

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce, and Science College

Ahmednagar (Autonomous)

(Affiliated to Savitribai Phule Pune University, Pune)



National Education Policy (NEP)
Choice Based Credit System (CBCS)

Programme Framework

B. A. - I (ENGLISH)

Implemented from

Academic Year 2024-25

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)

Board of Studies in ENGLISH

Sr. No.	Name	Designation
1.	Dr. Balasaheb Sagade	Chairman
2.	Dr. J. B. Aher	Member
3.	Dr. V. B. Dode	Member
4.	Dr. Mustajeeb Khan	Member
5.	Dr. Dilip Chavan	Member
6.	Dr. Deepak Borgave	Academic Council Nominee
7.	Dr. Vijay Thange	Alumni
8.	Mr. Devendra Jamgaonka	Industry Expert

1. Prologue/ Introduction of the programme:

- This programme has designed with specific objectives to provide learners with a comprehensive understanding of English literature, develop critical analysis and interpretation skills, enhance learner's language proficiency, refine his/her research and writing abilities, explore cultural and historical contexts, foster independent thinking and intellectual growth, and prepare learner for future career opportunities or advanced studies.

The syllabus aims at exploring a diverse range of genres, periods, and literary movements. By studying major works in literature, learner will gain a profound appreciation for their cultural, historical and artistic significance.

In addition, learner will sharpen his/her critical thinking skills and learn to analyze and interpret literary texts through close reading and engagement with various critical theories and methodologies. This will enable him/her to explore the depths of themes, symbols, narrative techniques and, the broader cultural contexts in which these works were created.

Language proficiency is crucial aspect of this programme, and learner will have the opportunity to improve his/her reading, writing, speaking and listening skills in English. By refining his/her grammar, expanding vocabulary, and mastering stylistic choices learner will be equipped to effectively communicate complex ideas and engage in intellectual discourse.

Furthermore, the programme will nurture learner's research and writing skills, guiding them in conducting scholarly research, critically evaluating sources, and presenting their findings in well-structured essays and academic papers. Learner will develop the ability to articulate his/her thoughts and arguments coherently and persuasively.

Learner will also gain a broader understanding of the cultural and historical contexts in which these works were produced. By examining the social, political, and intellectual influences, learner will uncover the intricate relationships between literature, language and society, enriching learner's appreciation for the art form.

Finally, this programme aims to equip learner with the necessary skills and knowledge for future career paths or advanced studies. The transferable skills, including critical thinking, research, analysis, and communication, will be valuable assets in fields such as education, publishing, journalism, marketing, public relations, law, and more.

In summary, the B.A. English program provides a holistic education in English literature, language, and critical thinking. It aims to nurture passion for literature, develop anaetical and communicational skills, deepen learner's cultural understanding, and prepare him/her for a successful and fulfilling future.

Get ready to embark on a transformative journey in the captivating world of English!

2. Programme Outcomes (POs)

1. To provide comprehensive knowledge and understanding of English language and literature.
2. To develop critical analysis and interpretation of literary texts.
3. To improve learner's ability to analyze and communicate complex ideas effectively using English language.
4. To enhance learner's research and writing skills.
5. To provide a broad understanding of the cultural and historical contexts in which English literature is produced.
6. To encourage independent thinking and intellectual growth
7. To develop employability skills.

B. A. Programme Framework: Credit Distribution

Level / Difficulty	Sem	Subject-1				Subject-2	Subject-3	GE/OE	SEC	IKS	AEC	VEC	CC	Total
Certificate 4.5 / 100	I	04				04	04	2	-	2	2	2	2	22
	II	04				04	04	2	2	--	2	2	2	22
		Credits Related to Subject Selected as Major				Selected as Minor		GE/OE	SEC	IKS	AEC	VEC	CC	Total
		Major Core	Major Elective	VSC	FP / OJT/ CEP/RP									
Diploma 5.0 / 200	III	06	--	2	2 (FP)	04	--	02	2		2	--	2	22
	IV	06	--	2	2 (CEP)	04	--	02	2	--	2	--	2	22
Degree 5.5 / 300	V	10	04	2	2 (FP)	02	--	--	--	2	--	--	--	22
	VI	10	04	2	4 (OJT)	02	--	--	--		--	--	--	22
Total		40	08	08	10	20	08	08	06	04	08	04	08	132
6.0/400 Honours	VII	14	04	-	RM-04	-								22
	VIII	14	04	-	OJT-04	-								22
6.0/400 Honours with Research	VII	10	04	-	RM-04 RP-04	-								22
	VIII	10	04	-	RP-08									22
Total		68/60	16	08	18/26	20	08	08	06	04	08	04	08	176

