

As per NEP 2020



UNIVERSITY OF MUMBAI

S. Z. S. P. Mandal's

SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA

(Autonomous)

SAWANTWADI

DIST: SINDHUDURG- 416 510, MAHARASHTRA



Syllabus for Approval

Degree Course in Arts As

per NEP 2020

Semester - VI

UNIVERSITY OF MUMBAI



(As per NEP 2020)

Sr. No.	Heading	Particulars
1	Title of the Program	Degree course in Arts
2	Eligibility for Admission	Certificate course in Arts
3	Duration of Program	4 Years
4	Intake Capacity	120
	Scheme of Examination	Theory Internal
5	Standard of Passing	40 %
6	Program Academic Level	5
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic Year	2024-25

Sign of HOD / Co-ordinator

Sign of Dean

Dr. Mrs. Pragati G. Naik
Department of English

Faculty of Arts

Preamble

Introduction :

The BA in English Literature program is designed to offer students a comprehensive and in-depth exploration of literature in the English language. This program provides you with the opportunity to engage with a rich tapestry of literary works, ranging from classical to contemporary, from various cultures and regions. Through this course of study, you will develop critical thinking skills, deepen your appreciation for literature, and refine your communication abilities. English Literature is a rich and diverse field that explores the written word in all its forms, from classic literature to contemporary works. This program is designed to provide you with a comprehensive understanding of literature, critical thinking skills, and the ability to analyze and appreciate the power of language.

Aims and Objectives :

- To foster a deep and nuanced appreciation for literary texts, genres, and traditions.
- To develop critical thinking and analytical skills to interpret and evaluate literary works.
- To explore the cultural, historical, and social contexts that shape literature.
- To enhance written and oral communication skills through essays, discussions, and presentations.
- To develop research skills to investigate and write about literary topics.

Program Outcomes :

Program outcomes for a Bachelor of Arts (BA) in English Literature provide a broader perspective on what students should achieve upon completing the entire program. These outcomes encapsulate the skills, knowledge, and attributes that graduates should possess to excel academically and professionally.

PO01 : Comprehensive Literary Knowledge: Graduates will possess a comprehensive understanding of major literary genres, periods, and movements, spanning from classical to contemporary literature.

PO02 : Critical Thinking and Analysis: Graduates will excel in critical thinking, enabling them to analyze and evaluate literary texts, identify underlying themes, and engage in nuanced discussions.

PO03 : Effective Communication: Graduates will demonstrate exceptional written and oral communication skills, allowing them to articulate complex ideas clearly and persuasively.

PO04 : Literary Theory and Criticism: Graduates will be well-versed in various literary theories and critical approaches, allowing them to engage in critical debates and apply theoretical perspectives to literary analysis.

PO05 : Interdisciplinary Connections: Graduates will be proficient in making connections between literature and other academic disciplines, demonstrating the interdisciplinary nature of literature studies.

PO06 : Interdisciplinary Connections: Graduates will be proficient in making connections between literature and other academic disciplines, demonstrating the interdisciplinary nature of literature studies.

Program Specific Outcomes (PSOs)

PSO 01: Understand the significance and prospects of studying English language and literature.

PSO 02: Get an introductory knowledge of the development and significance of literature in English.

PSO 03: Develop an understanding of the basic prose devices to read, identify and analyze various literary forms of prose.

PSO 04: Learn the art of story-telling through short stories and define its basic elements such as plot, characterization, and narrative technique.

PSO 05: Develop their critical thinking skills & comprehend life skills through the study of prose /short Fiction.

PSO 06: Develop their own creativity by enhancing their writing skills.

PSO 07: Get enhanced/enriched vocabulary to demonstrate a significant modification in their speaking skills and writing techniques.

Credit Structure of the Program Arts Faculty

Level	Class	Sem	Major (Mandatory)		Major (Elective)		Minor		Open Elective		Vocational Skill Courses / Skill Enhancement Courses		Ability Enhancement Courses/Value Education Courses/Indian Knowledge System		Field Project/Internship/Community Engagement/Cocurricular Courses		TOTAL CREDITS	Degree
			MAJOR SUBJECTS	TOTAL CREDITS	MAJOR SUBJECTS	TOTAL CREDITS	MINOR COURSES	TOTAL CREDIT	OPEN ELECTIVE COURSES	TOTAL CREDITS	VSEC COURSES	TOTAL CREDITS	AEC,VEC, IKS COURSES	TOTAL CREDITS	DETAILS OF FP/CE/CC	TOTAL CREDITS		
4.5	FYBA	I	MJ-01	4	-	0	MN-01	4	OE-1	2	SEC	2	AEC(CS)	2	CC /NSS/NCC Studies/DLLE	2	22	Exit Option : Award of UG Certificate in Major with 44 Credits and an additional 4 credits Core NSQF course/ Internship or Continue with Major and Minor
											VSC	2	VEC(EVS)	2				
		II	MJ-02	4	-	0	MN-02	4	OE-2	SEC	2	AEC(CS)	2	CC /NSS/NCC Studies/DLLE	2	22		
									OE-3	4	VSC	2	VEC(EVS)				2	
5	SYBA	III	MJ-03	8	-	0	MN-03	4	OE-4	2	VSC	2	AEC(CS)	2	CC /NSS/NCC Studies/DLLE	2	22	Exit Option : Award of UG Diploma in Major with 88 Credits and an additional 4 credits CoreNSQF course/ Internship or Continue with Major and Minor
			MJ-04										VEC(EVS)	2				
		IV	MJ-05	8	-	0	MN-04	4	OE-5	2	SEC	2	AEC(CS)	2	CC /NSS/NCC Studies/DLLE	2	22	
			MJ-06								VSC	2						
5.5	TYBA	V	MJ-07	16	MJE-01	4	MN-05	2									22	Exit Option : Award of UG Degree in Major with 132 Credits or Continue with Major for Honours/ Research
			MJ-08															
			MJ-09															
			MJ-10															
		VI	MJ-11	16	MJE-02	4									RP-1	2	22	
			MJ-12															
			MJ-13															
			MJ-14															
Total Credits			Major 56+8=64				Minor	18	OE	10	VSEC	14	AEC,VEC,IKS	16		10	132	
6	Forth Year of BA	VII	MJ-15	12	MJE-03	4	MN-06 (Research Methodology)	4									22	Award of Bachelor of Arts Degree with Honours (with the completion of Courses equal to a minimum of 176 credits)
			MJ-16															
			MJ-17															
			MJ-18															
		VIII	MJ-19	12	MJE-04	4									RP-2	4	22	
			MJ-20															
			MJ-21															
			MJ-22															
Total Credits			Major 84+16=100				Minor	22	OE	10	VSEC	14	AEC,VEC,IKS	16		14	176	

SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA SAWANTWADI (Autonomous)
DEPARTMENT OF ENGLISH

Proposed List of Major, Minor, Open Elective, Skill Enhancement Course, Ability Enhancement Compulsory Course, Indian Knowledge System Course, Vocational Skill Course, Details of Semesters
 (To be implemented from Academic Year 2023-24)

Program: Diploma Course in Arts

Class : BA

Level : 5

Semester : IV

Sr. No.	Course Code	Title of the Course	Category of Course	No. of Lecture Hours	No. of Lectures per Unit	Teaching Hours per week (L+T+P)	SEE	CIE	Total Marks	No. of Credits
1	MJA203ENT	Introduction to Drama - Paper - II	Major	60	15	04+00+00	60	40	100	4
2	MJA204ENT	Introduction to Poetry- Paper - III	Major	60	15	04+00+00	60	40	100	4
3	MNA203ENT	Introduction to Drama - Paper - II	Minor	60	15	04+00+00	60	40	100	4
4	MNA204ENT	Introduction to Poetry- Paper - III								
• The Student opting English as a Minor Course may select any one of the Major Courses										
5	ENOE205	Mass Communication - Paper - II	OE	30	10	02+00+00	30	20	50	2
6	ENSE203	Creative Writing In English - Paper - II	SEC	30	10	02+00+00	30	20	50	2
7	ENVS204	Professional English- Paper - II	VSC	30	10	02+00+00	30	20	50	2
8	ENAE204	Business Communication in English- Paper - II	AEC	30	10	01+04+00	40	10	50	2
Sub - Total				240	75	16 +04+01	300	100	400	16

Notes:

One Hour of Lecture is equal to 1 Credit
 One Hour of Tutorial is equal to I Credit
 Two Hours of Practical is equal to 1 Credit

Acronyms Expanded

MJ : Major; **MN**: Minor;
SEC: Skill Enhancement Course;
IKS : Indian Knowledge System;
L+T+P : Lecture + Tutorial + Practical(s)

OE : Open Elective Course;
AECC: Ability Enhancement Compulsory Course;
VSC : Vocational Skill Course;

Sr. No.	Name of the Faculty	Nomination
01	Asso. Prof. Dr. Mrs. Pragati Gunaji Naik	Chairman
02	Asso. Prof. Dr. Bhujangrao Nana Hiramani	Faculty Member
03	Asst. Prof. Uday Uttam Rawool	Faculty Member
04	Prof. Dr. Irappa Ramu Jarali	Subject Expert from outside the Parent University Nominated by Academic Council
05	Dr. Mangal Vishnu Londhe	Subject Expert from outside the Parent University nominated by Academic Council
06	Asso. Prof. Meghna Prakash Shinde	Subject Expert nominated by Vice Chancellor
07	Mr. Eknath Chandrakant Sawant	Representative from Industry/Corporate sector/ allied area relating to placement nominated by the Principal
08	Miss. Shital Deu Baragade	College Alumni nominated by Principal
09	Dr. Rajesh Shivaji Mali	Expert from the outside the college nominated by the Principal

Sign of HOD / Co-ordinator

Sign of Dean

Dr. Mrs. Pragati G. Naik
Department of English

Faculty of Arts

Letter Grades and Grade Points:

Semester GPA / Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result
9.00 - 10.00	90.0 - 100	O (Outstanding)
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)
5.00 - < 5.50	50.0 - < 55.0	C (Average)
4.00 - < 5.00	40.0 - < 50.0	P (Pass)
Below 4.00	Below 40.0	F (Fail)
Ab (Absent)	-	Absent

Sign of HOD / Co-ordinator**Sign of Dean****Dr. Mrs. Pragati G. Naik**
Department of English**Faculty of Arts**

Appendix B
Justification for (Title of the New course)

1.	Necessity for starting the course:	As per the provisions of NEP 2020 accepted by Maharashtra Government, It is necessary to start this course.
2.	Whether the UGC has recommended the course:	Yes
3.	Whether all the courses have commenced from the academic year 2023-24	Yes
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	It is aided and grantable. Yes, adequate number of teachers are available for this course.
5.	To give details regarding the duration of the Course and is it possible to compress the course?	
6.	The intake capacity of each course and no. of admissions given in the current academic year:	Admission is under process
7.	Opportunities of Employability / Employment available after undertaking these courses:	Lots of opportunities are available in both Government and Private sectors. The course is also useful for self-employments and startups creation

Sign of HOD / Co-ordinator

Sign of Dean

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Department of English

Faculty of Arts

**Course: Introduction to Drama – Paper - II
(Major / Minor Course)**

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Diploma Course in Arts
ii)	Course Titles	: Introduction to Drama Paper - II (Major / Minor Course)
iii)	Course Code	: Major / Minor Course MJA203ENT / MNA203ENT
iv)	Credit Structure	: No. of Credits per Semester : 04
v)	No. of lectures per Unit	: 15
vi)	No. of lectures per week	: 4 lectures
2. Scheme of Examination	:	<ul style="list-style-type: none"> • Written Exam: 4 Questions 15 Marks each : 60 Marks • Internal Assessment: 40 marks Total : 60 + 40 =100

Syllabus for Introduction to Drama – Paper - II (Major / Minor Course)

Objectives of the Course:

- To create interest and develop passion amongst learners towards drama.
- To familiarize learners with the salient elements and characteristics of drama
- To introduce learners to different forms and types of drama
- To introduce learners to the trends and characteristics of significant dramatic movements through representative dramas
- To Develop analytical skills and critical thinking through close reading of drama

Course Outcomes:

- Develop interest and passion for drama
- Be familiarized with the salient elements and characteristics of drama.
- Be able to identify the different forms and types of drama.
- Be capable to identify the various trends and characteristics of significant dramatic movements through the representative dramas.
- Be equipped with the tools and techniques to critically appreciate drama.

Specific Course Outcomes:

By the end of the course, students are expected to:

- Students should be able to identify and describe various dramatic forms, including tragedy, comedy, and other genres, and understand their key characteristics and conventions.
- Students should be able to analyze dramatic texts critically, identifying themes, character development, plot structure, and other literary elements, and interpret the meanings and messages conveyed by the playwright.
- Students should be able to apply theoretical frameworks and critical perspectives to the analysis of dramatic works, demonstrating an understanding of how different theories inform interpretations and enhance understanding of dramatic texts and performances.
- Students should have an understanding of the historical and cultural contexts in which dramatic works were produced, recognizing how these contexts influence the themes, styles, and interpretations of the plays.

