



बॅरि. शेषराव वानखेडे महाविद्यालय

मोहपा, तह.- कळमेश्वर, जिल्हा-नागपूर (४४१५०२)

(कला शाखा: पदवी व पदव्युत्तर)

नॅकद्वारे प्रमाणित

दूरध्वनी क्र. ०७११८ २३७१७६

e-mail: principal_bswmm@rediffmail.com

डॉ.मा.वि.कोल्हे

प्राचार्य

(एम.ए; एम.फिल; पीएच.डी.)

No.BSWM/ / /19

Date : / /2019

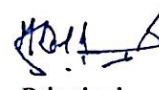
BSWMM/NAAC 2019/ Metrics Level Deviations/Cr7-11

Date:- 01/12/2019

Criteria 7.1.15:	The institution offers a course on Human Values and professional ethics.
DVV Findings:	No supporting document provided. The HEI has to provide link to HEI website where it has to provide program (Program code also) details in which it covers any course related to Human Values and professional ethics along with course code and syllabus highlights. The document which provides this information must be signed by the principal.
Response/ Clarification	1) List of courses on Human Values/ Professional Ethics is attached. (Appendix-I) 2) Course content along with structure of the program is attached. (Appendix-II)


IQAC Coordinator
Dr. Aijet Ravikant Jachak
IQAC Coordinator,
Bar. Sheshrao Wankhede
Mahavidyalaya, Mohpa,
Distt. NAGPUR




Principal
Dr. M. V. Kolhe
Principal,
Bar. Sheshrao Wankhede
Mahavidyalaya, Mohpa,
Distt. Nagpur.

Appendix-I

स्थापना) मोहपा शिक्षण मंडळाद्वारे संचालित आणि राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठाशी संलग्न (१९९१)



बॅरि. शेषराव वानखेडे महाविद्यालय

मोहपा, तह. - कळमेश्वर, जिल्हा-नागपूर (४४१५०२)

(कला शाखा: पदवी व पदव्युत्तर)

नेकद्वारे प्रमाणित

दूरध्वनी क्र. ०७११८ २३७१७६

e-mail: principal_bswmm@rediffmail.com

डॉ. मा. वि. कोल्हे
प्राचार्य

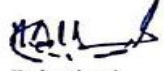
(एम.ए; एम.फिल; पीएच.डी.)

List of Courses on Human Values and Professional Ethics:-

Sr.No.	Name of Course	Program
1	Environment science	BA
2	Environment and Literature	BA
3	Women In Indian Society	MA
4	English	BA


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Bar. Sheshrao Wankhede
Mahavidyalaya, Mohpa,
Distt. Nagpur.

Appendix-II

PAPER –2T4 (A)
WOMEN IN INDIAN SOCIETY

Lecture per Unit

- | | |
|---|-----------|
| 1. The Changing Profile of Women in India: | 15 |
| A. The changing status of women in pre-colonial, colonial and post-colonial India | |
| B. The demographic profile - the gender gap (Census, NSS) | |
| C. Gender in caste, class and religion | |
| 2. Patriarchy and Women in India: | 15 |
| A. Women's role in decision making: family, health and reproductive behavior. | |
| B. Women's situation in India: Socio-cultural taboos, economic and political deprivation, sexual exploitation, etc. | |
| 3. Women and Social Institutions: | 15 |
| A. Education: Gender based participation in educational institutions | |
| B. Economy: Sexual division of labour, unequal payments, and marginalization of women | |
| C. Polity: Gender based participation in politics; reservations for women and political empowerment | |
| 4. Women and Social Issues: | 15 |
| A. Development | |
| B. Communalism | |
| C. Crime and violence | |
| D. Education, employment and empowerment | |

Suggested Readings:

1. Altekar, A.S., 1983, The Position of Women in Hindu Civilization, Delhi, Motilal Banarasidas, Second Edition, Fifth Reprint.
2. Chodrow, Nancy, 1978, The Reproduction of Mothering, BerkelyUniversity of California Press.
3. Desai Neera and M Krishnaraj, 1978, Women and Society in India, Delhi, Ajanta.
4. Dube Leela et al (eds.) 1986, Visibility and Power: Essays on Women in Society and Development, New Delhi, OUP.
5. Forbes G., 1998, Women in Modern India, New Delhi, CambridgeUniversity Press.

3T3(D) : पर्यावरण आणि साहित्य

घटक – 1

साहित्य आणि पर्यावरण : परस्परसंबंध

साहित्य आणि भौगोलिक पर्यावरण, प्राकृतिक पर्यावरण, निसर्ग पर्यावरण

साहित्यातून भौगोलिक, प्राकृतिक व निसर्ग पर्यावरणाचे घडणारे दर्शन

साहित्याची पर्यावरणवादी व अधिवासशास्त्रीय समीक्षा

घटक – 2

साहित्य आणि सामाजिक-सांस्कृतिक पर्यावरण

साहित्यातून सामाजिक-सांस्कृतिक पर्यावरणावर केले गेलेले भाष्य

साहित्यातून सामाजिक-सांस्कृतिक पर्यावरणाचे घडणारे दर्शन

साहित्याचा पर्यावरणवादी दृष्टीतून अभ्यास : प्राध्यापक पैलू

घटक -3

नागाझरा : व्यंकटेश माडगूळकर

निसर्गवाचन : मारुती प्रतमपल्ली

घटक – 4

प्रश्न आणि प्रश्न : अनिल अवचट

तिष्मरातूनी तेजाकडे : नरेंद्र दाभोळकर

SYLLABUS PRESCRIBED FOR
B.A. PART – I EXAMINATION
COMMUNICATIVE ENGLISH
SEMESTER II

(To be implemented from the session 2016-2017 and onwards)

The examination of Communicative English shall comprise of both theory and practical carrying 70 and 30 marks respectively.