B. A. Programme Framework: Course Distribution

Level / Difficulty	Sem	Subject-1				Subject-2	GE/OE	SEC	IKS	AEC	VEC	CC	Total
Certificate 4.5 / 100	I	01				01	01	-	01	01	01	01	07
	II	01				01	01	01	--	01	01	01	07
		Credits Related to Subject Selected as Major				Minor	GE/ OE	SEC	IKS	AEC	VEC	CC	Total
		Core	Elective	VSC	FP / OJT/ CEP								
Diploma 5.0 / 200	III	02		01	01	01	01			01	--	01	08
	IV	02		01	01	01	01			01	--	01	08
Degree 5.5 /300	V	03	01	01	01	01	--	--	01	--	--	--	08
	VI	03	01	01	01	01	--	--		--	--	--	07
Total		12	02	04	04	06	04	02	02	04	02	04	44
6.0/400 Honours	VII	04	01	-	RM-01								06
	VIII	04	01	-	OJT-01	-							06
6.0/400 Honours with Research	VIII	03	01	-	RM-01 RP-01	-							06
	VIII	03	01	-	RP-01								05
Total		18/16	04	04	06/07	06	04	02	02	04	02	04	56/55

B. A. -I (English): Credits and Courses in Bracket

Level / Difficulty	Sem	Subject (English)				IKS	Total
4.5 Certificate	I	04 (01)					04 (01)
	II	04 (01)				--	04 (01)
		Core	Elective	VSC	FP / OJT/ CEP		
5.0 Diploma	III	06 (02)		02 (01)	02 (01)		10 (04)
	IV	06 (02)		02 (01)	02 (01)		10 (04)
5.5 Degree	V	10 (03)	04 (01)	02 (01)	02 (01)	02 (01)	
	VI	10 (03)	04 (01)	02 (01)	04 (01)		
Total		40 (12)	08 (02)	08 (04)	10 (04)	02 (01)	
6.0 Honours	VII	14 (04)	04 (01)	-	RM-04	-	22 (06)
	VIII	14 (04)	04 (01)	-	OJT-04	-	22 (06)
6.0 Honours with Research	VII	10 (03)	04 (01)	-	RM-04 (01) RP-04 (01)	-	22 (06)
	VIII	10 (03)	04 (01)	-	RP-08 (01)		22 (05)

Programme Framework (Courses and Credits): B. A. Marathi

Sr. No.	Year	Semester	Level	Course Type	Course Code	Title	Credits
1.	I	I	4.5	DSC-01	BA-ENG 111T	ABC	04
2.	I	II	4.5	DSC-02	BA-ENG 121T	ABC	04
3.	II	III	5.0	DSC-03	BA-ENG 231T	MNO	04
4.	II	III	5.0	DSC-04	BA-ENG 232T	PQR	02
5.	II	III	5.0	VSC-01	BA-ENG 233T	STU	02
6.	II	III	5.0	FP-01	BA-ENG234P	VWX	02
7.	II	IV	5.0	DSC-05	BA-ENG 241T	PQR	04
8.	II	IV	5.0	DSC-06	BA-ENG 242T	STU	02
9.	II	IV	5.0	VSC-02	BA-ENG 243T	VWX	02
10.	II	IV	5.0	CEP-01	BA-ENG 245P	BCD	02
11.	III	V	5.5	DSC-07	BA-ENG 351T	EFG	04
12.	III	V	5.5	DSC-08	BA-ENG 352T	HIJ	04
13.	III	V	5.5	DSC-09	BA-ENG 353T	KLM	02
14.	III	V	5.5	DSE-01	BA-ENG354T	NOP	04
15.	III	V	5.5	VSC-03	BA-ENG355T	QRS	02

16.	III	V	5.5	FP-02	BA-ENG 356P	TUV	02
17.	III	V	5.5	IKS-02	BA-ENG 357T	TUV	02
18.	III	VI	5.5	DSC-10	BA-ENG 361T	WXY	04
19.	III	VI	5.5	DSC-11	BA-ENG 362T	ZAB	04
20.	III	VI	5.5	DSC-12	BA-ENG363T	ZAB	02
21.	III	VI	5.5	DSE-02	BA-ENG 364T	CDE	04
22.	III	VI	5.5	VSC-04	BA-ENG 365T	EFG	02
23.	III	VI	5.5	OJT-01	BA-ENG 366P	HIJ	04

B. A. Marathi (Honours)

24.	IV	VII	6.0	DSC-16	BA-ENG 471T	KLM	04
25.	IV	VII	6.0	DSC-17	BA-ENG 472T	NOP	04
26.	IV	VII	6.0	DSC-18	BA-ENG 473T	QRS	04
27.	IV	VII	6.0	DSC-19	BA-ENG 474T	TUV	02
28.	IV	VII	6.0	DSE-03	BA-ENG 475T	WXY	04
29.	IV	VII	6.0	RM-01	BA-ENG 476T	ZAB	04
30.	IV	VIII	6.0	DSC-20	BA-ENG 481T	CDE	04
31.	IV	VIII	6.0	DSC-21	BA-ENG 482T	FGH	04
32.	IV	VIII	6.0	DSC-22	BA-ENG 483T	IJK	04
33.	IV	VIII	6.0	DSC-23	BA-ENG 484T	LMN	02
34.	IV	VIII	6.0	DSE-04	BA-ENG 485T	OPQ	04
35.	IV	VIII	6.0	OJT-02	BA-ENG 486P	RST	04

