (Oral History Association Pamphlet Series,2001).
- Robert Perks & Alastair Thomson, The Oral History Reader (Routledge, 1998).

POSTGRADUATE DEPARTMENT OF HISTORY
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

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Programme Code: HBC/HIS/CP05/2019-20

Title of the Programme : **STRESS MANAGEMENT (SM)**

Faculty in Charge: **Mr. Krishnadas Chinnappan**

Instructional Hours: **30**

SYLLABUS

OBJECTIVES

To identify sources of stress.

To encourage students to view stressful situations from a more positive perspective.

Help them to adjust their standards.

Specialized activities for coping with stress

Overall personality development

COURSE OUTCOME

Overall personality development., mental, physical and social health should be improved.

Module I: What is Stress :Causes- physical&mental-After effects of stress-need for stress management. **(6 Hours)**

Module II: Different Methods for Stress Management: Basic concepts, yoga, meditation, positive thinking (Theory and practical) **(10 Hours)**

Module III: From Preparation to Exam Hall : Techniques to overcome exam fear-causes of fear – techniques for effective memorization, association, mnemonics, acronym, acrostic, chunking etc.- **(7 Hours)**

MODULE IV:TIPS FOR DAILY LIFE:Daily yoga-,time management-self motivation-concentration- observation-forgetting-positive thinking **(7 Hours)**

References

1. Dr.N.K Arjunan,*Psychological Bases of Education*, Yuga publication, Palakkad,2014.
2. Sunny Chennatt,*Yoga NingalkkoruVaradaanam*, Rishi publication,Kottayam,2008.
3. Dale Carnegie,*How to Stop Worrying and Start Living*, Prism Books Pvt.Ltd.,Bengaluru, 2018.
4. Norman Vincent Peal, *ThePower of Positive Thinking*,Adarsh Books,New Delhi,2019.
5. Robert A .Schuller,*Dump Your Hang Ups*,DC books, Kottayam, 2018.
6. DivyaChopra,*Personality Plus*, Lotus publishers,New Delhi, 2018.

DEPARTMENT OF TOURISM
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

Programme Code : HBC/TOU/CP01/2019-20

Title of the Programme: **Fundamentals of Tourism**

Name of the Faculty in Charge: **Ms. Renimol Simon**

Instructional Hours: **30 Hours**

SYLLABUS

(100% Theory)

Objective:

1. To understand the tourism phenomena and the distribution of the components of tourism.
2. To learn the concept and importance of tourism in different sectors.

Module I : Meaning and concept of tourism:-Tourism- excursion-leisure and recreation, tourist, visitor, traveler. History, evolution and development of tourism: - Ancient period- concept of annual holiday, Industrial revolution.

(8 Hours)

Module II: History - railtransport -paidholidayandmasstourism – advent of jet- High Speed train, causes of rapidgrowthoftourism.

(6Hours)

ModuleIII:Significanceoftourism:Social,environmental,political,economic.Formsandtypesoftourism,dimensionsofinternationalanddomestictourism.Componentsoftourism:- Differentcomponentsoftourism tourism components distribution- inter-relation between various segments-travel industry network, Elements of tourism.

(10 Hours)

Module IV: Types of transportation:-Railways, airways, water and road. Role of railway to promote tourism in India.

(6 Hours)

Suggested Readings:

- 1.A.K.Bhatia:TourismDevelopment.
- 2.JugmohanNegi:TourismandTravel, ConceptandPrinciples.
- 3.PremnathDhar:DevelopmentofTourismandTravelIndustry.
- 4.BiswanathGhosh:TourismandTravelManagement.
5. 4.B.K.GoswamiandDr.Ravendran:TextbookofIndianTourism

DEPARTMENT OF V TOURISM
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

Programme Code: **HBC/ TOU/CP02/2019-20**

Title of the Programme: **ART OF SMALL TALK**

Name of the Faculty: **Ms. Aneetta Elizabeth Manuel**

Instructional Hours: **30 Hours**

SYLLABUS

(100% Theory)

Objective:

1. *To develop the need for people to maintain a positive face and feel approved of by those who are listening to them, thereby lubricating social interactions in a very flexible way.*

Module I : Art of small talk: - Meaning- Need – Importance of talk – Steps in conversation – Easy ways to develop small talk

(6 Hours)

Module II : Small talk in business – Making small talk – Mistakes in talk – Tips to master the art of small talk – Initiating a talk – Sustaining a talk – Ending a talk

(7Hours)

Module III : Verbal Communication – Non -Verbal Communication – Kinesis –Proxemics – Para Language – Channels – Barriers – Effective talking

(8Hours)

Module IV : Speaking – Fluency in speaking – Participating in Small talks – Making short formal talks – Describing people- places-events and things – Group discussion talks

(9Hours)

Suggested Readings:

1. Holmes, J. & Fillary, R. (2000) "Handling Small Talk at Work: challenges for workers with intellectual disabilities", *International Journal of Disability* 47,3.
2. Chriss Wright : *Handbook of Practical Communication Skills*, Jaico Publishing House.
3. Communication: *Making Connections* (7th Edition) William J Seller, Addison Wesley
4. Study Speaking: *A Course in Spoken English For Academic Purposes*. Anderson, Kenneth, Joan, New Delhi: OUP, 2008
5. Marilyn Anderson, Pramod K Nayar and Madhucchandra Sen. *Critical Thinking, Academic Writing and Presentation Skills*. Pearson Education and Mahatma Gandhi University.