Semester IV

Introduction to Drama – Paper - II

Semester IV	Introduction to Drama	4 credits
Unit 1	Literary Terms : Unity of action, Unity of time and place, Comic relief, Soliloquy, Aside, Play within Play	15 Hours
Unit 2	Forms of Drama : Problem play, Absurd Drama, Plays by Angry Young Men, Expressionist Plays	15 Hours
Unit 3	Eugene O’Neil : <i>The Hairy Ape</i>	15 Hours
Unit 4	Wole Soyinka : <i>The Lion and the Jewel</i>	15 Hours

Evaluation: Fourth Semester End Examination Pattern
Marks: 60 Duration :2 Hours

Question 1	:	Short Notes - Unit 1 (3 out of 5)	:	15 Marks
Question 2	:	Essay Type Question - Unit 2 (1 out of 2)	:	15 Marks
Question 3	:	Essay Type Question - Unit 3 (1 out of 2)	:	15 Marks
Question 4	:	Essay Type Question - Unit 4 (1 out of 2)	:	15 Marks

Internal Evaluation : 40 Marks

Sr. No.	Particulars	Marks
01	Written Test	20 Marks
02	Written Assignment	15 Marks
03	Attendance	05 Marks

Recommended Resources :

- Abrams, M. H. and Harpham, Geoffrey Galt. *A Glossary of Literary Terms*. Cengage Learning, 2015.
- Ackerman, Alan Louis, editor. *Reading Modern Drama*. University of Toronto Press, 2012.
- Albert, Edward. *History of English Literature*. Oxford UP, 2009.
- Andermahr, Sonya. et al. *A Glossary of Feminist Theory*. Arnold, 2000.
- Athenian Society. *Drama, Its History*. Nabu Press, 2012.
- Auger, Peter. *The Anthem Glossary of Literary Terms and Theory*. India, Anthem Press, 2011.
- Baldick, Chris. *Oxford Dictionary of Literary Terms*. Cambridge UP, 2008.
- Bennett, Andrew and Nicholas Royle. *An Introduction to Literature, Criticism and Theory*.
• Routledge, 2004.
- Bharatamuni. *The Natyasastra*. Translated by Manmoham Ghosh, The Royal Asiatic Society of
• Bengal, 1959.
- Birch, Dinah, editor. *The Oxford Companion to English Literature*. Oxford UP, 2009.
- Boulton, Marjorie. *The Anatomy of Drama*. Routledge, 2015.
- Brandon, James R. *Theatre in Southeast Asia*. Harvard UP, 2009.
- Brooks, Cleanth and Heilman, Robert B. - *Understanding Drama*. Creative Media Partners,
• 2018.
- Cavanagh, Dermot Alan Gillis et.al., editors. *The Edinburgh Introduction to Studying Literature*.
• Edinburgh UP, 2010.
- Chakrabarti, Piyas. *Anthem Dictionary of Literary Terms and Theory*. Anthem Press, 2006.
- Chakraborty, Kaustav. *Indian Drama in English*. PHI Learning Pvt. Ltd., 2014.
- Chatterji, Suniti Kumar. *Indian Drama*. The Publications Division, Ministry of Information and
• Broadcasting, Government of India, National Printing Works, 1956.
- Childs, Peter. *The Routledge Dictionary of Literary Terms*. Routledge, 2006.
- Chowdhury, Aditi and Rita Goswami. *A History of English Literature: Traversing the Centuries*.
• Orient BlackSwan, 2014.
- Cuddon, J. A. *A Dictionary of Literary Terms and Literary Theory*. Wiley-Blackwell, 2013.
- Culler, Jonathan. *Literary Theory: A Very Short Introduction*. Oxford UP, 2000.
- Dawson, S. W. *Drama & the Dramatic*. Routledge, 2018.
- Esslin, Martin. *An Anatomy of Drama*. Hill and Wang, 1981.
- Fleming, Mike. *Starting Drama Teaching*. Routledge, 2017.
- Ford, Boris. *The Pelican Guide to English Literature*. Volume I to X. Penguin Books, 1991.
- Galsworthy, John. *Strife*. Books Way, 2021.
- Gibson, Arthur. *What is Literature*. Peter Lang Pub Inc, 2007.
- Hansberry, Lorraine. *A Raisin in the Sun*. Vintage, 2004.
- Hudson, W. H. *An Introduction to the Study of English Literature*. G. K. Publishers Pvt. Ltd.,
• 2011.
- Hudson, W. H. *An Outline History of English Literature*. G. K. Publishers Pvt. Ltd., 2011.
- Karnad, Girish. *Collected Plays Vol. II*. edited by Aparna Bhargava Dharwadker, Oxford UP,
• 2011.
- Keith, A. Berriedale, *The Sanskrit Drama: In its Origin, Development Theory & Practice*.
• Oxford
• UP, 1998.
- Kennedy X. J. and Dana Gioia. *An Introduction to Fiction, Poetry, and Drama*. HarperCollins
• College Publishers Inc., 1995.
- Klages, Mary. *Key Terms in Literary Theory*. Continuum International, 2012.
- Krasner, David. *A History of Modern Drama*. Volume I, Wiley-Blackwell, 2012.

- Krasner, David. A History of Modern Drama. Volume II 1960-2000, Wiley-Blackwell, 2016.
- McClinton-Temple, Jennifer. Encyclopaedia of Themes in Literature. Facts on File Inc., 2006.
- Michael. A History of English Literature. Palgrave Macmillan, 2000.
- Naik, M. K. A History of Indian English Literature. Sahitya Akademi, 2009.
- Nicoll, Allardyce. The Theory of Drama. Doaba Publications, 1998.
- O’Neil, Eugene. The Hairy Ape. Good Press, 2019.
- Prasad, Birjadish. Background of the Study of English Literature. Macmillan, 1999.
- Pritner, Cal, and Scott E. Walters. Introduction to Play Analysis. Waveland Press, 2017.
- Quinn, Edward. A Dictionary of Literary and Thematic Terms. Facts on File Inc., 2006.
- Rakesh, Mohan. Halfway House. Translated by Bindu Batra. Worldview Publications, 1999.
- Rees, R. J. English Literature: An Introduction to Foreign Readers. Macmillan, 1982.
- Rush, David. A Student Guide to Play Analysis. Carbondale, IL: Southern Illinois UP, 2005.
- Salgado, Gamini. English Drama: A Critical Introduction. St. Martin’s Press, 1980.
- Sanders, Andrew. The Short Oxford History of English Literature. Oxford UP, 2004.
- Shepherd-Barr, Kirsten. Modern Drama: A Very Short Introduction. Oxford UP, 2016.
- Sophocles. Oedipus Rex. edited by R. D. Dawe, Cambridge UP, 2006.
- Soyinka, Wole. The Lion and the Jewel. Oxford UP, 1974.
- Styan, J. L. Elements of Drama. Cambridge UP, 2001.
- Styan, J. L. Modern Drama in Theory and Practice. Cambridge UP, 1980.
- Turco, Lewis. The Book of Literary Terms. UP of New England, 1999.
- Walsh William, Commonwealth Literature. Oxford UP, 1973.
- Widdowson, Peter. The Palgrave Guide to English Literature and its Contexts 1500-2000. Palgrave Macmillan, 2004.
- Williamson, David. The Removalists. Currency Press, 1980.