Teaching Workload: Six periods per week

Lecture/Theory - 4

Practical - 2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

Unit-I: Elements of Phonetics

Objective: To enable students to acquire a basic knowledge of sound system in English language.

Course content:

1. Description and Classification of Consonant Sounds of English language.
2. Description and Classification of Vowel Sounds of English language.

Unit-II: Elements of Phonetics

Objective: To enable students to acquire a basic knowledge of spoken aspect of English language required for effective communication.

Course content:

1.	Syllable
2.	Word Accent
3.	Accent and Rhythm in Connected Speech
4.	Consonant Clusters in English
5.	Intonation
6.	Assimilation and Elision
7.	Phonetic transcription

Practical Based On Units I & II:

(A) Record of session's work.

(B) Identifying vowel and consonant sounds of English language.

(C) Intensive drilling in Applied Phonetics (Word Accent, Accent and Rhythm in Connected Speech, Intonation, Phonetic Transcription)

(D) Loud Reading

The above practical exercises must be entered in the record of work and authenticated by the teacher/coordinator from time to time.

Prescribed Textbooks for Unit I and II:

1. **A Text Book of English Phonetics for Indian Students** by T. Balasubramaniam. (Macmillan India Limited)
2. **A Course in Phonetics and Spoken English** by J. Sethi and P.V. Dhamija (Prentice Hall of India.)

Books Recommended for further Reading:-

1. **A Practical Course in English Pronunciation** by J.Sethi, KamleshSadanand&D.V.Jindal (Prentice-Hall of India Private Limited)
2. **Spoken English** by R.K. Bansal and J.B. Harrison (Orient Longman)

Unit-III: Grammar and Usage

Objective: To enable students to practice modern usage of English as it is spoken and written today with speech practice, reading passages and comprehension.

Course content:

Item Nos. 16, 18, 19, 22, 25 & 29 from the Prescribed Text book: **Strengthen your English** by Bhaskaran& Horsburgh (Oxford University Press)

Unit-IV: Grammar and Usage

Objective: To enable students to practice modern usage of English as it is spoken and written today with speech practice, reading passages and comprehension.

Course content:

Item Nos. 30, 32, 33, 34, 37 & 38 from the Prescribed Text book: **Strengthen your English** by Bhaskaran& Horsburgh (Oxford University Press)

Record of work for unit III & IV

Practice exercises based on the items prescribed in both the Units be given to students and filled in the Record-of-work. These should be checked and signed by the teacher/coordinator from time to time during the academic year.

Books recommended for further reading and reference:-

1. **Examine your English: Margaret M. Malson**(Orient Longman)
2. **Oxford Practice Grammar – John Eastwood** (Oxford University Press)
3. **English Grammar Practice – Raj N. Bakshi**(Orient Longman)
4. **Wordmaster:- Learner's Dictionary of modern English** (Orient Longman)
5. **Macmillan Advanced Learner's Dictionary and Workbook** (Macmillan)

SYLLABUS PRESCRIBED FOR

B.A. PART – I EXAMINATION

COMMUNICATIVE ENGLISH

SEMESTER I

(To be implemented from the session 2017-2018 and onwards)

Aims and Objectives

The Course in Communicative English is a vocational subject introduced by the U.G.C. It aims at enhancing the employability of the students as Communication skills and proficiency in English have become absolutely necessary to grow and develop in the modern competitive world along with other basic academic and technical qualifications. The Communicative English course aims at training the would-be graduates in various modes of communication in English like written communication, verbal communication and non-verbal communication and thus to develop communication skills and self-confidence through practical application of the gained knowledge.

The examination of Communicative English shall comprise of both theory and practical carrying 70 and 30 marks respectively.

Teaching Workload: Six periods per week

Lecture/Theory - 4

Practical - 2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

Unit-I: Elements of Phonetics

Objective:To enable students to acquire a basic knowledge of phonetics required for effective communication.

Course content:

1. The Air-Stream Mechanism

2. The Organs of Speech
3. Well Labeled Diagram of: The Organs of Speech, Position of Vocal Cords, Position of Soft Palate.

Unit-II: Elements of Phonetics

Objective:To enable students to acquire a basic knowledge of phonetics required for effective communication.

Course content:

1. Description and Classification of Speech Sounds

Practical Based on Units I & II:

- (A) Identifying speech sounds of English language.
- (B) Identifying various organs and systems involved in the production of speech sounds.
- (C) Loud Reading

The above practical exercises must be entered in the record of work and authenticated by the teacher/coordinator from time to time.

Prescribed Textbooks for Unit I and II:

1. **A Text Book of English Phonetics for Indian Students** by T. Balasubramaniam. (Macmillan India Limited)
2. **A Course in Phonetics and Spoken English** by J. Sethi and P.V. Dhamija (Prentice Hall of India.)

Books Recommended for further Reading:-

1. **A Practical Course in English Pronunciation** by J.Sethi, KamleshSadanand&D.V.Jindal (Prentice-Hall of India Private Limited)
2. **Spoken English** by R.K. Bansal and J.B. Harrison (Orient Longman)

Unit-III: Grammar and Usage

Objective: To enable students to practice modern usage of English as it is spoken and written today with speech practice, reading passages and comprehension.