DEPARTMENT OF TOURISM
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

Programme Code: **HBC/ B.VOC/CP03/2019-20**

Title of the Programme : **COMMUNICATION AND PERSONALITY SKILLS FOR TOURISM**

Name of the Faculty in Charge : **Sri. Joshy SamJohnson**

Instructional Hours: **30 Hours**

SYLLABUS
(100% Theory)

Objective : *To make the students aware of the fundamental concepts of business communication and assist the students in developing appropriate and impressive communication skill in tourism industry.*

Module I : Communication: Meaning, Role, Functions, Importance and Essentials of communication in Business Organizations, Process of Business Communication, Communication Models, Barriers to effective communication. **(8 Hours)**

Module II : Classification of communication (Formal and Informal; personal, Inter-personal, Group & Mass; Vertical & Horizontal; Upward & Downward; One-way & Two-way; Verbal & Non-verbal). **(6Hours)**

Module III : Telecommunication Skills: Communication over Telephone for reminder/ follow up of events, Telephone Handling Skills, Complaint Management, Resume writing and facing interviews, Report Writing. **(7Hours)**

Module IV : Personality and Body Language: Definition, Types, Characteristics of personality; Importance of Dressing and Etiquettes in Business Communication; Facial Expression, Eye Contact, Posture, Dress, Attitude. **(9 Hours)**

Suggested Readings:

1. Kaul, Asha (2006), *Business Communication*, Prentice Hall.
2. Sharma R.O & Mohan Krishna: *Business Correspondence and Report Writing*, McGraw Hill.
3. Taylor, Shieley (2003) *Communication for Business*, Pearson Education
4. *Communication: Making connections (7th edition)* William J. Seiler, Addison Wesley.
5. Chaturvedi P.D, *Business Communication: Concepts Cases and Applications*. Pearson Education.
6. Chrissie Wright: *Handbook of practical Communication skills*, Jaico Publishing House.

DEPARTMENT OF PHYSICS
HENRY BAKER COLLEGE, MELUKAVU
Certificate Programme

Programme Code : **HBC/PHY/CP01/2019-20**

Title of the Programme : **Household Wiring and Equipment Servicing**

Name of the Faculty in Charge : **Dr. Prince Thomas**

Instructional Hours : **30 Hours**

SYLLABUS

Objective: To introduce the basic theories of house wiring, plumbing and maintenance of household equipment.

Course Outcome: Students are equipped to repair their household appliances and also able to identify their career objectives.

Module 1: Concept of basic electricity: Single phase & three phase circuits, Measurement of electrical quantities - voltage, currents, resistance, impedance, power factor and energy, Measuring current, voltage and resistance of single phase and three phase load. **(5 hours)**

Module 2: Safety : Introduction: Evolution of modern safety concept- Safety policy - Safety Organization - line and staff functions for safety- Safety Committee- budgeting for safety. **(5 hours)**

Module 3: Tools: Knowledge of tools required for marking, punching, cutting, drilling, filing, stripping, crimping, socketing and fixing glands & screws etc., Knowledge of measuring tools, wire gauges measuring tape, hammer, screwdriver, pliers, chisels, hack saw, vice, centre punch, Allen keys, mallet, try square, wrenches, scribes, spanners. Angular measurements- sine bar, angle gauges, levels, clinometers, taper gauges **(5 hours)**

Module 4: Classification and identification of the electrical equipment: Cables, wires and electrical accessories used in industry, Studies of diagram and symbols used in basic electrical circuits, wiring & installations, Different types of wires and conductors, Load carrying capacity. Knowledge of bulbs, fans, tube light, heater, calling bell etc. Test and repair the given ceiling fan, table fan, electric iron & geyser, mixer, tube light etc. **(8 hours)**

Module 5: Plumbing : Different types of tools and equipment's used in plumbing work. Cutting / Threading / Bending of G.I. and PVC Pipes, Use of hand tools, knowledge of various types of pipes with colour code and selection of pipe as per work specific uses, Pipe fittings, methods of joint. Types of pipe and fittings, Handling and lifting sanitary fixtures. Working principles of water pump and foot valve. **(7 hours)**

References

1. Brian Scaddan, *Electric Wiring for Domestic Installers*. Routledge, 2019.
2. Ray C. Mullin, Phil Simmons. *Electrical Wiring Residential*, Cengage Learning, 2014
3. *Black & Decker's The Complete Guide to Plumbing*, Editor: Mark Johanson, Quarto Publishing Group, 2015, , Ansari Road, New Delhi, 110002