B. A. ENGLISH (Honours with Research)

24.	IV	VII	6.0	DSC-16	BA-ENG 471T	KLM	04
25.	IV	VII	6.0	DSC-17	BA-ENG 472T	NOP	04
26.	IV	VII	6.0	DSC-18	BA-ENG 473T	TUV	02
27.	IV	VII	6.0	DSE-03	BA-ENG 475T	WXY	04
28.	IV	VII	6.0	RM-01	BA-ENG 476T	ZAB	04
29.	IV	VII	6.0	RP-01	BA-ENG 477P	ABC	04
30.	IV	VIII	6.0	DSC-19	BA-ENG481T	CDE	04
31.	IV	VIII	6.0	DSC-20	BA-ENG 482T	FGH	04
32.	IV	VIII	6.0	DSC-21	BA-ENG 483T	IJK	02
33.	IV	VIII	6.0	DSE-04	BA-ENG 485T	OPQ	04
34.	IV	VIII	6.0	PR-02	BA-ENG 486P	RST	08

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Syllabus
B. A.-I (English)

Title of the Course: Introduction to English Literature and Basics of Language								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
DSC-01	BA-ENG 111T	04	00	04	60	30	70	100

Learning Objectives:

1. To create an awareness among students about the formal features of literary text.
2. Develop skills in analyzing and interpreting poetic devices, such as rhyme, meter, imagery, figurative language, and sound effects.
3. Enhance critical thinking skills by examining the themes, symbolism, and layers of meaning within poems and minor forms of literature.
4. Get introduced to the concept of language study; understand nature and scope of linguistics.
5. To know the importance of phonetics and phonology in acquisition of language, especially spoken performance.
6. To understand the theoretical and practical dimensions of phonology of English language.

Course Outcomes (Cos):

On the successful completion of the course, Students will be able to:

1. Gain knowledge and understanding of various poetic forms, such as sonnets, haikus, ballads, free verse, and others.
2. Develop skills in analyzing and interpreting poetic devices, such as rhyme, meter, imagery, symbolism, figurative language, and sound effects.
3. Apply these analytical skills to understand and appreciate the aesthetic and artistic qualities of poetry and minor forms of literature.
4. Student learns the difference between the terms like phonetics and phonology and applies them in suitable context.
5. A student learns the application of linguistic concepts into literature study.
A student recognizes the figures of speech used in the given poem or prose.

Detailed Syllabus:

Unit :1 Studying Poetry

20 Lectures

1. Introduction
2. Definitions of Poetry
3. Elements of Poetry

4. Types of Poetry –

Subjective- Lyric, Elegy, Ode, Sonnet

Objective – Ballad, Epic, Idyll, Satire

Poems:

1. ‘Bright Star Would I steadfast as Thou Art’- John Keats
2. ‘The Road Not Taken’ – Robert Frost
3. On His Blindness – John Keats
4. Ode to the West Wind – P. B. Shelley

Unit: 2 Studying Short Story

Allotted Lectures 20

1. Introduction
2. Definition and Nature of Short Story
3. Features of Short Story
4. Aspects of Short Story
5. Types of Short Story

Short Stories:

1. Katherine Mansfield - The Cup of Tea
2. Oscar Wild - The Happy Prince
3. Ruaskin Bond- The Thief’s Story
- O’ Henry- The Romance of Busy Broker

Unit III: Introduction to Phonology of English

(Allotted Lectures 20)

- a. International Phonetic Alphabet
- b. Concept of Phoneme
- c. Phonetics and Phonology
- d. Concept of Syllable- Mono-syllabic, Di-syllabic and Polly-syllabic Words
- e. Vowel and Consonant sounds in English
- f. British Received Pronunciation

Suggested Readings/Material:

1. The Oxford Companion to English Literature: Ed. Margaret Drabble OUP
2. Poetry and Minor Forms of English Literature Paperback – 2 July 2004
by Thorat Merchant Valke (Author)
3. The Typical forms of English Literature: Alferd H. Upham omsons
Pub
4. An Introduction to the Study of English Literature: W.H.Hudson
Maple Press

5. Reading Literature : Short stories and poems by Dr. Pravin Borse and Dr. Anil P.Patil
6. Bansal R. K. , Harrison J. B., Spoken English for India, New Delhi, Orient Longman,1975, 4th ed. 2000
7. Crystal David, A Dictionary of Linguistics and Phonetics, Cambridge, Blackwell 1980.
8. MeyorCharls, Introducing English Linguistics, CUP, 2009.
9. O'Conner, J. D. Better English Pronunciation, New Delhi, Universal Book Stall, 1980, rpt. 1992.