Course content:

Item Nos. 1,2,3,4,6 & 8 from the Prescribed Text book :**Strengthen your English**by Bhaskaran& Horsburgh (Oxford University Press)

Unit-IV: Grammar and Usage

Objective: To enable students to practice modern usage of English as it is spoken and written today with speech practice, reading passages and comprehension.

Course content:

Item Nos.9,10,11,12, 14 & 15 from the Prescribed Text book: **Strengthen your English**by Bhaskaran& Horsburgh (Oxford University Press)

Record of work for unit III & IV

Practice exercises based on the items prescribed in both the Units be given to students and filed in the Record-of-work. These should be checked and signed by the teacher/co-ordinator from time to time during the academic year.

Books recommended for further reading and reference:-

1. **Examine your English: Margaret M. Maison**(Orient Longman)
2. **Oxford Practice Grammar – John Eastwood** (Oxford University Press)
3. **English Grammar Practice – Raj N. Bakshi**(Orient Longman)
4. **Wordmaster:- Learner's Dictionary of modern English** (Orient Longman)
5. **Macmillan Advanced Learner's Dictionary and Workbook** (Macmillan)

SCHEME OF EVALUATION FIRST SEMESTER

(A) Theory Examination

(Time 3 hours)

(Max. marks 70)

Unit	L.A.Q.	S.A.Q.	V.S.A.Q	Objective Type	Total Marks
I	6	8	4	--	18
II	6	8	4	6	24
III	6	--		8	14
IV	6	--		8	14
	24	16	08	22	70

B.A. PART – I EXAMINATION
COMMUNICATIVE ENGLISH
SEMESTER I
PATTERN OF QUESTION PAPER

(Time – 3 Hours)

(Max. Marks: 70)

- Q.1 (A) One** Long Answer question out of **Two** based On Unit I (1 x 6 marks) 6 Marks
- (B) One** Long Answer question out of **Two** based On Unit II (1 x 6 marks) 6 Marks
- Q.2(A) One** question out of **Two** based on Unit III (1x 6 marks) 6 Marks
- (B)One** question out of **Two** based on Unit IV(1x 6 marks) 6 Marks
- Q.3 (A) Two** questions out of **Three** based on Unit I (2x4 marks) 8 Marks
- (B) Two** questions out of **Three** based on Unit I (2x4 marks) 8 Marks
- Q.4 (A) Four** Very Short Answer Questions out of **Six** questions, 4 Marks
based on items of Unit I (4x1mark)
- (B) Four** Very Short Answer Questions out of **Six** questions, 4 Marks
based on items of Unit II (4x1mark)
- (C) One** question out of **Two** based on Diagrams of Unit I 6 Marks
(1x6 marks)
- Q.5 (A) Four** Very Short Answer/Objective type Questions, 4 Marks
based on the first three items of Unit III (4x1mark)
- (B) Four** Very Short Answer/Objective type Questions, 4 Marks
based on the last three items of Unit III (4x1mark)
- (C) Four** Very Short Answer/Objective type Questions, 4 Marks
based on the first three items of Unit IV (4x1mark)
- (D) Four** Very Short Answer/Objective type Questions, 4 Marks

based on the last three items of Unit IV (4x1mark)

(B) Plan for Practical Examination for First Semester

N.B. The Examinees to be tested on the practical aspects especially of Units I & II only

(A) Record of session's work 10 Marks

(B) Viva Voce (to test the examinee's ability to present himself/herself 5 Marks

and to be able to converse in English)

(C) Applied Phonetics 10 Marks

(D) Loud Reading (to test the examinees accent and pronunciation) 5 Marks

Theory Paper - 70 Marks

Practical/Viva-voce - 30 Marks

TOTAL - 100 Marks

Note: Students offering this course are required to submit a certified record/ Journal of their session's work before the External and the Internal examiners. In the absence of this certificate, marks for records of work shall not be awarded to the examinee.

CERTIFICATE

COMMUNICATIVE ENGLISH

Name of the College _____

This is to certify that this Record of Work is the bonafide practical work of Shri/

Shrimati/Kumari _____

Class

_____ during the Academic Session/Semester

Name & Signature of the teachers who taught the examinee:

1. _____

2. _____

3. _____

Place:

Date:

Coordinator's Signature

Note: In the absence of the above certificate, marks for Record of Work shall not be awarded to the examinee.

SYLLABUS PRESCRIBED FOR

B.A. PART – I EXAMINATION

COMMUNICATIVE ENGLISH

SEMESTER II

(To be implemented from the session 2016-2017 and onwards)

The examination of Communicative English shall comprise of both theory and practical carrying 70 and 30 marks respectively.

Teaching Workload: Six periods per week

Lecture/Theory - 4

Practical - 2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

Unit-I: Elements of Phonetics

Objective: To enable students to acquire a basic knowledge of sound system in English language.

Course content:

1. Description and Classification of Consonant Sounds of English language.
2. Description and Classification of Vowel Sounds of English language.

Unit-II: Elements of Phonetics

Objective: To enable students to acquire a basic knowledge of spoken aspect of English language required for effective communication.

Course content:

1. Syllable
2. Word Accent
3. Accent and Rhythm in Connected Speech
4. Consonant Clusters in English
5. Intonation
6. Assimilation and Elision
7. Phonetic transcription

Practical Based On Units I & II:

(A) Record of session's work.