DEPARTMENT OF ENGLISH
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

Programme Code : HBC/ENG/CP01/2019-20

Title of the Programme : **Communications Skills in English**

Name of the Faculty in Charge: **Prof. Dona Sebastian**

Instructional Hours: **30 Hours**

SYLLABUS
(100% Theory)

Objective:

On completion of the course the students:

- 1. Will be able to interact in English with standard pronunciation, accent and intonation.*
- 2. Will be able to use English in various life situations*

Module I : Phonetics I

The sounds of RP- the English vowels, consonants, diphthongs **(10 Hours)**

Module II : Phonetics II

Word stress – sentence stress – Intonation **(10 Hours)**

Module III : English in Everyday Life

Greeting people – Asking questions – Making clarifications – Polite requests- Requesting and granting permission – expressing gratitude- Apologizing - Self introduction – Introducing people – Telephone conversations **(10 Hours)**

Suggested Readings:

1. Peter Roach *English Phonetics and Phonology*
2. Daniel Jones *The English Pronouncing Dictionary*
3. T. Balasubrahmanian *A Textbook of English Phonetics for Indian Students*
4. Grant Taylor *English Conversation Practice*
5. A. J. Hoge *Effortless English*

DEPARTMENT OF ENGLISH
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

Programme Code: **HBC/ENG/CP02/2019-20**
Title of the Programme : **Film Studies**
Name of the Faculty in Charge : **Prof. Paul Mathews**
Instructional Hours : **30 Hours**

SYLLABUS
(100% Theory)

Objective:

On completion of the course the students will be able to:

1. Appreciate films from a theoretical and technological point of view
2. Understand why cinema is a cultural artefact that brings in comparison with literary texts

Module I: The Language of Films

- Shots- Sequences- Mise-en scene- Editing- Cuts - Montage-30-degree rule - 180-degree rule - Temporal ellipses - Three-point light - Off-screen space - Sound and colour **(10 Hours)**

Module II: Evolution of Cinema

- Introduction to the history and growth of cinema - Major film movements- Film genres
- Auteur Theory – Feminist Film Theory **(10 Hours)**

Module III: Literature and Film

- The interface between literature and cinema - Early film adaptations - Adaptation as interpretation **(10 Hours)**

Suggested Readings:

1. Amy Villarejo. *Film Studies*.
2. J Dudley Andrew. *The Major Film Theories*.
3. Andrew Dix *Beginning Film Studies*
4. Satyajit Ray *Our Films, Their Films*
5. Jarek Kupsc *History of Cinema for Beginners*
6. Graeme Turner *Film as Social Practice*

Suggested Films/Scenes:

- *Godfather* – Baptism scene
- *Citizen Kane* – The Union Forever! scene
- *Weekend* – Traffic jam scene
- Majid Majidi *Children of Heaven*
- Mark Herman *The Boy in the Striped Pajamas*
- Zhang Yang *Getting Home*
- David Lean *Doctor Zhivago*
- Vikramaditya Motwane *Lootera*
- Quentin Tarantino *Inglorious Bastards*
- Srijit Mukharjee *Baishya Sarbon*
- K. G. George *Yavanika*
- Mishkin *Onayum Attukkuttiyum*
- Nagaraj Manjule *Fandry*

DEPARTMENT OF PHYSICAL EDUCATION

HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME



Programme Code : **HBC/ PED/CP01/2019-20**

Title of the Programme: **Certificate Programme in First Aid**

Name of the Faculty in charge: **Jithin Thomas Abraham**

Hours: 30 hours

SYLLABUS

Course Objective

To introduce the basic idea for the emergency or immediate care should provide when a person is injured or ill until full medical treatment is available.

Course Outcome

Students are able to understand the responsibilities of a first aider and able to minimize the consequences of injury until the arrival of medical assistance.

Module I: Definition and purpose of first aid, principles and ethics of first aid. **(3 Hours)**

Module II: First aid – general procedure – first aid kit **(4 Hours)**

Module III: Wounds, fractures, burns, snake bite, drowning, unconsciousness, electric shock, choking, sun stroke, bleeding. **(6 Hours)**

Module IV: Bandaging and techniques of carrying injured person. **(4 Hours)**

Module V: Cardio pulmonary resuscitation **(3 Hours)**

Practical: Basic bandaging and carrying injured person, Cardio pulmonary resuscitation (**10 Hours**)

Reference:

1. Winter Griffith, sports injuries 1st Indian edition, 1989 Metropolitan book co. pvt ltd New Delhi
2. Yudenich, V.V. Accident First Aid. Mir publishers, Moscow, 1982.

DEPARTMENT OF PHYSICAL EDUCATION
HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME

Programme Code : HBC/ PED/CP02/2019-20

Title of the Programme: Certificate Programme in Health and Physical Fitness

Name of the Faculty in charge: Jithin Thomas Abraham

Hours: 30 hours

SYLLABUS

Objective

The main objective of the health and physical fitness program is to promote the importance of staying healthy by maintaining a healthy life style and encourage the student community to be more active and eat healthy.

Outcome

The students will be able to identify and assess their own health and fitness. They will also acquire knowledge and demonstrate skill to safely engage others into physical activities and exercise.