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Syllabus
B. A.-I (English)

Title of the Course: Introduction to English Literature and basics of language								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
DSC-02	BA-ENG 121T	04	00	04	60	30	70	100

Learning Objectives:

1. To create an awareness among students about the formal features of literary text.
2. Develop skills in analyzing and interpreting poetic devices, such as rhyme, meter, imagery, figurative language, and sound effects.
3. Enhance critical thinking skills by examining the themes, symbolism, and layers of meaning within poems and minor forms of literature.
4. Get introduced to the concept of language study; understand nature and scope of linguistics.
5. To know the importance of phonetics and phonology in acquisition of language, especially spoken performance.
6. To understand the theoretical and practical dimensions of phonology of English language.

Course Outcomes (Cos):

On the successful completion of the course, Students will be able to:

1. Gain knowledge and understanding of various poetic forms, such as sonnets, haikus, ballads, free verse, and others.
2. Develop skills in analyzing and interpreting poetic devices, such as rhyme, meter, imagery, symbolism, figurative language, and sound effects.
3. Apply these analytical skills to understand and appreciate the aesthetic and artistic qualities of poetry and minor forms of literature.
4. Student learns the difference between the terms like phonetics and phonology and applies them in suitable context.
5. A student learns the application of linguistic concepts into literature study
6. A student recognizes the figures of speech used in the given poem or prose.

Detailed Syllabus:

Unit: 1 Studying Essay

Allotted Lectures 20

Introduction:

1. Understanding the purpose and types of essays.
2. Elements of effective essay writing
3. Essay Structure and Organization

Essays

1. The Anxiety of Indianness- Meenakshi Mukherjee
2. Scientific Point of View - Essay - by J B S Haldane
3. Prospects of Democracy in India- Dr. B. R. Ambedkar
4. How I Became Public Speaker- G. B. Shaw

Unit: 2 Studying One Act Play:

Allotted Lectures 20

1. Introduction
2. The Parts of a Play
3. Plot
4. Dramatic Rhythm
5. Action

6. Conflict
7. Characterization
8. Dialogue
9. A Brief History of One-Act Plays

One act play

1. "The Zoo Story" by Edward Albee
2. "Sorry, Wrong Number" by Lucille Fletcher

Unit III: Style and its Components

Lectures Allotted 20

- a. Concept of Style
- b. Types of Style- Formal/Informal, Colloquial, simple, Periodic

- c. Synonymy and Antonymy and Hyponymy
- d. **Figures of Speech**
 - i. Simile
 - ii. Metaphor
 - iii. Hyperbole
 - iv. Personification
 - v. Metonymy
 - vi. Alliteration

e. Concept of Image and Types of Images

- i. Audio
- ii. Visual
- iii. Tactile
- iv. Olfactory
- v. Gustatory

Suggested Readings:

1. A Background to the Study of English Literature: B. Prasad Trinity
2. English Literature: An Introduction for the Foreign Readers: R.J.Rees
Macmillan
3. Bansal R. K. , Harrison J. B., Spoken English for India, New Delhi, Orient Longman,1975, 4th ed. 2000
4. Thorat et all. Ed. Spectrum of Literary Criticism , Macmillion India, 2002
5. Hudson R. A. Sociolinguistics, Cambridge, COP, 2003.
6. Lyons, J. Language and Linguistics, Cambridge, COP, 2009.

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce, and Science College

Ahmednagar (Autonomous)

(Affiliated to Savitribai Phule Pune University, Pune)



National Education Policy (NEP)

Choice Based Credit System (CBCS)

Programme Framework and Syllabus for Ability Enhancement Course ENGLISH

(For Students of all Faculty)

Implemented from

Academic Year 2024-25

Ability Enhancement Course: Communicative English

Course Description:

Acquiring a language means, above all, acquiring a means to communicate confidently and naturally. In other words, in order to communicate effectively in real life, students need more than mere knowledge about the language. In addition, they must be able to use the language effectively, with confidence and fluency. Therefore, the course of Communicative English has been designed to develop the practical language communication, skills needed for academic study and subsequent adult life. The course brings together a number of ideas about the nature of language and language learning. Knowledge and Skill One of the tenets of the communicative approach is the idea that Language is a skill to be acquired, not merely a body of knowledge to be learnt. Acquiring a language has been compared to learning to drive. It is

not enough to have only theoretical knowledge of how an engine works: you must know how to use the gears and how to interact with other road users. Similarly, simply knowing parts of speech or how to convert the active into the passive does not mean you are proficient in a language. You must be able to put knowledge into practice in natural use.

The course allows the students to explore the various ways in which language functions while communicating. Along with theoretical learning of the language, the course also includes various practical session allowing the students to develop their skills such as listening, speaking, reading, and writing in standard, academic English.