(B) Identifying vowel and consonant sounds of English language.

(C) Intensive drilling in Applied Phonetics (Word Accent, Accent and Rhythm in Connected Speech, Intonation, Phonetic Transcription)

(D) Loud Reading

The above practical exercises must be entered in the record of work and authenticated by the teacher/coordinator from time to time.

Prescribed Textbooks for Unit I and II:

1. **A Text Book of English Phonetics for Indian Students** by T. Balasubramaniam.
(Macmillan India Limited)
2. **A Course in Phonetics and Spoken English** by J. Sethi and P.V. Dhamija (Prentice Hall of India.)

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Unit-III: Grammar and Usage

Objective: To enable students to practice modern usage of English as it is spoken and written today with speech practice, reading passages and comprehension.

Course content:

Item Nos. 16, 18, 19, 22, 25 & 29 from the Prescribed Text book: **Strengthen your English** by Bhaskaran& Horsburgh (Oxford University Press)

Unit-IV: Grammar and Usage

Objective: To enable students to practice modern usage of English as it is spoken and written today with speech practice, reading passages and comprehension.

Course content:

Item Nos. 30, 32, 33, 34, 37 & 38 from the Prescribed Text book: **Strengthen your English** by Bhaskaran& Horsburgh (Oxford University Press)

Record of work for unit III & IV

Practice exercises based on the items prescribed in both the Units be given to students and filled in the Record-of-work. These should be checked and signed by the teacher/coordinator from time to time during the academic year.

Books recommended for further reading and reference:-

1. **Examine your English: Margaret M. Maison**(Orient Longman)
2. **Oxford Practice Grammar – John Eastwood** (Oxford University Press)
3. **English Grammar Practice – Raj N. Bakshi**(Orient Longman)
4. **Wordmaster:- Learner's Dictionary of modern English** (Orient Longman)
5. **Macmillan Advanced Learner's Dictionary and Workbook** (Macmillan)

SCHEME OF EVALUATION

SECOND SEMESTER

(A) Theory Examination

(Time 3 hours)

(Max. marks 70)

Unit	L.A.Q.	S.A.Q.	V.S.A.Q	Objective Type	Total Marks
I	6	8	4	--	18
II	6	8	4	6	24
III	6	--	--	8	14
IV	6	--	--	8	14
	24	16	08	22	70

B.A. PART – I EXAMINATION
COMMUNICATIVE ENGLISH
SEMESTER II
PATTERN OF QUESTION PAPER

(Time – 3 Hours)

(Max. Marks: 70)

- Q.1 (A) One** Long Answer question out of **Two** based On Unit I (1 x 6 marks) 6 Marks
- (B) **One** Long Answer question out of **Two** based On Unit II (1 x 6 marks) 6 Marks
- Q.2 (A) One** question out of **Two** based on Unit III (1x 6 marks) 6 Marks
- (B) **One** question out of **Two** based on Unit IV (1x 6 marks) 6 Marks
- Q.3 (A) Two** questions out of **Three** based on Unit I (2x4 marks) 8 Marks
- (B) **Two** questions out of **Three** based on Unit I (2x4 marks) 8 Marks
- Q.4 (A) Four** Very Short Answer Questions out of **Six** questions, 4 Marks
based on items of Unit I (4x1mark)
- (B) **Four** Very Short Answer Questions out of **Six** questions, 4 Marks
based on items of Unit II (4x1mark)
- (C) **Six** out of **Eight** items for Phonetic Transcription 6 Marks
- Q.5 (A) Four** Very Short Answer/Objective type Questions, 4 Marks
based on the first three items of Unit III (4x1mark)
- (B) **Four** Very Short Answer/Objective type Questions, 4 Marks
based on the last three items of Unit III (4x1mark)
- (C) **Four** Very Short Answer/Objective type Questions, 4 Marks
based on the first three items of Unit IV (4x1mark)

(D) **Four** Very Short Answer/Objective type Questions, 4 Marks

based on the last three items of Unit IV (4x1mark)

(B) Plan for Practical Examination for First Semester

N.B. The Examinees to be tested on the practical aspects especially of Units I & II only

(A) Record of session's work 10 Marks

(B) Viva Voce (to test the examinee's ability to present himself/herself 5 Marks

and to be able to converse in English)

(C) Applied Phonetics 10 Marks

(D) Loud Reading (to test the examinees accent and pronunciation) 5 Marks

Theory Paper - 70 Marks

Practical/Viva-voce - 30 Marks

TOTAL - 100 Marks

Note: Students offering this course are required to submit a certified record/ Journal of their session's work before the External and the Internal examiners. In the absence of this certificate, marks for records of work shall not be awarded to the examinee.

CERTIFICATE

COMMUNICATIVE ENGLISH

Name of the College _____

This is to certify that this Record of Work is the bonafide practical work of Shri/

Shrimati/Kumari _____

Class

_____ during the Academic Session/Semester

Name & Signature of the teachers who taught the examinee:

1. _____

2. _____

3. _____

Place:

Date:

Coordinator's Signature

Note: In the absence of the above certificate, marks for Record of Work shall not be awarded to the examinee.

SYLLABUS PRESCRIBED FOR

B .A. PART – II EXAMINATION

COMPULSORY ENGLISH

SEMESTER III

(To be implemented from the session 2017-2018 and onwards)

The Examination of Communicative English shall comprise both theory and practical carrying 70 and 30 marks respectively.