Module I: Introduction, Meaning and definition of health (3 Hours)

Module II: Dimensions of health (4 Hours)

Module III: Introduction and definition of physical fitness (3 Hours)

Module IV: Endurance, strength, speed, flexibility (4 Hours)

Module V: Components and benefits of physical fitness, Factors influencing physical fitness (6 Hours)

Practical: Various stretching, rotational and flexibility exercises, aerobic and anaerobic exercises (10 Hours)

References

1. Dick, Frank W. (1980) sports training principles. London : Lepus Books.
2. Bucher, Charles A. (1979) foundation of physical education CV Mosby Co St Louis

DEPARTMENT OF COMMERCE (SF)
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

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Programme Code : **Programme Code : HBC/COM/CP01/2019-20**

Title of the Programme : **Human Resource Management (HRM)**

Name of the Faculty in Charge : **Mrs. Beinimol George** Instructional hours : **30 Hrs**

SYLLABUS

Objective : *The objectives of this course is to provide a sound understanding of the functions, systems, policies and applications of Human Resource Management in organizations and also develop an overview of theoretical foundations of key areas associated with HR development in the organizations,*

Module I : Human resources management – Introduction – objectives, importance – limitations of Human resources management. Strategic HRM – meaning and definition – competencies of HR professionals. Personnel management – meaning and definition – role of personnel managers.

(12 Hrs)

Module II : Human resource planning – meaning – need for human resources planning – benefits of human resources planning – job analysis – objectives of job analysis – techniques of job analysis – job design.

(12 Hrs)

Module 3 : Recruitment – Definition - process of recruitment – elements of a good recruitment policy – sources of recruitment – selection – meaning and definitions – placement and induction – human resources development.

(8 Hrs)

Suggested Readings :

- 1 *Gary Dessler, Human Resources Management, 2016*
2. *Brian Becker, Mark Huselid, Dave Ulrich, The HR Scorecard*
3. *Rothwell & Kazanas, Strategic Human Resource Planning and Management*
4. *Rao T, V, Pereira D, F, Recent Experiences in Human Resources Development*
5. *Mabey, Salaman and Storey, Strategic Human Resource Management*

DEPARTMENT OF COMMERCE (SF)

HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME

Programme Code : HBC/COM/CP02/2019-20

Title of the Programme : Covid -19; Timeline of WHO

Name of the Faculty in Charge: Mr. Dennis Cheriyan

Instructional Hours : 30

SYLLABUS

(100% Theory)

Learning Objectives:

- Be able to educate students about the importance of operationalizing the SPRP for the COVID-19 outbreak using the Operational Planning Guidelines
- Be able to describe the 8 major pillars of public health preparedness and response and initial actions to be taken by the UN country teams about the pandemic.
- Be able to access the full set of actions, performance indicators and resources needed to conduct the preparedness level assessment using the COVID-19 Partners Platform for country preparedness and response plans
- Understand the principles of proper environmental cleaning and disinfection and ensure appropriate protocol are used to reduce exposure to SARS-CoV-2.

Module-1: Emerging of COVID 19 - History of COVID 19- symptoms of COVID-19- Spreading of COVID-19- Self-Isolation- Children or adolescents catch COVID19- Proper wearing of medical mask- purpose of mask uses- risk of exposure- Community masking (WHO guidelines) **(8Hrs)**

Module-2: Infection Prevention and Control (IPC) - Preparedness and readiness of health care- Basic requirement for outbreak preparedness and a critical element of readiness- IPC goals in outbreak preparedness. **(6 Hrs.)**

Module-3:Emerging of Corona Virus- Incubation period- Modes of transmission- Droplet- contact Connection between COVID-19 and animals - Surviving of virus on surfaces. **(2 Hrs.)**

Module-4:Personal protective Equipment- Measures to optimize the availability of masks (WHO recommendations)- Administrative controls by WHO- Five moments of hand hygiene by WHO- How to Hand rub- How to Hand wash- Respiratory hygiene important- Respiratory hygiene/ etiquette procedures- Risk assessment and standard precautions. **(12 Hrs.)**

Module-5:Decontamination- WHO recommendations on Waste Management process- Transmission for severe respiratory infection- Airborne precautions- Home care **(2 Hrs.)**

References

1. Year: 2020 Author: Title: Resources during covid-19 Journal: The Veterinary record, URL: <https://doi.org/10.1136/vr.m1517>
 2. Year: 2020 Author: Title: Don't miss Journal: New Scientist DOI: 10.1016/S0262-4079(20)30770-3, URL: <https://doi.org/10.1136/vr.m1517>
 3. Year: 2020 Author: Title: Free 24-hour specialist support during Covid-19 Journal: The Veterinary record, URL: <https://doi.org/10.1038/s41565-020-0680-y>
 4. Year: 2020 Author: Title: Illinois rolls out COVID-19 MH crisis hotline as cases climb Journal: Mental Health Weekly DOI: 10.1002/mhw.32329
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DEPARTMENT OF COMMERCE (SF)
HENRY BAKER COLLEGE MELUKAVU
CERTIFICATE PROGRAMME

Programme Code : HBC/COM/CP03/2019-20

Title of the Programme: **Fundamentals of Computer System**

Name of the Faculty in Charge : **Ms. Ans Mariya Jose**

Instructional Hours : **30**

SYLLABUS

(100% Theory)

Learning Objectives:

1. *Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.*

2. *Give students an in-depth understanding of why computers are essential components in business, education and society.*

Module-1: Evolution of the computing machine-Abacus –Napers bones- Pascaline- Leibniz calculator- Jacquard’s loom- difference engine- Analytical engine- Hollerith’s machine

(6 Hrs.)