Credit Distribution: UG Programme

Bucket List of Ability Enhancement Courses (AEC)

Sr. No.	Course Code	Year	Semester	Humanities	Commerce	Science	Credits
1.	AEC-01	I	I	English	English	English	02
2.	AEC-02	I	II	English	English	English	02
3.	AEC-03	II	III	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	02
4.	AEC-04	II	III	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	02

Learning Objectives:

1. To enhance learner's communication skills by giving adequate exposure in speaking, writing skills and the related sub-skills.
2. To enable the learners to develop communication skills in English, both oral and written.
3. To equip the learners with the language skills for use in their personal, academic and professional lives.
4. To develop the learner's essential employability skills.
5. To make the learners aware of the different communicative functions of English.
6. To help the learners to enter the job market with confidence and the ability to work effectively.
7. To help the learners to learn and practice both language and soft skill.
8. To encourage the active involvement of the learners in learning process.
9. To enable the learners to cultivate a broad, human and cultured outlook.

Course Outcomes (Cos):

1. By giving adequate exposure in speaking and writing skills and the related sub-skills learners will enhance the communication skills.
2. The learners will increase their confidence in written, interpersonal and professional communication.
3. The learners will recognize and use the sentence structures in English.
4. The learner will be able to speak and write properly.
5. Enact a dialogue on a specific situation with proper contextual language markers and turn-taking
6. Speak independently on a given topic
7. This course will help to enhance the ability of the students in speaking and writing.

Detailed Syllabus:**SPEAKING SKILLS****UNIT I****15 Lectures****1. Communication: Theory I**

- a. Introduction
- b. Theory of Communication
- c. Types and modes of Communication

2. Communication: Theory II

- a. Language of Communication
- b. Verbal and Non-verbal
- c. Spoken and written
- d. Personal, Social and Business
- e. Barriers and Strategies
- f. Intra-personal, Inter-personal and Group communication

UNIT II

15 Lectures

1. Conversational English I

1. Greeting and Leave-taking
2. Making and Granting/Refusing Requests
3. Queries and Giving Information
4. Wishing others on various occasions
5. Complaints and Apologies
6. Thanking and responding to thanks

2. Conversational English II

1. Expressing opinions
2. Alerting and Warning
3. Giving instructions
4. Regretting and responding to regret
5. Offering and accepting
6. Expressing likes and dislikes

3. Oral Communication

1. Public Speaking
2. Group Discussion
3. Interview Skills

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)**

<p>Title of the Course: Communicative English</p>
--

Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
AEC	AEC-02	02	00	02	30	15	35	100

Detailed Syllabus:**Written Communication****UNIT III****1. Grammar and Vocabulary****15 Lectures**

- a. Vocabulary Building
- b. Sentence and Sentence construction
- c. Types of Sentences

2. Reading and Understanding

- a. Close Reading
- b. Comprehension
- c. Summary and Paraphrasing

UNIT IV**15 Lectures****1. Business Correspondence I**

- a. Formal Letters: Business and Order Letters
- b. Resume
- c. memos
- d. Reports

2. Business Correspondence II

- a. Notice
- b. Agenda
- c. Minutes
- d. Proposals

Suggested Readings:

1. O. Scot, Contemporary Business Communication, New Delhi: Biztantra
2. R. Ludlow and F. Panton, The Essence of Effective Communications, New Delhi: Prentice Hall of India Pvt Ltd
3. R.C. Bhatia, Business Communication, New Delhi: Ane Books Private Limited
4. W.S. Allen, Lining English Speech, London: Orient Longman, 1968
5. R.K. Bansal and J.B. Harrison, Spoken English for India, Madras: Orient Longman, 1972
6. Leena Sen, Communication Skills, New Delhi: Prentice Hall of India
7. Sethani J. & Selvam R., Advanced Skills for Communication in English: Book I, New Century Book House, 2015
8. Raymond V and Marie E. Flatley Basic Business Communication: Skills for Empowering the Internet Generation Lesikar, Tata McGraw – Hill, 2005
9. Business Communication Today Bovee, Courtland L.; Thill, John V. Pearson Education 2015 9
10. Rao N. Communication Skills, Himalaya Publishing
11. Fluency in English - Part II, Oxford University Press, 2006.
12. Business English, Pearson, 2008.
13. Inthira SR and Saraswathi V. Enrich Your English, OUP, SR Inthira and V. Saraswathi, CIEFL,1997
14. Butterfield J. Oxford A-Z of English Usage, ed., OUP, 2007.
15. Longman Dictionary of Common Errors, N.D. Turton and J.B. Heaton, Longman, 1998.