Aims & Objectives.

1. To further apply and strengthen the phonetic and grammar skills learned in B.A. Semester I & II.
2. To develop reading, writing and conversational skills
3. To develop vocabulary & usage.
4. To develop communication skills and self-confidence through practical application of the above skills.

Teaching workload: Six periods per week

Lectures	-	4
Practical	-	2 per batch

Unit – I Reading skills

Unit – II Business Communication

Unit – III Written Communication skills

Unit – IV Vocabulary Development

Unit – I Reading skills

Course Content : Reading and Comprehension, Reading and Making Notes, Understanding the Structure of the Text, Loud Reading.

Prescribed Book :

English for Practical Purposes by Patil, Valke, Thorat& Merchant (Macmillan)

Practical : Exercises based on the above to be checked by the teacher and filed in the record of work.

Unit – II Business Communication

Course Content : Introduction to Business Communication, Communication in Organisations.

Prescribed Book :

Business Communication by Om P Juneja&AaratiMajumdar (Orient BlackSwan)

Unit – III Written Communication skills

Course Content :

1. Notices
2. Agendas
3. Minutes
4. Note Making

Prescribed Book :

English for Practical Purposes by Patil, Valke, Thorat& Merchant (Macmillan)

Practical : Exercises based on the above to be checked by the teacher and filed in the record of work.

Unit – IV Vocabulary Development

Prescribed Book :

Macmillan Foundation English By R.K. Dwivedi& A. Kumar (Macmillan)

The following items from **Section II (Vocabulary)** are prescribed:

1. Synonyms (4 Marks)
2. Antonyms. (4 Marks)

3. Some Common Foreign Words used in English. (4 Marks)

4. Idioms & Phrases (4 Marks)

Practical : Exercise and assignments based on items mentioned under Unit III and Unit IV to be checked by the teacher and filed in the Record of work.

SCHEME OF EVALUATION

a) Theory Examination

(Time 3 hours)

(Max. marks 70)

Unit	LAQ	SAQ	VSAQ	Total Marks
I	6	8	4	18
II	6	8	4	18
III	6	8	4	18
VI			16	16
	18	24	28	70

B.A. PART – II EXAMINATION
COMMUNICATIVE ENGLISH
SEMESTER III
PATTERN OF QUESTION PAPER

(Time 3 hours)		(Max. marks 70)
Q.1	A) One out of Two LAQ based on Unit I	1x6=6 Marks
	B) One out of Two LAQ based on Unit II	1x6=6 Marks
	C) One out of Two LAQ based on Unit III	1x6=6 Marks
Q.2	A) Two SAQs out of Three based on Unit I	2x4=8 Marks
	B) Two SAQs out of Three based on Unit II	2x4=8 Marks
	C) Two SAQs out of Three based on Unit III	2x4=8 Marks
Q.1	A) Four VSAQs based on Unit I	4x1=4 Marks
	B) Four VSAQs based on Unit II	4x1=4 Marks
	C) Four VSAQs based on Unit III	4x1=4 Marks
Q.1	A) Four VSAQs based on Word-formation (Unit IV)	1x4=4 Marks
	B) Four VSAQs based on Foreign words used in English Unit IV	1x4=4 Marks
	C) Four VSAQs based on One word for a group of words (Unit IV)	1x4=4 Marks
	D) Four VSAQs based on words often confused (Unit IV)	1x4=4 Marks

Total Marks = 70

1. B) Plan of Practical Examination for B.A. Semester III.

N.B. 1) The Examinees to be tested on the practical application of Units I & III only

2) Examinees are required to submit a Record of work, checked and signed by coordinator and teacher concerned, before the external and internal Examiners appointed by the University.

3) Marks allotted for the Record of work shall not be awarded to the examinee in the absence of the above.

A. Records of year's work	10marks
B. Conversational skills : Examinees are Excepted to engage in conversation among Themselves or with the examiners on an imaginary situation or on a given topic	10marks
C. Loud Reading to test comprehension, Vocabulary, Understanding theme, specific Details, facts, Beliefs, Opinions etc.	5marks
D. Listening skills : Examinees are excepted to respond to Questions on a tape recorded passage or read out.	5marks
	<hr/>
Total	30 Marks

CERTIFICATE

COMMUNICATIVE ENGLISH

Name of the College _____

This is to certify that Record of Work is the bonafide practical work of
Shri/Shrimati/Kumari _____ Class
_____ during the Academic year _____

Name & Signature of the teacher

Who taught the examinee.

1. _____
2. _____
3. _____

Place :

Date :

Co-ordinator's Signature

Note : In the absence of the above certificate, marks for Record of Work shall not be awarded to examinee.

SYLLABUS PRESCRIBED FOR

B.A. PART – II EXAMINATION

COMMUNICATIVE ENGLISH

SEMESTER IV

(To be implemented from the session 2017-2018 and onwards)

The Examination of Communicative English shall comprise both theory and practical carrying 70 and 30 marks respectively.

Aims & Objectives.

5. To further apply and strengthen the phonetic and grammar skills learned in B.A. Semester I, II, III.
6. To develop reading, writing and conversational skills
7. To develop vocabulary & usage.
8. To develop communication skills and self-confidence through practical application of the above skills.

Teaching workload : Six periods per week

Lectures	-	4
Practical	-	2 per batch

Unit – I Reading skills

Unit – II Business Communication

Unit – III Written Communication skills

Unit – IV Vocabulary Development

Unit – I Reading skills

Course Content : Increasing your Eye span, Surveying, Skimming, Scanning, Distinguishing facts from beliefs, Opinions etc.