Module-2: Generations of computers- First Generations of computers (1940-1956)- Second Generations of computers (1956-1963)- Third Generations of computers (1969-1971)-Fourth Generations of Computer (1971-present)-Fifth Generations of computers (Present beyond).

(6 Hrs.)

Module-3: Types of computers- Desktop computers-Work stations- note book computers- Tablet computers- Hand held computers- Smart phones.

(1 Hrs.)

Module-4: Functional units of a computer- Input unit-storage Unit- CPU-Output **(1 Hrs.)**

Module-5: Hardware- Processors- motherboard- Peripherals and parts- Memory- Primary- ROM- RAM- secondary or auxiliary storage- Magnetic storage devises- Optical storage devises- Conductor storage

(6 Hrs.)

Module-6 Input/ output devices- Keyboard- mouse- Light-Pen- Touch screen- Graphic tablet- Joystick- Microphone-scanner- Mark reader- Barcode/ QR Code reader-MICR reader- Biometric sensor-smart card reader- Digital camera output devices- LCD-Printer –plotter- 3D Printer.

(5 Hrs.)

Module-7: Software-OS-Process management-memory management-file management- device management- Application software.

(2 Hrs.)

Module-8: Cyber Crimes against individuals- Identity hurt- Harassment- impersonation and cheating- Violation of privacy- cyber-crimes against property- Credit card fraud- Intellectual property theft- Internet time theft- Cybercrimes against Government- Cyber terrorism- website defacement- Attack against e-government website

(3 Hrs.)

Reference:

1. Computer Fundamentals” by P K Sinha

2. Computer Fundamentals: Architecture & Organization Ram, B. 4th ed New Age

3. Computer Networks & Internets: With Internet Applications Comer, Douglas 4th ed Pearson

RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME



Programme Code: HBC/COM/CP01/2019-2020

Title of the Programme : Certificate Program in Soft Skill (CPSS)

Name of the Faculty in Charge- Prof.Justin Jose

Instructional Hours 30

SYLLABUS

(100% Theory)

Objective: Objective of the Course-Help students to acquire competence to secure jobs in any area and personality development

Module I Soft Skills: An Introduction – Definition and Significance of Soft Skills;Process, Importance and Measurement of Soft Skill Development.Self-Discovery: Discovering the Self; Setting Goals;Beliefs, Values, Attitude, Virtue.Positivity and Motivation: Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels. **(10 Hours)**

Module II Interpersonal Communication: Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships through effective communication; listening skills; essential formal writing skills; corporate communication styles – assertion, persuasion, negotiation Public Speaking: Skills, Methods, Strategies and Essential tips for effective public speaking. Group Discussion: Importance, Planning, Elements, Skills assessed; effectively disagreeing, Initiating, Summarizing and Attaining the Objective. Non-Verbal Communication: Importance and Elements; Body Language. Teamwork and Leadership Skills: Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills. **(10 Hours)**

Module III Interview Skills: Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success. Presentation Skills: Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness. Etiquette and Manners – Social and Business. Time Management – Concept, Essentials, Tips. Personality Development – Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills. **(5 Hours)**

Module IV Decision-Making and Problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills. Conflict Management: Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution. Stress Management: Stress - Definition, Nature, Types, Symptoms and Causes, Impact of Stress; Measurement and Management of Stress Leadership and Assertiveness Skills: A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behavior; Assertiveness Skills. Emotional Intelligence: Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence. **(5 Hours)**

Suggested Readings

1. Sizzling Soft Skills for Spectacular Success: A Practical Guide on Personality Development
2. Soft Skills Training: A workbook to develop skills for employment

RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME



Programme Code : **HBC/COM/CP02/2019-20**

Title of the Course: Certificate Program in Income Tax (CPIT)

Faculty in charge: Jenipher Carlos Hosanna

Instructional Hours: **30 Hours**

SYLLABUS

Objective : After completion of the course, a learner can have following takeaways:

1. Knowledge of Residential Status of different Persons
2. Knowledge of various Heads of income tax.
3. Idea on Set off and Carry forward of Losses
4. Knowledge of Clubbing of Income
5. Knowledge of Computation of Income of an Individual
6. Knowledge of Computation of Income of HUF

Module1 : Preliminary

- Basics of Charge of Income Tax
- Various Definitions
- Tax Treatment of Agricultural Income & Keyman Insurance Policy

5 Hours

Module2 : Residential Status

- Residential Status of Individual
- Residential Status of HUF
- Residential Status of Companies and AOPs