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce, and Science College

Ahmednagar (Autonomous)

(Affiliated to Savitribai Phule Pune University, Pune)



National Education Policy (NEP)
Choice Based Credit System (CBCS)

Programme Framework and Syllabus for
Ability Enhancement Course
ENGLISH

(For Students of all Faculty)

Implemented from

Academic Year 2024-25

Ability Enhancement Course: Communicative English

Course Discription:

Acquiring a language means, above all, acquiring a means to communicate confidently and naturally. In other words, in order to communicate effectively in real life, students need more

than mere knowledge about the language. In addition, they must be able to use the language effectively, with confidence and fluency. Therefore, the course of Communicative English has been designed to develop the practical language communication, skills needed for academic study and subsequent adult life. The course brings together a number of ideas about the nature of language and language learning. Knowledge and Skill One of the tenets of the communicative approach is the idea that Language is a skill to be acquired, not merely a body of knowledge to be learnt. Acquiring a language has been compared to learning to drive. It is not enough to have only theoretical knowledge of how an engine works: you must know how to use the gears and how to interact with other road users. Similarly, simply knowing parts of speech or how to convert the active into the passive does not mean you are proficient in a language. You must be able to put knowledge into practice in natural use.

The course allows the students to explore the various ways in which language functions while communicating. Along with theoretical learning of the language, the course also includes various practical session allowing the students to develop their skills such as listening, speaking, reading, and writing in standard, academic English.

Credit Distribution: UG Programme**Bucket List of Ability Enhancement Courses (AEC)**

Sr. No.	Course Code	Year	Semester	Humanities	Commerce	Science	Credits
5.	AEC-01	I	I	English	English	English	02
6.	AEC-02	I	II	English	English	English	02
7.	AEC-03	II	III	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	02
8.	AEC-04	II	III	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	02

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)

Title of the Course: Communicative English								
Year: I				Semester: I				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
AEC	AEC-01	02	00	02	30	15	35	100

Learning Objectives:

1. To enhance learner's communication skills by giving adequate exposure in speaking, writing skills and the related sub-skills.
2. To enable the learners to develop communication skills in English, both oral and written.
3. To equip the learners with the language skills for use in their personal, academic and professional lives.
4. To develop the learner's essential employability skills.
5. To make the learners aware of the different communicative functions of English.
6. To help the learners to enter the job market with confidence and the ability to work effectively.
7. To help the learners to learn and practice both language and soft skill.
8. To encourage the active involvement of the learners in learning process.
9. To enable the learners to cultivate a broad, human and cultured outlook.

Course Outcomes (Cos):

1. By giving adequate exposure in speaking and writing skills and the related sub-skills learners will enhance the communication skills.
2. The learners will increase their confidence in written, interpersonal and professional communication.
3. The learners will recognize and use the sentence structures in English.
4. The learner will be able to speak and write properly.

5. Enact a dialogue on a specific situation with proper contextual language markers and turn-taking
6. Speak independently on a given topic
7. This course will help to enhance the ability of the students in speaking and writing.

Detailed Syllabus:

SPEAKING SKILLS

UNIT I

15 Lectures

1. Communication: Theory I

- a. Introduction
- b. Theory of Communication
- c. Types and modes of Communication

2. Communication: Theory II

- a. Language of Communication
- b. Verbal and Non-verbal
- c. Spoken and written
- d. Personal, Social and Business
- e. Barriers and Strategies
- f. Intra-personal, Inter-personal and Group communication

UNIT II

15 Lectures

1. Conversational English I

1. Greeting and Leave-taking
2. Making and Granting/Refusing Requests
3. Queries and Giving Information
4. Wishing others on various occasions
5. Complaints and Apologies
6. Thanking and responding to thanks

2. Conversational English II

1. Expressing opinions
2. Alerting and Warning
3. Giving instructions
4. Regretting and responding to regret
5. Offering and accepting

6. Expressing likes and dislikes

3. Oral Communication

1. Public Speaking
2. Group Discussion
3. Interview Skills

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)**

Title of the Course: Communicative English								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
AEC	AEC-02	02	00	02	30	15	35	100

Detailed Syllabus:

Written Communication

UNIT III

1. Grammar and Vocabulary

15 Lectures

- a. Vocabulary Building
- b. Sentence and Sentence construction
- c. Types of Sentences

2. Reading and Understanding

- a. Close Reading
- b. Comprehension
- c. Summary and Paraphrasing

UNIT IV

15 Lectures

1. Business Correspondence I

- a. Formal Letters: Business and Order Letters
- b. Resume
- c. memos
- d. Reports

2. Business Correspondence II

- a. Notice
- b. Agenda
- c. Minutes
- d. Proposals

Suggested Readings:

1. O. Scot, Contemporary Business Communication, New Delhi: Biztantra
2. R. Ludlow and F. Panton, The Essence of Effective Communications, New Delhi: Prentice Hall of India Pvt Ltd
16. R.C. Bhatia, Business Communication, New Delhi: Ane Books Private Limited
17. W.S. Allen, Lining English Speech, London: Orient Longman, 1968
18. R.K. Bansal and J.B. Harrison, Spoken English for India, Madras: Orient Longman, 1972
19. Leena Sen, Communication Skills, New Delhi: Prentice Hall of India
20. Sethani J. & Selvam R., Advanced Skills for Communication in English: Book I, New Century Book House, 2015
21. Raymond V and Marie E. Flatley Basic Business Communication: Skills for Empowering the Internet Generation Lesikar, Tata McGraw – Hill, 2005
22. Business Communication Today Bovee, Courtland L.; Thill, John V. Pearson Education 2015 9
23. Rao N. Communication Skills, Himalaya Publishing
24. Fluency in English - Part II, Oxford University Press, 2006.
25. Business English, Pearson, 2008.
26. Inthira SR and Saraswathi V. Enrich Your English, OUP, SR Inthira and V. Saraswathi, CIEFL,1997
27. Butterfield J. Oxford A-Z of English Usage, ed., OUP, 2007.
28. Longman Dictionary of Common Errors, N.D. Turton and J.B. Heaton, Longman, 1998.