Prescribed Book :

English for Practical Purposes by Patil, Valke, Thorat& Merchant (Macmillan)

Practical : Exercises based on the above to be checked by the teacher and filed in the record of work.

Unit – II Business Communication

Course Content : Non-verbal Communication, E-mail Communication.

Prescribed Book :

Business Communication by Om P Juneja&AaratiMajumdar (Orient BlackSwan)

Unit – III Written Communication skills

Course Content :

1. Summarizing
2. Reports
3. Fax Messages
4. Letter Writing

Prescribed Book :

English for Practical Purposes by Patil, Valke, Thorat& Merchant (Macmillan)

Practical : Exercises based on the above to be checked by the teacher and filed in the record of work.

Unit – IV Vocabulary Development

Prescribed Book :

Macmillan Foundation English By R.K. Dwivedi& A. Kumar (Macmillan)

The following items from **Section II (Vocabulary)** are prescribed:

5. One word for a Group of Words. (4 Marks)
6. Words often confused (4 Marks)
7. Homophones (4 Marks)
8. Synonyms and Antonyms. (4 Marks)

Practicals : Exercise and assignments based on items mentioned under Unit III and Unit IV to be checked by the teacher and filed in the Record of work.

SCHEME OF EVALUATION

a) Theory Examination

(Time 3 hours)

(Max. marks 70)

Unit	LAQ	SAQ	VSAQ	Total Marks
I	6	8	4	18
II	6	8	4	18
III	6	8	4	18
VI			16	16
	18	24	28	70

B.A. PART – II EXAMINATION
COMMUNICATIVE ENGLISH
SEMESTER IV
PATTERN OF QUESTION PAPER

(Time 3 hours)

(Max. marks 70)

Q.1	A)	One out of Two LAQ based on Unit I	1x6=6 Marks
	B)	One out of Two LAQ based on Unit II	1x6=6 Marks
	C)	One out of Two LAQ based on Unit III	1x6=6 Marks
Q.2	A)	Two SAQs out of Three based on Unit I	2x4=8 Marks
	B)	Two SAQs out of Three based on Unit II	2x4=8 Marks
	C)	Two SAQs out of Three based on Unit III	2x4=8 Marks
Q.1	A)	Four VSAQs based on Unit I	4x1=4 Marks
	B)	Four VSAQs based on Unit II	4x1=4 Marks
	C)	Four VSAQs based on Unit III	4x1=4 Marks
Q.1	A)	Four VSAQs based on Word-formation (Unit IV)	1x4=4 Marks
	B)	Four VSAQs based on Foreign words used in English Unit IV	1x4=4 Marks
	C)	Four VSAQs based on One word for a group of words (Unit IV)	1x4=4 Marks
	D)	Four VSAQs based on words often confused (Unit IV)	1x4=4 Marks

Total Marks = 70

2. B) Plan of Practical Examination for B.A. Semester IV.

- N.B. 1) The Examinees to be tested on the practical application of Units I & III only
2) Examinees are required to submit a Record of work, checked and signed by coordinator and teacher concerned, before the external and internal Examiners appointed by the University.
3) Marks allotted for the Record of work shall not be awarded to the examinee in the absence of the above.

C. Records of year's work 10marks

D. Conversational skills : Examinees are 10marks
Excepted to engage in conversation among
Themselves or with the examiners on an
imaginary situation or on a given topic

C. Loud Reading to test comprehension, 5marks
Vocabulary, Understanding theme, specific
Details, facts, Beliefs, Opinions etc.

E. Listening skills : Examinees are excepted 5marks
to respond to Questions on a tape recorded
passage or read out.

Total

 30 Marks

CERTIFICATE
COMMUNICATIVE ENGLISH

Name of the College _____

This is to certify that Record of Work is the bonafide practical work of
Shri/Shrimati/Kumari _____ Class
_____ during the Academic year _____

Name & Signature of the teacher

Who taught the examinee.

4. _____

5. _____

6. _____

Place :

Date :

Co-ordinator's Signature

Note : In the absence of the above certificate, marks for Record of Work shall not be awarded to examinee.

SYLLABUS PRESCRIBED FOR

B.A. PART – III EXAMINATION

COMMUNICATIVE ENGLISH

SEMESTER V

(To be implemented from the session 2018-2019 and onwards)

Aims and Objectives

The course in a Communicative English is a vocational subject introduced by the U.G.C. It aims at enhancing the employability of the students whether it is traditional areas, or in new and upcoming sets ups, or in opting for their own enterprises. Communication skills and proficiency in English have become absolutely necessary to grow and develop in the modern competitive world, whatever be one's other basic academic and technical qualification, The communicative English course aims at training the would be graduate in various levels of communication in English speech skills, orals skills, writing skills and other related skills. Besides being a broad-based subject, it also aims at developing the personality of the young under graduates and turn them into self-sufficient and self-reliant individuals.

The Examination of Communicative English shall comprise theory and practical carrying 70 and 30 marks respectively.

Objectives.

1. To consolidate the skills and sub skills acquired in B.A. Part I and II.
2. To develop Communication skills: Oral and Written Business Communication.
3. To introduce students to mass media.
4. To introduce students to Entrepreneurship.

5. To develop the self-confidence and the personality of the students through practical application of communication skills and other related skills.