Webliography :

- <https://youtu.be/2CVO9Vd067U> (Greek Theatre Explained)
- https://youtu.be/4_XPcAwmuLg (Ancient Greek Theatre and Machinery)
- https://ingilizedebyati.net/wp-content/uploads/ABSURD_DRAMA.pdf
- The Theatre Of The Absurd: The Basics
- <https://asianethnology.org/downloads/ae/pdf/a430.pdf>
- Indian Folk Traditions and the Modern Theatre
- <https://www.mansworldindia.com/currentedition/from-the-magazine/drama-mahesh-dattanis-life/>
- https://en.wikipedia.org/wiki/Indian_classical_drama#:~:text=The%20term%20Indian%20classical%20drama,highest%20achievement%20of%20Sanskrit%20literature. (Indian Classical Drama)
- <http://www.unishivaji.ac.in/uploads/distedu/Home/SIM%202015/B.%20A.%20III%20Understanding%20Drama%20Paper-9.PDF> Understanding Drama
- <http://notedesk.blogspot.com/2017/05/allied-i-background-to-study-of-english.html> Elements of Drama
- <http://notedesk.blogspot.com/2017/05/allied-paper-ii-background-to-study-of.html> Drama
- https://web.archive.org/web/20051107010423/http://www.hccy.cg.catholic.edu.au/home/pamela_cohen/removalists/removalistindex.htm

**Course: Introduction to Poetry –Paper - III
(Major / Minor Course)**

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Diploma Course in Arts
ii)	Course Titles	: Introduction to Poetry Paper - III (Major / Minor Course)
iii)	Course Code	: Major / Minor Course MJA204ENT / MNA204ENT
iv)	Credit Structure	: No. of Credits per Semester : 04
v)	No. of lectures per Unit	: 15
vi)	No. of lectures per week	: 4 lectures
2. Scheme of Examination	:	<ul style="list-style-type: none"> • Written Exam: 4 Questions 15 Marks each : 60 Marks • Internal Assessment: 40 marks Total : 60 + 40 =100

Syllabus for Introduction to Poetry - Paper - III Major / Minor Course

Objectives of the Course:

- To introduce students to different genres and forms of poetry
- To sensitize them to the rhythmical and formal properties of poetry by introducing key elements of poetry
- To provide them with basic poetic devices for analyzing poems
- To introduce them to the trends and characteristics of significant poetic movements through representative poems
- To develop their skills in reading, writing and to critically appreciate poetry
- To introduce students to poetry produced in various social and cultural context

Course Outcomes:

- Identify different genres and forms of poetry
- Identify poetic technique, style and rhetorical devices used in poetry
- Critically appreciate poems by separating various component parts and investigating the relationship of the parts to the whole
- Demonstrate understanding of wide range of poems from different historical periods, written in a wide range of forms, styles and subject matter
- Identify the major poets of world literature and define the importance of their works
- Enhance their cultural sensitivity through reading of representative poems from diverse cultural context

Specific Course Outcomes:

By the end of the course, students are expected to:

- Understanding poetic forms and techniques: Students should be able to identify and analyze various poetic forms such as sonnets, haikus, free verse, etc., and understand the techniques employed by poets, including rhyme, meter, imagery, symbolism, and figurative language.
- Interpreting poetic meaning: Students should develop skills in interpreting and analyzing the meaning of poems, including understanding themes, tone, mood, and the poet's message or purpose.
- Critical analysis: Students should be able to critically evaluate poetry, considering elements such as structure, language, style, and cultural context, and articulate their interpretations in well-supported arguments or essays.
- Historical and cultural context: Students should gain an understanding of the historical and cultural contexts in which different poets and poetic movements emerged, including how social, political, and literary trends influenced the development of poetry.

Periods: 60 lectures (4 lectures per week) per semester

Semester IV

Introduction to Poetry – Paper - III

Semester IV	Introduction to Poetry	4 credits
Unit 1	Unit I: Trends and Movements in Poetry: Modernism, War Poetry, Harlem Renaissance, Imagism, Symbolism, Confessional Poetry, Beat poetry	15 Lectures
Unit 2	T.S. Eliot : 'The Love Song of J. Alfred Prufrock' Wilfred Owen : 'Anthem for Doomed Youth' Claude McKay : 'If We Must Die' Margaret Atwood : 'This is a Photograph of Me'	15 Hours
Unit 3	Phillip Larkin : 'Church Going' Robert Creeley : 'I Know a Man' Meena Kandasamy : 'Touch' Gabriel Okara: : 'The Mystic Drum'	15 Hours
Unit 4	Wallace Stevens : 'Sunday Morning' Kamala Das : 'An Introduction' Arun Kolatkar : 'The Bus' Derek Walcott : 'A Far Cry from Africa'	15 Hours

Evaluation: Fourth Semester End Examination Pattern			
Marks: 60		Duration :2 Hours	
Question 1	: Short Notes - Unit 1 (3 out of 5)	:	15 Marks
Question 2	: Essay Type Question - Unit 2 (1 out of 2)	:	15 Marks
Question 3	: Essay Type Question - Unit 3 (1 out of 2)	:	15 Marks
Question 4	: Essay Type Question - Unit 4 (1 out of 2)	:	15 Marks

Internal Evaluation : 40 Marks

Sr. No.	Particulars	Marks
01	Written Test	20 Marks
02	Written Assignment	15 Marks
03	Attendance	05 Marks

Recommended Resources :

- Abrams, M.H. Glossary of Literary Terms. Macmillan Publishers, 2000.
- Adams, Stephen J. poetic designs: an introduction to meters, verse forms and figures of speech. Broadview Press Ltd., 2003.
- Albert, E. History of English Literature, Oxford University Press, 2009.
- Alexander, Michael. A History of English Literature. Palgrave Macmillan, 2000.