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce, and Science College

Ahmednagar (Autonomous)

(Affiliated to Savitribai Phule Pune University, Pune)



National Education Policy (NEP)

Choice Based Credit System (CBCS)

Programme Framework and Syllabus for

Skill Enhancement Courses: English

कौशल्य वृद्धी अभ्यासक्रम: English

Implemented from

Academic Year 2024-25

Prescribed Text: English for Practical Purposes (Edi. Board of Editors,Macmillan India Limited,1999)

Learning Objectives:

1. To introduce students to Spoken English.
2. To create awareness about using language according to the situation/context.
3. Enhancing students' ability to communicate in written mode.
4. To help learners acquire the basic skills of effective writing.
5. Acquainting students with Digital/Online Learning Platforms.

Course Outcomes (Cos):

1. Student will acquire the basic skills (L,S,R,W) in English.
2. Student will learn to develop reading skill with the help of skimming and scanning.
3. It helps to impart the awareness about using language according to the situation.
4. Student will learn to write notice, paragraph, reports, curriculum vitae, letters, e-mail,etc.
5. Student will learn to use social and electronic media effectively.

Course Content–

- 1] Reading Skills parts from – **English for Practical Purposes**
- 2] Conversational Skills parts from - **English for Practical Purposes**
- 3] Writing Skills parts from- **English for Practical Purposes**

(Following topics from chapter – 1, 2, and 3 of the prescribed book)

Unit I: Reading Skills (10 Clock Hours)

1. Introduction of Reading Skills
2. Reading and Comprehension
3. Increasing your Eye-span
4. Surveying the Matter and Identifying the Text
5. Skimming and Scanning the Text

Unit II: Conversational Skills (10 Clock Hours)

- 1 Introduction of Conversational Skills
- 2 Greeting and Response to Greetings
- 3 Introducing yourself

- 4 Introducing others
- 5 joining and Leaving a Conversation
- 6 Taking Leave
- 7 Requesting
- 8 Inviting, Accepting and Declining Invitations

Unit III: Writing Skills (10 Clock Hours)

- 1 Introduction
- 2 Notice, Agenda and Minutes
- 3 Summarizing
- 4 Note making
- 5 Reports

Suggested Readings/Material:

1. A Course in Listening & Speaking – v.V. Sasikumar, P. KiranmaiDatt, Geeta Rajeevan
2. Speaking English Effectivly – Krushna Mohan , N P Singh: Macmillan India LTD, Mumbai-2007
3. Effective Communication and Sopken English – Nandini Gore : Mark Publishers, Jaipur-2017
4. English for Practicle Purposes – Dr. S.D.Mahajan-2014
5. Step by Step English Learning Skills – Dr. Vipul V Makodia : Paradise Publishers, Jaipur
6. Advance Handbook of Learning English & Communication Skills – R.M.Chhipa : Corner Stone Press- 2020

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce, and Science College

Ahmednagar (Autonomous)

(Affiliated to Savitribai Phule Pune University, Pune)



National Education Policy (NEP)
Choice Based Credit System (CBCS)

Programme Framework and Syllabus for

Open Elective: ENGLISH
खुला वैकल्पिक विषय:English

(For Students of Commerce and Science Faculty)
(वाणिज्य व विज्ञान शाखेतील विद्यार्थ्यांकरिता)

Implemented from

Academic Year 2024-25

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Syllabus
Open Elective (OE)

Title of the Course: English for Employability Skills								
Year: I					Semester: I			
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
OE-1	OE-1	02	00	02	30	15	35	50

Course Description: English for Employability Skills course is designed to equip individuals with the necessary skills and knowledge to navigate the job market successfully. This course aims to provide a comprehensive understanding of the job search process, from self-assessment and resume building to interview preparation and professional networking. Through a combination of practical exercises, real-world examples, and interactive discussions, students will gain the confidence and tools needed to secure employment opportunities aligned with their career goals.

Learning Objectives:

- Develop a self-assessment framework to identify strengths, interests, values, and career aspirations.
- Create a compelling resume and cover letter that effectively showcases qualifications and experiences.
- Understand the job search process and utilize various job search strategies.
- Understand the key components of effective communication in the workplace, including verbal and nonverbal aspects.
- Recognize and adapt communication styles to navigate cross cultural interactions and overcome language barriers.
- Enhance interview skills, including preparation, communication, and effective storytelling.