Teaching workload: Six periods per weeks

Lecturing : 4 per week

Practical : 2 per week

Unit –I

Oral Communication : Theoretical Background and Oral Skills.

Dyadic Communication, Meetings, Seminars and Conferences.

Prescribed Books : Developing Communication Skills by Krishna Mohan&Meera Banerjee (Macmillan)

Unit- II

Oral and Related skills

Listening, Presentation Skills, Assertiveness.

Prescribed Books:

Business Communication by Asha Kaul (Prentice Hall of India)

Unit –III

Written Communication

Business Correspondence, Punctuation and Capitalisation.

Prescribed Book:

Developing Communication Skills by Krishna Mohan and Meera Banerjee (Macmilan)

Unit –IV

A) Introduction to Mass Media

News, Interviewing, Compering, Announcing, Commentary, Voice Training, Speech training.

B) Entrepreneurship:

Definition+ Core elements of Entrepreneurship, Entrepreneurship as a career option, Need of Entrepreneurship, Values and Attitudes.

Reference Books: Introduction to Mass Media

- 1) Script to Screen by Sharda Kaushik (Macmillan)
- 2) Basic Journalism by R. Parthsarthy (Macmillan)
- 3) Before the Headlines by C.P. Singh(Macmillan)

Reference Books: Entrepreneurship

- 1) Entrepreneur Development by Satish Taneja and S.L.Gupta (Galgotia Publishing Company)
- 2) Entrepreneurship Development and Management by Jose Paul &Ajith Kumar (Himalaya Publishing House)
- 3) Entrepreneurial Development by C.B.Gupta& Srinivasan. (S.Chand&Sons)
- 4) Entrepreneurial Development by S.S.Khanna (S.Chand& Sons)
- 5) Fundamentals of Entrepreneurship – Sangram .K.Mohanty (Prentice Hall)
- 6) Fundamentals of Entrepreneurship – H.Nandan (Prentice Hall)

SCHEME OF EVALUATION

A) Theory Examination

(Time 3 hours)

(Max.Marks 70)

Unit	LAQ	SAQ	VSAQ	Total Marks
I	6	8	3	17
II	6	8	4	18
III	6	8	3	17
IV	6	8	4	18
Total	24	32	14	70

B.A. PART – III EXAMINATION
COMMUNICATIVE ENGLISH
SEMESTER V
PATTERN OF QUESTION PAPER

(Time -3 hours)

Full Marks : 70

Q.1 A) One LAQ out of Two based on Unit I 6 Marks

B) One LAQ out of Two based on Unit II 6 Marks

Q.2 A) One LAQ out of Two based on Unit III 6 Marks

B) One LAQ out of Two based on Unit IV 6 Marks

24 Marks

Q.3 A) Two SAQs out of three based on Unit I 4+4= 8 Marks

B) Two SAQs out of three based on Unit II 4+4= 8 Marks

Q.4 A) Two SAQs out of three based on Unit III 4+4= 8 Marks

B) Two SAQs out of three based on Unit IV 4+4= 8 Marks

32 Marks

Q.5 A) Three VSAQs based on Unit I 3x1 = 3 Marks

B) Four VSAQs based on Unit II 4x1 =4 Marks

C) Three VSAQs based on Unit III 3x1 = 3 Marks

D) Four VSAQs based on Unit IV 4x1 = 4 Marks

14 Marks

Theory Paper = 70 Marks
Practical/Viva Voce = 30 Marks

100 Marks

(B)Plan for Practical Examination for B.A.Part III

A. Record of Year's Book 10 Marks

B. Presentation of any topic on Unit II 10 Marks

C. Viva Voce:

The Examinee will be expected to 10 Marks

communicate with the examiners in

interview.

30 Marks

CERTIFICATE
COMMUNICATIVE ENGLISH

Name of the College _____

This is to certify that Record of Work is the bonafide practical work of
Shri/Shrimati/Kumari _____ Class
_____ during the Academic year _____

Name & Signature of the teacher

Who taught the examinee.

1. _____

2. _____

3. _____

Place :

Date :

Co-ordinator's Signature

Note : In the absence of the above certificate, marks for Record of Work shall not be awarded to examinee.

SYLLABUS PRESCRIBED FOR

B.A. PART – III EXAMINATION

COMMUNICATIVE ENGLISH

SEMESTER VI

(To be implemented from the session 2018-2019 and onwards)

Aims and Objectives

The course in a Communicative English is a vocational subject introduced by the U.G.C. It aims at enhancing the employability of the students whether it is traditional areas, or in new and upcoming sets ups, or in opting for their own enterprises. Communication skills and proficiency in English have become absolutely necessary to grow and develop in the modern competitive world, whatever be one's other basic academic and technical qualification, The communicative English course aims at training the would be graduate in various levels of communication in English speech skills, orals skills, writing skills and other related skills. Besides being a broad-based subject, it also aims at developing the personality of the young under graduates and turn them into self-sufficient and self-reliant individuals.

The Examination of Communicative English shall comprise theory and practical carrying 70 and 30 marks respectively.

Objectives.

1. To consolidate the skills and sub skills acquired in B.A. Part I and II.
2. To develop Communication skills: Oral and Written Business Communication.
3. To introduce students to mass media.
4. To introduce students to Entrepreneurship.
5. To develop the self-confidence and the personality of the students through practical application of communication skills and other related skills.

Teaching workload: Six periods per weeks

Lecturing : 4 per week

Practical : 2 per week

Unit - I

Oral Communication :Theoretical Background and Oral Skills.