5 Hours

Module3 : Income which do not form part of Total Income

- Tax Treatment of Political Parties and Electoral Trust
- Bond Washing Transactions, HUF and its income
- Income Tax Authorities and Due Date of Filing Return of Income
- Double Taxation Avoidance Agreements
- Chapter VI A Deductions

5 Hours

Module4 : Five Heads of Income

- Income under the head Salaries
- Income under the head House Property
- Profits and Gains from Business or Profession
- Capital Gains
- Income from Other Sources

20 Hours

Module5 : Clubbing of Income and Set off and Carry forward of Losses

5 Hours

Module6 : Computation of Income of Individual and HUF

5 Hours

Suggested Readings

1. Student's Handbook on Taxation by TN Manoharan & G R Hari, SnowWhite Publications
2. Income Tax (for B.Com Students) by Dr. H.C. Mehrotra, & Dr. S.P Goyal, Sahitya Bhavan Publications

RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME

Programme Code: **HBC/COM/CP03/2019-20**

Title of the Programme: **Certificate Programme in Environmental Ethics (CPEE)**

Name of the Faculty in Charge: **Prof. Ashly Mereena Mathew**

Instructional Hours: **30 Hours**

SYLLABUS

(100% Theory)

Objective: *The objective of this course is to provide a sound understanding of the basic principles and challenges of environment and also to develop a habit of an environmental ethics among students.*

Module I : Humans and Nature : Born of Earth-Layers of earth-Darwin's Theory of Evolution-Meaning of Nature and Environment-Segments and Resources of Environment **(10 Hours)**

Module II: Basic Principles of Environment : The Precautionary Principle -The Prevention Principle- The Polluter Pays Principles- The Integration Principle **(5 Hours)**

Module III: Environmental Ethics : Meaning and Definition-Importance of Environmental Ethics-Need of Environmental Ethics-Challenges in Environmental Ethics **(5 Hours)**

Module IV: Environmental Pollutions : Air Pollution, Water Pollution-Soil Pollution, Marine Pollution-Noise Pollution, Thermal Pollution **(5 Hours)**

Module V: Ozone Layer : Ozone Layer- Meaning-Ozone Depletion-Global Warming and its Effects **(5 Hours)**

Suggested Readings:

1. Heywood, V.H & Watson, R.T. 1995. Global Biodiversity Assessment, Cambridge University Press.
2. Jadhav.H & Bhosale.V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi.
3. Rajagopalan. R, Environmental Studies from crisis and cure, Oxford University Press, Published: 2016
4. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication
5. Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA
5. Amartya Sen, The Idea Justice, New Delhi: Penguin Books, 2009.

RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE

HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME

Programme Code : HBC/COM/CP04/2019-20

Title of the Course: Certificate Program in an Introduction to R software (CPIRS)

Faculty in charge: **Shinu Thomas P.**

Instructional Hours: **30 Hours**

SYLLABUS

Course Objectives

- Get familiar with r programming language
- Understand statistical analysis using R programming;
- Explore how to analyse research data using statistical methods and R programming
- Explore how to represent data using basic graphs in R.

Course Outcome

This course aims to provide basic training in understanding the concepts in data science and statistical analysis using R programming. The R programming language is one of the most widely used programming languages among the data scientists, researchers and clinicians. Being an open-source software, it is freely available and allows integration with other applications. The course will be a hands-on program where participants will play with the dataset provided to them through exercises and analyses it using R software.

Module 1 : Overview of Data Sciences - Introduction to R programming(7 hours)

Module 2 : Arithmetical Operations in r software(3 hours)

Module 3 : Data Management in r -Data entry-Data Cleaning(5 hours)

Module 4 : Descriptive statistics - Data visualization -Chart-Diagram (10 hours)

Module 5 : Inferential Statistics -ANOVA, Chi-Square test, t-test (5 hours)

Reference

1. Dalgaard, P. (n.d.). *Introductory Statistics with R* (Vol. Second). Springer.

RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

Programme Code : **HBC/COM/CP05/2019-20**

Title of the Course: Certificate Program in Behavioral Finance (CPBF)

Faculty in charge: Jenipher Carlos Hosanna

Instructional Hours: 30 Hours

SYLLABUS

Objective: *The objective of this course is to cover the behavioral aspects of financial decision making and personal finance planning. The students shall be introduced to the theoretical, mathematical, and empirical underpinnings of anomalies and biases that investors face in financial markets. The course also focuses the behavioral approach of investment and personal financial planning.*

Module1 : Introduction to behavioral economics and finance: the concept of expected utility, the Von Neumann–Morgenstern framework.

- Introduction to Behavioral Economics and Finance
- Economics of Decision Making
- Decision Making Under Risk and Uncertainty **5 Hours**

Module2 : Non-expected utility preferences and its applications in finance.

- Non-expected Utility Preferences
- Prospect Theory and Behavioral Biases
- Prospect Theory and Behavioral Finance **5 Hours**

Module3 : Beliefs, biases and heuristics in financial markets.