Course Outcomes (Cos)

- The participants have a solid foundation in language skills for job success and apply the language skills learned throughout the course in real-world professional scenario.
- The participants are enabled themselves to effectively communicate, engage with others, and present themselves professionally.
- The participants can demonstrate an understanding or cross-cultural communication and adapt communication styles to diverse audiences.

Syllabus in detail:

**Unit 1: Effective Communication
Lectures 15)**

(Allotted

- a. Importance of effective communication at the workplace**
 - i. Components of Effective Communication
 - ii. Principles of Communication

- b. Oral Communication**
 - i. Inter-personal Communication
 - ii. Face-to-face Communication (Nature and Importance)
 - iii. Accent and Pronunciation, Tone and Intonation, Clarity
 - iv. Speaking Skills: Expressive Style, Directive Style, Problem-solving Style, and MetaStyle)

- c. Non-verbal Communication:**
 - i. Kinesics
 - ii. Proxemics
 - iii. Chronemics
 - iv. Haptics
 - v. Oculistics
 - vi. Paralinguistics

Unit 2: Cross Cultural Communication

(Allotted Lectures 15)

- a. Concept of Cross-cultural Communication**
- b. Barriers of cross-cultural Communication**
 - i. Language
 - ii. Appearance
 - iii. Cultural
 - iv. Ethical
 - v. Non-verbal
 - vi. Ethnocentrism

- c. Overcoming Cross Cultural Barriers**
 - i. Cultural awareness
 - ii. Active listening
 - iii. Contextual Understanding
 - iv. Flexibility and Adaptability

Suggested Readings/Material:

- Enhancing Soft Skills: Prof. Dipali Biswas
- Communication Skills for Effective Management: Dr. Anjali Ghanekar
- Communication Skills: Nageshwar Rao and Das
- What Color Is Your Parachute? Richard N. Bolles
- The 7 Habits of Highly Effective People: Stephen R. Covey
- Cracking the Coding Interview: Gayle Laakmann McDowell
- How to Win Friends and Influence People: Dale Carnegie
- Mindset: The New Psychology of Success: Carol S. Dweck
- The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses: Eric Ries
- Presence: Bringing Your Boldest Self to Your Biggest Challenges: Amy Cuddy
- The Start-Up of You: Adapt to the Future, Invest in Yourself, and Transform Your Career: Reid Hoffman and Ben Casnocha
- The Power of Positive Thinking: Norman Vincent Peale
- Lean In: Women, Work, and the Will to Lead: Sheryl Sandberg

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Syllabus
Open Elective (OE)

Title of the Course: English for Employability Skills: II								
Year: I					Semester: II			
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
OE-1	OE-2	02	00	02	30	15	35	50

Course Description: English for Employability Skills:II course is designed to equip individuals with the necessary skills and knowledge to navigate the job market successfully. This course aims to provide a comprehensive understanding of the job search process, from self-assessment and resume building to interview preparation and professional networking. Through a combination of practical exercises, real-world examples, and interactive discussions, students will gain the confidence and tools needed to secure employment opportunities aligned with their career goals.

Learning Objectives:

- Understand the key components of interview procedure and role of effective communication in the interview, including verbal and nonverbal aspects.
- Recognize and adapt communication styles to navigate interactions and overcome language barriers for interview.
- Enhance interview skills, including preparation, communication, and effective presentation.

Course Outcomes (Cos)

- The participants have a solid foundation in language skills for job success through interview and apply the language skills learned throughout the course in real-world professional scenario.
- The participants are enabled themselves to effectively communicate, engage with others, and present themselves professionally in interview.

- The participants get prepared for job interviews by crafting a compelling resume, answering interview questions effectively, and showcasing communication skills.

Syllabus in Detail:

Unit 1: Types of Interviews (Allotted Lectures 15)

(Traditional /structured Interview, Behavioral Interview, Case Interview, Technical Interview, Panel Interview, Phone/Video Interview, Stress Interview, Group Discussion)

Unit 2: Preparing for Interview (Allotted Lectures 07)

- a. Resume Writing
 - i. Structures of resumes
 - ii. Contents of resumes
- b. Common Interview questions
 - i. Self introduction
 - ii. Strength
 - iii. Weakness
 - iv. Skills
 - v. Vision

Unit 3: Correspondences for Job (Allotted Lectures 08)

- a. Application Letter
- b. Covering Letter
- c. Inquiry Letter
- d. Thank giving letter
- e. Appreciation letter

Suggested Readings:

- **Cracking the Coding Interview: Gayle Laakmann McDowell**
- **Interviewing: Bonus included! 37 Ways to Have Unstoppable Confidence in Your Interview: Steve Gold**
- **Sweat the Small Stuff and the Big Stuff: The Ultimate Guide to Doing Your Best in Interview: H. V. MacArthur**
- **The Essential Job Interview Handbook: A Quick and Handy Resource for Every Job Seeker: Jean Baur**