Audio- Visual Aids, Communication through technology (i. Power Point Presentation, ii. Voice Mail)

Prescribed Books: Developing Communication Skills by Krishna Mohan &Meera Banerjee (Macmillan)

Unit -II

Oral and Related Skills

Body Sport, Group Discussions & Interviews, Public Speaking and Oral Presentation

- a. Preparatory Steps,
- b. Structuring the Contents,
- c. Modes of Delivery,
- d. Voice Training,
- e. Time Management)

Prescribed Books:

Business Communication by Asha Kaul (prentice Hall of India)

Unit - III

Written Communication

Memorandum Writing, Abbreviations and Numerals.

Prescribed Books:

Developing Communication Skills by Krishna Mohan and Meera Banerjee (Macmillan)

Unit - IV

A) Introduction to Mass Media

Inside Newspaper, Suppliers of News, the Reporter, News Editor, the Sub-Editor, Headlines.

B) Entrepreneurship :

Creativity , Innovation and Idea generation, Entrepreneurial Motivation, Barriers to Entrepreneurship. **Reference Books: Introduction to Mass Media**

- 4) Script to Screen by Sharda Kaushik (Macmillan)
- 5) Basic Journalism by R. Parthsarthy (Macmillan)
- 6) Before the Headlines by C.P. Singh(Macmillan)

Reference Books: Entrepreneurship

- 7) Entrepreneur Development by Satish Taneja and S.L.Gupta (Galgotia Publishing Company)
- 8) Entrepreneurship Development and Management by Jose Paul &Ajith Kumar (Himalaya Publishing House)
- 9) Entrepreneurial Development by C.B.Gupta& Srinivasan. (S.Chand&Sons)
- 10) Entrepreneurial Development by S.S.Khanna (S.Chand& Sons)
- 11) Fundamentals of Entrepreneurship – Sangram .K.Mohanty (Prentice Hall)
- 12) Fundamentals of Entrepreneurship – H.Nandan (Prentice Hall)

Practicals: On the Job Training/Field Work

Practicals:-Exercise and assignments based on units I,II,III,IV to be done in the class. These should be entered in the workbook and should be checked and signed from time to time by the teacher/coordinator.

Every student should be required to make a presentation on the selected topic(of general interest) towards the end of the course.

After appearing for B.A.Part II Examination, the student should undergo on the job training or gain fieldwork experience, which involves the application of communication skills and English Language skills. Some suggested areas for on the job Training/Field work:

- a) Radio, T.V. Broadcasting News-reading, Script-Writing, Interview, Announcing, Commentary, Comparing, Documentary Narration.
- b) News Paper/Magazine: reporter,writer, interviewer,sub-editor,translator,proofreader.
- c) Training in Advertising.
- d) Teacher/tutor/Coach in English, for conversation and lower classes or other such areas.
- e) Travel and Tourist Assistant and Guide.
- f) Receptionist/Telephone Operator,Office Assistant, Sales person,Counter Assistant.
- g) Visits to Radio/T.V.Stations/ News paper to study practical aspects of their functioning.
- h) Visits to large organization/industrial set up.
- i) Special training in public speaking, presentations, debates, event-management, leadership etc.

SCHEME OF EVALUATION

B) Theory Examination

(Time 3 hours)

(Max.Marks 70)

Unit	LAQ	SAQ	VSAQ	Total Marks
I	6	8	3	17
II	6	8	4	18
III	6	8	3	17
IV	6	8	4	18
Total	24	32	14	70

B.A. PART – III EXAMINATION
COMMUNICATIVE ENGLISH
SEMESTER VI
PATTERN OF QUESTION PAPER

(Time -3 hours)

Full Marks : 70

Q.1 A) One LAQ out of Two based on Unit I 6 Marks

B) One LAQ out of Two based on Unit II 6 Marks

Q.2 A) One LAQ out of Two based on Unit III 6 Marks

B) One LAQ out of Two based on Unit IV 6 Marks

24 Marks

Q.3 A) Two SAQs out of three based on Unit I 4+4= 8 Marks

B) Two SAQs out of three based on Unit II 4+4= 8 Marks

Q.4 A) Two SAQs out of three based on Unit III 4+4= 8 Marks

B) Two SAQs out of three based on Unit IV 4+4= 8 Marks

32 Marks

Q.5 A) Three VSAQs based on Unit I 3x1 = 3 Marks

B) Four VSAQs based on Unit II 4x1 =4 Marks

C) Three VSAQs based on Unit III 3x1 = 3 Marks

D) Four VSAQs based on Unit IV 4x1 = 4 Marks

14 Marks

Theory Paper = 70 Marks
Practical/Viva Voce = 30 Marks

100 Marks

(B) Plan for Practical Examination for B.A. Part III

D. Record of Year's Book 10 Marks

E. Report of on the job Training/Field Work 10 Marks

F. Viva Voce:

The Examinee will be expected to 10 Marks

communicate with the examiners in

interview.

30 Marks

CERTIFICATE
COMMUNICATIVE ENGLISH

Name of the College _____

This is to certify that Record of Work is the bonafide practical work of
Shri/Shrimati/Kumari _____ Class
_____ during the Academic year _____

Name & Signature of the teacher

Who taught the examinee.

4. _____

5. _____

6. _____

Place :

Date :

Co-ordinator's Signature

Note : In the absence of the above certificate, marks for Record of Work shall not be awarded to examinee.