- Beliefs, Biases and Heuristics
- Biases and Financial Decision-Making
- Overconfidence and Investor Behavior **5 Hours**

Module4 : Basics of personal finance, financial planning, and budgeting.

- Valuation of Financial Assets
- Portfolio Return and Risk
- Personal Financial Goals
- Planning Personal Finances
- Cash Flow Statement, Personal Balance Sheet **5 Hours**

Module5 : Investment decision making and behavioral finance

- Taxes and Financial Planning
- Portfolios for Individual Investors **5 Hours**

Module6 : Investment strategies for individual investors.

- Investment Alternatives for Individual Investors
- Investing in Mutual Funds
- Fixed Income Investments **5 Hours**

Module7 : Purchasing decisions, consumer credit and related issues.

- Purchasing Decisions
- Consumer Credit Decisions
- Loans and Amortization
- Credit Card as Source of Consumer Credit **5 Hours**

Module8 : Alternative investment and structured finance.

- Alternative Investments
- Structured Finance
- Wealth Management **5 Hours**

BOOKS AND REFERENCES

1. Behavioral Finance, William Forbes, Wiley, 2019.
2. Behavioral Finance: Psychology, Decision-Making and Markets, L. F. Ackert and R. Deaves, South-Western College Publication.
3. Investor Behavior: The Psychology of Financial Planning and Investing, H K Baker and V Ricciardi, Wiley, 2020.
4. Personal Finance (11th ed.), Jack Kapoor, Les Dlabay and R. J. Hughes, McGraw Hill.

RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE MELUKAVU
CERTIFICATE PROGRAMME

Programme Code : HBC/COM/CP06/2019-20

Title of the Programme: **Certificate Programme in Research Methodology**

Name of the Faculty in Charge : **Dr. Santo Jose**

Instructional Hours : **30**

SYLLABUS
(100% Theory)

Objectives:

To enable a learner to understand properly the concepts of research methodology, equip them to prepare a research design and carry out research in systematic and scientific manner.

Course Outcome:

After completing this Certificate Programme, the learner should be able to understand about the basic concepts of social science research, formulate a research design, draw a sampling design, instrument development and its different forms of scaling and understand the technique of research reporting.

Module I: Research-Types of Research-Methods of Research-Research Process. **(5 Hours)**

Module II: Research problem-Formulation-Research Design-Types of Research Design-Research proposal and its properties. **(5 Hours)**

Module III: Sampling design-Census and sample survey-Sample frame-Sample size-Methods of Sampling. **(5 Hours)**

Module IV: Collection and analysis of data-Types of Data-Methods of Data collection-Preparation of Questionnaire or Interview schedule-Measurement and scaling techniques-Nominal data-Individual data-ordinal data-ratio data-Analysis of data-Types of analysis. **(10 Hours)**

Module V: Research reporting-Characteristics of a good research report-Content of a report-Citing references using APA style-Plagiarism. **(5 Hours)**

Suggested Readings

1. Research Methodology: Methods and Techniques, C R Kothari, New Age International Publications
2. Statistical Methods for Research, Prof. K. Kalyanaraman, Prentice Hall Pvt. Ltd
3. Research Methodology in Social Sciences, O R Krishnaswamy, Himalaya Publishing House
4. Business Research Methodology, Sashi K Gupta & Praneet Rangji, Kalyani Publishers
5. Research methodology, R. Paneerselvam, Prentice Hall of India

RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE MELUKAVU
CERTIFICATE PROGRAMME

Programme Code : HBC/COM/CP07/2019-20

Title of the Programme: **Certificate Programme in Entrepreneurship Development**

Name of the Faculty in Charge : **Dr. Santo Jose**

Instructional Hours : **30**

SYLLABUS

(100% Theory)

Objectives:

To develop entrepreneurial spirit among students

To empower students with sufficient knowledge to start up their venture with confidence

To mould young minds to take up challenges and become employer than seeking employment

and to make them aware of the opportunities and support for entrepreneurship

Course Outcome

After successfully completing this certificate programme the learner should be motivated to entrepreneurial career and to make young minds to take up challenges and become employer than seeking employment. They are capable of perceiving and exploiting successfully opportunities for start their own enterprise.

Module I : Introduction to Entrepreneurship – Importance- Type of Entrepreneurs- Positioning as a entrepreneur- generating ideas- Building and presenting an effective Business plan. **(5 Hours)**

Module II : Women entrepreneurship-opportunities, problems and remedial measures - Highlights of the successful women entrepreneurs. **(5 Hours)**

Module III : Setting up of a SSI units-importance-how to set up SSI unit-types of sources- Outcomes. **(5 Hours)**

Module IV : Start ups and incubation centers-foundation for startups-importance and scope-types of startups-start up mission-types of sources-VCs, Angel funding etc-Marketing strategies for new ventures through startups. **(5 Hours)**

Module V : Industrial collaboration-Evaluation of recent challenges faced in entrepreneurship-mentoring session with a member of investor and entrepreneur community (for students with business plan)-Practical session for developing an effective business model-Startup mission visit-industrial visit. **(5 Hours)**