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- Andermahr, Sonya. et al. *A Glossary of Feminist Theory*. Arnold, 2000.
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- Auger, Peter. *The Anthem Glossary of Literary Terms and Theory*, Anthem Press, 2011.
- Barfield, Owen. *Poetic Diction: A Study in Meaning*. Wesleyan UP, 1973.
- Birch, Dinah. ed. *The Oxford Companion to English Literature*. OUP, 2009.
- Bullough, G. *The Trends in Modern Poetry*. Oliver and Boyd, 1949.
- Cavanagh, Dermot Alan Gillis et al. ed. *The Edinburgh Introduction to Studying Literature*. Edinburgh University Press, 2010.
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- Culler, Jonathan. *Literary Theory: A Very Short Introduction*. Oxford University Press, 2000.
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- David Perkins. *A History of Modern Poetry, Volume II: Modernism and After*. New Edition. Pelknap Press, 1989.
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- Ezekiel, Nissim. *Latter- day Psalms*. Oxford University Press, 1982
- Ferry, Anne. *Milton's Epic Voice: The Narrator in Paradise Lost*, University of Chicago Press, 1963.
- Ford, Boris. *The Pelican Guide to English Literature, Volume I to X*. Penguin Books, 1991.
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- Friedlander, Benjamin. (ed.) *Robert Creeley: Selected Poems 1945-2005*. University of California Press, 2008.
- Gibson, Arthur. *What is Literature*, Peter Lang Pub Inc., 2007.
- Gross, Harvey and Robert McDowell. *Sound and Form in Modern Poetry*. U of Michigan Press 1996.
- Helbling, Mark, *The Harlem Renaissance: The One and the Many*, Greenwood Press, 1999.
- Hobsbawm, Phillip. *Metre, Rhythm and Verse Form*. Routledge, 1996.
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- Spenser, Edmund. *Amoretti: A Sonnet Cycle*. Portable Poetry, 2017,
- Thiong'o, Ngugi wa. *Homecoming: Essays on African and Caribbean Literature, Culture and Politics*. Educational Books, 1972.
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- Walsh William, *Commonwealth Literature*, Oxford University Press, 1973.
- Widdowson, Peter. *The Palgrave Guide to English Literature and its Contexts 1500-2000*. Palgrave Macmillan, 2004

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- <https://www.ssgopalganj.in/online/E-Books/CLASS%20VII/The%20Blue%20Umbrella%20by%20Ruskin%20Bond.pdf>
- <https://learnershub24x7.com/the-financial-expert-summary-by-r-k-narayan/>
- https://www.goodreads.com/book/show/4900.Heart_of_Darkness
- <https://www.britannica.com/art/English-literature>
- <https://www.internationalstudent.com/study-literature/what-is-english-literature/>

<p>Course: Mass Communication – Paper - II (Open Elective)</p>

1. Syllabus as per NEP 2020:	
i)	Name of the Programme : Diploma Course in Arts
ii)	Course Titles : Mass Communication Paper –II (Open Elective)
iii)	Course Code : ENOE205
iv)	Credit Structure : No. of Credits per Semester : 02
v)	No. of lectures per Unit : 15
vi)	No. of lectures per week : 2 lectures
2. Scheme of Examination	<ul style="list-style-type: none"> • Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: 10+05+05 = 20 marks Total : 30 + 20 =50

Mass Communication - Paper – II (Open Elective)

Objectives of the Course:

- To introduce some major aspects of communication, mass communication processes, crucial mass media theories and mass communication industries
- To develop a broad perspective of the past and the present status of mass media in India
- To comprehend different types of Mass Media and gain a critical understanding of the impact of mass media on Indian history, society and culture
- To develop critical awareness of the ethics and ideologies in mass media products
- To understand the mass media laws in India, and how these laws shape the media practices
- To introduce students to the application of social media
- To identify various careers opportunities in media industry.

Course Outcomes:

- understand the importance, scope, and function of communication and media
- understand the strengths and limitations of basic theories of mass communication
- demonstrate knowledge of growth and development of various mass media
- throw light on the present status of various mass media
- gain knowledge about various media laws and ethics
- critically understand and analyse various mass media products and explore various career opportunities in media industry.

Specific Course Outcomes:

By the end of this course, students should be able to:

Critically Analyze Media: Students will be able to critically analyze various forms of media including print, broadcast, digital, and social media, identifying biases, rhetorical strategies, and underlying messages.

Create Effective Media Content: Students will demonstrate the ability to create compelling and effective media content across different platforms, applying principles of storytelling, design, and audience engagement.

Apply Ethical Principles: Students will understand and apply ethical principles in media production and consumption, including accuracy, fairness, transparency, and respect for diverse perspectives.

Utilize Communication Technologies: Students will demonstrate proficiency in utilizing communication technologies and tools for media production, distribution, audience engagement, and data analysis.

Understand Media Effects: Students will comprehend the impact and influence of media on individuals, society, and culture, including effects on attitudes, behaviors, public opinion, and social norms.

Media Literacy: Students will critically analyze media content and demonstrate an understanding of media production processes and industry structures.

Communication Skills: Students will develop effective written and oral communication skills for various media platforms, including journalism, advertising, and public relations.

Semester IV

Mass Communication - Paper -II (Open Elective)

Semester IV	Mass Communication - Paper -II (Open Elective)	2 credits
Unit 1	Evolution of Different Medias <ul style="list-style-type: none"> • Beginnings of mass media in India • Evolution of Media : Print Media, Broadcast Media, Digital Media, Social Media • 	10 Lectures
Unit 2	Television <ul style="list-style-type: none"> • Major formats of TV programmes • Television and its impact on Indian families • Television and consumerism 	10 Lectures
Unit 3	Trends in Digital media <ul style="list-style-type: none"> • Online news websites • Social media and social networking sites • Film streaming services (Netflix, Amazon Prime etc.) 	10 Lectures

Evaluation: Fourth Semester End Examination

Pattern : 30 Marks

Duration : 1 Hours

Question 1	:	Short Notes – (2 out of 4) Unit I	:	10 Marks
Question 2	:	Essay type Question (1 out of 2) Unit II	:	10 Marks
Question 3	:	Essay type Question (1 out of 2) Unit III	:	10 Marks

Internal Evaluation : 20 Marks

Sr. No.	Particulars	Marks
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources :

- Acharya A.N. Television in India: A Sociological Study of Policy and Perspectives. New Delhi: Manas Publications, 1987.
- Ahuja B.K. Mass Media Communication: Theory and Practices. New Delhi: Saurabh Publishing House, 2010.
- Ahuja B. N. History of Press., Press Laws and Communications. New Delhi: Surjeet Publications, 1988.
- Arceneaux, Noah, and Kavoori Anandam (Eds.). The Mobile Media Reader. Peter Lang Publishing, 2012.
- Baghel, Sanjay Singh (Ed.). Social Media and Indian Youth. New Delhi: Apple Books, 2015.
- Battaglia, Giulia. Documentary Film in India: An Anthropological History. Oxon: Routledge, 2018.
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- Guha Thakurta, Paranjoy. Media Ethics: Truth, Fairness, and Objectivity. (Second Ed.). New Delhi: Oxford University Press, 2011.
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- Rantanen, Terhi. The Media and Globalisation. London: Sage, 2005.
- Rodman, George. R. Making Sense of Media: An Introduction to Mass Communication. Pearson, 2000.
- Roy Barun. Beginner's Guide to Journalism and Mass Communication. New Delhi: V& S Publishers. 2013.
- Seneviratne, Kalinga. Myth of 'Free Media' and Fake News in the Post-truth Era. Sage, 2019.
- Singh, Anand Shanker (Ed.). Role of Media in Nation Building. Cambridge Scholars Publishing, 2016.
- Singhal, Arvind, and Everett M. Rogers. India's Communication Revolution: From Bullock Carts to Cyber Marts. New Delhi: Sage, 2000.

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 - <https://onlinelibrary.wiley.com/doi/full/10.1002/9781118783764.wbieme0005>.
- Matrix, Sidneyeve. "The Netflix Effect: Teens, Binge Watching, and On-demand Digital Media Trends." *Jeunesse Young People Texts Cultures*. January 2014.
 - https://www.researchgate.net/publication/270665559_The_Netflix_Effect_Teens_Binge_Watching_and_On-Demand_Digital_Media_Trends
- McLuhan, Marshall. *Understanding Media: The Extensions of Man*.
 - <https://designopendata.files.wordpress.com/2014/05/understanding-media-mcluhan.pdf>
- Ministry of Information and Broadcasting. "Community Radio Stations."
 - <https://www.mib.gov.in/broadcasting/community-radio-stations-0>
- Nagamallika, Gudipaty. "Representation of 'Family' in Indian Television Serials." *Anthropological Researches and Studies*.
 - <http://www.journalstudiesanthropology.ro/en/representation-of-family-in-indian-television-series/a109/>
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 - <https://www.culturalsurvival.org/publications/cultural-survival-quarterly/community-radio-india>
- Ram, N. "The Changing Role of the New Media in Contemporary India." December, 2011.
 - https://www.thehindu.com/multimedia/archive/00863/Contemporary_India_863821a.pdf
- Ray, G.N. "Media Ethics." Press Council of India.
 - <http://presscouncil.nic.in/OldWebsite/speechpdf/Media%20Ethics%20at%20IIMC,%20Dhe nkanal.pdf>

**Course: Creative Writing in English – Paper – I
(Skill Enhancement Course)**

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Diploma Course in Arts
ii)	Course Code	: ENSE203
iii)	Course Titles	: Creative Writing in English Paper - I (Skill Enhancement Course)
iv)	Credit Structure	: No. of Credits per Semester – 02
v)	No. of lectures per Unit	: 15
vi)	No. of lectures per week	: 2 lectures
2.	Scheme of Examination	: <ul style="list-style-type: none"> • Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: 20 marks Total : 30 + 20 =50

Creative Writing – Paper - I (Skill Enhancement Course)

Objectives of the Course:

- To acquaint the learners with ideas related to creative writing including the art, the craft and the basic skills required for a creative writer
- To help learners to understand the principles of creative writing and the distinction between the literary genres
- To explain the differences in writing for various literary and social media
- To hone the creative and critical faculties of learners
- To enable learners to put into practice the various forms of creative writing that they have studied through the course

Program Outcomes :

- Distinguish between the literary genres
- Write for various literary and social media
- Critically appreciate various forms of literature
- Make innovative use of their creative and critical faculties
- Seek employment in various creative fields

Specific Program Outcomes :

By the end of the course, learners should be able to:

- **Developing writing skills:** Students should improve their writing skills across various genres, including fiction, poetry, creative nonfiction, and possibly others. This includes improving elements such as plot development, character creation, setting description, dialogue, and narrative structure.
- **Exploring different genres and forms:** Students should gain exposure to different genres and forms of creative writing, such as short stories, novels, poetry, scripts, essays, and experimental forms. They should also learn to adapt their writing style to different genres and forms.
- **Developing a personal writing process:** Students should develop and refine their own writing process, including techniques for generating ideas, drafting, revising, and editing their work. They should also learn strategies for overcoming writer's block and staying motivated.
- **Understanding the creative writing industry:** Depending on the focus of the course, students may gain insight into the creative writing industry, including opportunities for publication, the role of literary agents and editors, and the process of submitting work for publication.
- **Exploring creativity and imagination:** Students should cultivate their creativity and imagination through exercises and assignments designed to spark inspiration and encourage experimentation with language, form, and content.

Periods: 30 lectures (2 lectures per week) per semester

Semester IV

Course: Creative Writing in English - Paper – I (Skill Enhancement Course)

Semester IV	Creative Writing in English Paper – I (Skill Enhancement Course)	2 credits
Unit 1	Fundamentals of Creative Writing <ul style="list-style-type: none"> • Meaning and Significance of Creative Writing • Plot, Setting, Character • Figurative Language • Proof Reading and Editing 	10 Hours
Unit 2	Traditional Forms of Creative Writing <ul style="list-style-type: none"> • Fiction • Poetry • Drama • Biography 	10 Hours
Unit 3	New Trends in Creative Writing <ul style="list-style-type: none"> • Web Content Writing and Blog Writing • Script Writing • Journalistic Writing • Copywriting 	10 Hours

Evaluation: Third Semester End Examination			
Pattern : 30 Marks		Duration : 1 Hours	
Question 1	:	Short Notes – (2 out 4) Unit I	: 10 Marks
Question 2	:	Essay type Question (1 out 2) Unit II	: 10 Marks
Question 3	:	Essay type Question (1 out 2) Unit III	: 10 Marks

Internal Evaluation : 20 Marks

Sr. No.	Particulars	Marks
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources :

- Abrams, M.H. Glossary of Literary Terms. Boston: Wadsworth Publishing Company, 2005.
- Atwood, Margaret. Negotiating with the Dead: A Writer on Writing. Cambridge: CUP, 2002.
- Bell, James Scott. How to Write Dazzling Dialogue. CA: Compendium Press, 2014.
- Bell, Julia and Magrs, Paul. The Creative Writing Course-Book. London:

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- Berg, Carly. Writing Flash Fiction: How to Write Very Short Stories and Get Them Published. *Then Re-Publish Them All Together as a Book. Houston: Magic Lantern Press, 2015.
- Blackstone, Bernard. Practical English Prosody. Mumbai: Orient Longman, 1984.
- Clark, Roy Peter. Writing Tools.US: Brown and Company, 2008.
- Earnshaw, Steven (Ed). The Handbook of Creative Writing. Edinburgh: EUP, 2007.
- Egri, Lajos. The Art of Dramatic Writing. NY: Simon and Schuster, 1960.
- Gardner, John. The Art of Fiction. New York: Vintage, 1991.
- Goldberg, Natalie. Writing Down the Bones. Boston and London: Shambhala, 1986.
- Hamer, Enid. The Metres of English Poetry. Booksway, 2014.
- King, Stephen. On Writing: A Memoir of the Craft. London: Hodder and Stoughton,2000.
- Johnson, Jeannie. Why Write Poetry? US:F. D. Univ. Press, 2007.
- Mezo, Richard E. Fire i' the Blood: A Handbook of Figurative Language. USA: Universal Publishers/uPUBLISH.com, 1999.
- Sartre, Jean-Paul. What Is Literature? And Other Essays. Harvard: Harvard Univ. Press,1988.
- Show, Mark. Successful Writing for Design, Advertising and Marketing. New York: Laurence King, 2012.
- Strunk, William and White, E. B. The Elements of Style. London: Longman, 1999.
- Sugrman, Joseph .The Adweek Copywriting Handbook: The Ultimate Guide to Writing
- Powerful Advertising and Marketing Copy from One of America's Top Copywriters. New York: Wiley, 2009.
- Turabian, Kate L. A Manual for Writers. Chicago: Univ. of Chicago Press, 2007.
- Ueland, Brenda. If You Want to Write. India: General Press, 2019.
- Zinsser, William. On Writing Well. New York: Harper Collins, 2006.

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- <https://writershelpingwriters.net/>
- King, Stephen. On Writing: A Memoir of the Craft. Kindle Edition – Earnshaw, Stephen. The Handbook of Creative Writing
- <http://citeseerx.ist.psu.edu/viewdoc/download;jsessionid=B32648495166B603260852F832B36E6E?doi=10.1.1.690.7395&rep=rep1&type=pdf> – Creative writing lessons: Creative Writing tips, advice and lessons from bestseller Stephen King
- <https://www.youtube.com/watch?v=lwhOd65gGoY>
<https://www.youtube.com/watch?v=CxgiV-NtQvQ> – Margaret Atwood's

Top 5 Writing Tips

- <https://www.youtube.com/watch?v=fDkbyyPRKFY> → How to Write a Book: 13 Steps From a Bestselling Author- Jerry B. Jenkins →
- https://www.youtube.com/watch?v=yHKKtxliYaY&list=RDCMUCuK9ofevgGxPV157p_fSpuA&start_radio=1&t=23
- <https://www.futurelearn.com/info/blog/10-types-of-creative-writing#:~:text=Creative%20writing%20is%20a%20form,instead%20displays%20imagination%20and%20invention.>
- <https://study.com/academy/lesson/what-is-creative-writing-definition-types-examples.html>
- https://en.wikipedia.org/wiki/Creative_writing
- <https://www.immerse.education/study-tips/creative-writing/what-is-creative-writing/>
- <https://www.melioeducation.com/blog/introduction-to-creative-writing/>

Course: Professional English – Paper - II (Vocational Skill Course)
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1. Syllabus as per NEP 2020:	
i)	Name of the Programme : Diploma Course in Arts
ii)	Course Titles : Professional English – Paper – II (Vocational Skill Course)
iii)	Course Code : ENVS204
iv)	Credit Structure : No. of Credits per Semester : 02
v)	No. of lectures per Unit : 15
vi)	No. of lectures per week : 2 lectures
2. Scheme of Examination	<ul style="list-style-type: none"> • Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: = 20 marks Total : 30 + 20 =50

Professional English Paper – II (Vocational Skill Course)

Objectives of the Course:

- To develop their competence in the use of English with particular reference to the workplace situation.
- To enhance the creativity of the students, which will enable them to think of innovative ways to solve issues in the workplace.
- To develop their competence and competitiveness and thereby improve their employability skills.
- To help students with a research bent of mind develop their skills in writing reports and research proposals.

Course Outcomes:

- Recognise their own ability to improve their own competence in using the language
- Use language for speaking with confidence in an intelligible and acceptable manner
- Understand the importance of reading for life
- Read independently unfamiliar texts with comprehension
- Understand the importance of writing in academic life

Specific Course Outcomes:

By the end of this course, students should be able to:

- To listen and comprehend complex academic texts
- To read and infer the denotative and connotative meanings of technical texts
- To speak fluently and accurately in formal and informal communicative contexts
- To express their opinions effectively in both oral and written medium of communication

Periods: 30 lectures (2 lectures per week per batch) per semester

Semester IV

Professional English Paper -II (Vocational Skill Course)

Semester IV	Professional English Paper -II (Vocational Skill Course)	2 credits
Unit 1	Personality Skills : <ul style="list-style-type: none"> Personality & Attitude Goal setting: SMART (Specific, Measurable, Attainable, Realistic, Timely) Stress Management, Conflict Management, Time Management 	10 Hours
Unit 2	Team Work and Leadership Skills: <ul style="list-style-type: none"> Elements of Team Work Virtual Team Work Improving Team Dynamics 	10 Hours
Unit 3	Public Relations : <ul style="list-style-type: none"> Definition Meaning Functions of the PR Department of an Organization Qualification of a PRO 	10 Hours

Evaluation: Fourth Semester End Examination

Pattern : 30 Marks

Duration : 1 Hours

Question 1	: Short Notes – (2 out 4) Unit I	: 10 Marks
Question 2	: Essay type Question (1 out 2) Unit II	: 10 Marks
Question 3	: Essay type Question (1 out 2) Unit III	: 10 Marks

Internal Evaluation : 20 Marks

Sr. No.	Particulars	Marks
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources :

- A Course in Technical English, Cambridge University Press – 2020.
- Functional English (As per AICTE 2018 Model Curriculam) Cengage learning India Pvt Limited [Latest Revised Edition] - 2020.
- Communication Skills by Sanjay Kumar and Pushp Lata, Oxford University Press - 2018. Refer it's
- workbook for activities and exercises – “Communication Skills – I (A Workbook)” published by Oxford University Press 2018.
- Professional Writing Skills in English, Infinite Learning Solutions – (Revised Edition) 2021.
- Technical Communication – Principles and Practice, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.
- High School English Grammar & Composition by Wren and Martin, S Chandh & Company Ltd – 2015.
- Effective Technical Communication – Second Edition by M Ashraf Rizvi, McGraw Hill Education (India) Private Limited – 2018.
- Intermediate Grammar, Usage and Composition by M.L.Tichoo, A.L.Subramanian, P.R.Subramanian, Orient Black Swan – 2016.
English for Engineers & Technologists Orient Blackswan Private Ltd. Department of English, Anna University, (2020 edition)
- English for Science & Technology Cambridge University Press, 2021. Authored by Dr. Veena Selvam, Dr. Sujatha Priyadarshini, Dr. Deepa Mary Francis, Dr. KN. Shoba, and Dr. Lourdes Joevani, Department of English, Anna University.
- Technical Communication – Principles And Practices By Meenakshi Raman & Sangeeta Sharma, Oxford Univ. Press, 2016, New Delhi.
- A Course Book on Technical English By Lakshmi Narayanan, Scitech Publications (India) Pvt. Ltd.
- English For Technical Communication (With CD) By Aysha Viswamohan, Mcgraw Hill Education, ISBN : 0070264244.
- Effective Communication Skill, Kulbhusan Kumar, R S Salaria, Khanna Publishing House.
- Learning to Communicate – Dr. V. Chellammal, Allied Publishing House, New Delhi, 2003.

Webliography :

- <https://www.fluentu.com/blog/english/professional-english/>
- <https://learnenglish.britishcouncil.org/business-english>
- <https://skillbase.hks.harvard.edu/esl-professional-1>
- <https://www.udemy.com/course/learn-business-english/?couponCode=ST12MT030524>
- <https://inspiria.edu.in/how-to-speak-english-professionally/>
- <https://blog.lillypad.ai/learn-professional-english/>
- <https://www.cambridgeenglish.org/in/exams-and-tests/academic-and-professional-english/>
- <https://dictionary.cambridge.org/dictionary/english/professional>

**Course: Business Communication in English
Paper- II
(Ability Enhancement Course)**

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Diploma Course in Arts / Science
ii)	Course Title	: Business Communication in English - Paper- II (AEC)
iii)	Course Code	: ENAE204
iv)	Credit Structure	: No. of Credits per Semester – 02
v)	No. of lectures per Unit	: 15
vi)	No. of lectures per week	: 2 lectures + 1 tutorial per week per batch
2.	Scheme of Examination	: <ul style="list-style-type: none"> • Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: 10+05+05 = 20 marks Total : 30 + 20 = 50

Business Communication in English- Paper - II

(Ability Enhancement Course)

Objectives:

- To build up comprehensive understanding of business correspondence and conditions.
- To create influential oral, written and practical skills among students.
- To develop the powerful utilization of communication technologies.
- To equip students with the career skills such as collaborative working at workplace, interviews, etc.

Outcomes:

- Theoretical understanding of both business and communication
- The business correspondence techniques.
- Competency in effective use of media and electronic devices in business.
- Interpersonal skills, presentation skills, oral, written and listening skills.

Specific Course Outcomes:

By the end of the course, students are expected to:

- **Effective Business Writing Skills:** Students will be able to demonstrate proficiency in writing various business documents, including emails, memos, reports, proposals, and other professional correspondence. This includes clarity, conciseness, and professionalism in written communication.
- **Verbal Communication Skills:** Students will develop effective verbal communication skills for business settings, including giving presentations, participating in meetings, and engaging in interpersonal communication. This involves articulating ideas clearly, listening actively, and adapting communication style to different audiences.
- **Professional Etiquette:** Students will learn and apply principles of professional etiquette in written and verbal communication, including appropriate tone, language, and formatting for different business contexts. They will also understand the importance of professionalism in business communication.
- **Professional Development:** Students will reflect on their own communication strengths and areas for improvement, set goals for professional growth, and engage in self-directed learning activities to enhance their business communication skills over time.

Periods: 30 lectures + Tutorial (2 lectures + 1 tutorial per week per batch) per semester

Semester IV

Business Communication in English - Paper - II (AEC)

Semester IV	Business Communication in English – Paper - II (AEC)	2 credits
Unit 1	Group Communication : Group Discussion and Interview Group Discussion (GD) Interview, Definition <ul style="list-style-type: none"> • Definition & types of Interviews 	10 Lectures
Unit 2	Meetings <ul style="list-style-type: none"> • Definition & types of Meetings Committees and Conferences Committee <ul style="list-style-type: none"> • Definition & types of Committees Conference <ul style="list-style-type: none"> • Definition & meaning of Conference 	10 Lectures
Unit 3	Business Report Writing <ul style="list-style-type: none"> • Feasibility Reports • Investigative Reports 	10 Lectures

Evaluation: Fourth Semester End Examination			
Pattern : 30 Marks		Duration : 1 Hours	
Question 1	:	Short Notes – (2 out 4) Unit I	: 10 Marks
Question 2	:	Essay type Question (1 out 2) Unit II	: 10 Marks
Question 3	:	Report Writing (1 out 2) Unit III	: 10 Marks

Internal Evaluation : 20 Marks

Sr. No.	Particulars	Marks
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources:

- Agarwal, Anju D. A Practical Handbook for Consumers. India Book House, 1989.
- Ashley, A. A Handbook of Commercial Correspondence. Oxford UP, 1992.
- Aswathapa, K. Organizational Behavior. Himalaya Publication, 1992.

- Atreya, N. and Guha. Effective Credit Management. MMC School of Management, 1994.
- Bah, J.C. and Nagamia S.M. Modern Business Correspondence and Minute Writing. N.M. Tripathi Pvt., 1974.
- Balan, K.R. and Rayudu, C.S. Effective Communication. Beacon Books, 1996.
- Bangh, L. Sue, Fryar, Maridell and Thomas David A. How to Write First Class Business Correspondence. N.T.C. Publishing Group USA, 1998.
- Banerjee, Bani P. Foundation of Ethics in Management. Excel Books, 2005.
- Bakar, Alan. Making Meeting Work. Sterling Publication Pvt., 1993.
- Basu, C.R. Business Organization and Management. Tata McGraw-Hill, 1998.
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