Suggested Readings

1. Anjan, R. Managing New Ventures, Concepts and Cases in Entrepreneurship, New Delhi, PHI Learning Private limited.
2. Bhide A, The Origin and Evolution of New Businesses, New York, Oxford University Press.
3. Khanka S S- Entrepreneurial Development- S Chand and Sons
4. Desai,Vasant- Small Scale Business and Entrepreneurship- Himalaya Publications
5. AP Padnekar, Entrepreneurship, Himalaya Publishing House, Mumbai.
6. Rao, V S P- Business, Entrepreneurship and Management- Vikas Publishing House
7. Pandya, Rameswary- . Skill Development and Entrepreneurship in India, New Century Publications

DEPARTMENT OF MALAYALAM
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

ProgrammeCode: **HBC/MAL/CPJM/2019-20**

Title of the Programme: പത്രപ്രവർത്തനവും ആധുനികസാങ്കേതികവിദ്യയും
(Journalism And Modern Technology)

Name of the Faculty in Charge:Instructional Hours: **30 Hours**

SYLLABUS
(100% Theory)

Objective : Given critical thinking, effective communication, social interaction, ethical standard and lifelong learning through this syllabus.

Module I : പത്രപ്രവർത്തനം - ചരിത്രം - വളർച്ച- വികാസം- പത്രഭാഷ- ഉള്ളടക്കം- വാർത്താ - നിർവചനങ്ങൾ- വിവിധതരം വാർത്തകൾ-ഘടന-സ്രോതസ്- രീതികൾ- ഫീച്ചർ- വാർത്ത- റിപ്പോർട്ടിംഗ് എന്നിവ തമ്മിലെ വ്യത്യാസം- അഭിമുഖം- സാധ്യതകൾ-സവിശേഷതകൾ- രചനാപരിചയം..(**12 Hours**)

Module II: വിവിധതരം പത്രപ്രവർത്തനരീതികൾ- ഇൻവെസ്റ്റിഗേറ്റീവ്-ഇന്റർപ്രൂവ്-അഗ്രസീവ്-സെൻസേഷണൽ- ഓൺലൈൻ- ഫോട്ടോ- ടെലിവിഷൻ ജേണലിസം- വാർത്താചർച്ചകളും പ്രേക്ഷകരും- പത്രയർമ്മം- പത്രപ്രവർത്തകനു ാകേ ഗുണങ്ങൾ- രചനാപരിചയം.(**8Hours**)

Module III ആധുനിക സാങ്കേതികവിദ്യ- ഉത്ഭവം-വികാസം- നവമാധ്യമങ്ങൾ-ഫേസ്ബുക്ക്,യൂട്യൂബ്, ടിറ്റർ, ബ്ലോഗ്,ഇന്റർനെറ്റ്,മൊബൈൽ സാങ്കേതികതയിലെ മാറ്റങ്ങൾ- വിവിധ ടെലികാസ്റ്റിങ്, ബ്രോഡ് കാസ്റ്റിങ് മാധ്യമ വ്യാപനം- ഇ മാധ്യമങ്ങൾ പൊതു ഇടം എന്ന നിലയിൽ സോഷ്യൽ മീഡിയ -ഗുണഭാഷങ്ങൾ- ജനപ്രിയ സംസ്കാരവും നവമാധ്യമങ്ങളും, ഭാഷയും - സൈബർ സാഹിത്യം-സാധ്യതകൾ -വെബ്ലൂവിളികൾ. (**8 Hours**)

Suggested Readings:

1. Robert W. McChesney , 'The Problem of the Media', Monthly Review Press, 2004.
2. അനിൽകുമാർ വടവാതുർ, പത്രപ്രവർത്തനത്തിലെ ഓർമ്മച്ചിത്രങ്ങൾ, കേരളഭാഷാ ഇൻസ്റ്റിറ്റ്യൂട്ട്, തിരുവനന്തപുരം
3. ആന്റണി നല്ലേപറമ്പിൽ, മാധ്യമങ്ങളും മലയാളസാഹിത്യവും , കേരളഭാഷാ ഇൻസ്റ്റിറ്റ്യൂട്ട്, തിരുവനന്തപുരം,2000.
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DEPARTMENT OF HINDI

HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME

Programme Code : HBC/HIN/CP01/2019-20

Title of the Programme: Certificate Programme in Hindi in Daly Life

Name of the Faculty in Charge : Dr. Neethu George

Instructional Hours : 30

SYLLABUS

(100% Theory)

Module I

विषय प्रवेश- दैनिक जीवन में हिंदी का प्रयोग- अभिवादन वन्दना- परिचय –विदाई – कृतज्ञता – क्षमा प्रार्थना- अनुरोध- शुभकामनाएँ- सेवा का प्रस्ताव- आदेश- चेतावनी ।

Module II

बातचीत- घर में- बाज़ार में- अस्पताल में- बस स्टोप में- दफ्तर में- बैंक में- पुस्तकालय में ।

Module III

तकनीकी शब्दावली- लोकोक्ति और मुहावरे ।

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