

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

Certificate Course in Arts

B.A. (English)

Syllabus for

Semester - I

As per NEP 2020

UNIVERSITY OF MUMBAI



(As per NEP 2020)

Sr. No.	Heading	Particulars
1	Title of the Program	Certificate Course in Arts
2	Eligibility for Admission	HSC
3	Duration of Program	4 Years
4	Intake Capacity	120
	Scheme of Examination	Theory Internal
5	Standard of Passing	40 %
6	Program Academic Level	4.5
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic Year	2026-27

Sign of HOD / Co-ordinator

Sign of Dean

Prof. 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

SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA,SAWANTWADI(Autonomous) Credit Structure for 4 Years Honours/ Honours with Research Degree Program with ME-ME B.A For Faculty of ARTS (M1 M2 M3)											
Academic Level	Semester	Major (M1)	Major (M2)	Major (M3)	Minor	OE other Faculty	VSC, SEC (Related to core)	AEC, IKS, VEC	OJT, FP, CEP, CC, RP	Cum Cr/semester	Degree/ Cum Cr
4.5	I	4	4	4	--	----	VSC(2) SEC(2)	AEC(2), VEC(2), IKS(2)	----	22	UG Certificate 44
	II	4	4	4	--	OE-1 (2)	VSC(2) SEC(2)	AEC(2)	CC(2)	22	
Exit Option Award of UG Certificate in Major with 44 Credits and additional 4 credits core NSQF Course/ Internship or continue with Major and Minor											
5.0	III	4	4	----	----	OE-2 & 3 (4)	VSC(2) SEC(2)	AEC(2) VEC(2)	CC (2)	22	UG Diploma 88
	IV	4	4	----	---	OE-4 & 5 (4)	VSC(2) SEC(2)	AEC(2)	CC(2),FP (2)	22	
Exit Option Award of UG Diploma in Major with 88 Credits and additional 4 credits core NSQF Course/ Internship or continue with Major and Minor											
5.5	V	Mandatory 4 + 4 + 4 + 4 Elective 4	---	---	02	---	---	---		22	UG Degree 132
	VI	Mandatory 4 + 4 + 4 + 4 Elective 4	---	---	--	---	---	---	OJT/RP-2 (2)	22	
Exit option: Award of UG Degree in Major and Minor with 132 Credits of continue with Major and Minor											
6.0	VII	Mandatory 4+ 4 + 4 +2 Elective 4	RM (4)	---	---	---	---	---	---	22	UG Honours Degree 176
	VIII	Mandatory 4 + 4 + 4 +2 Elective 4	---	---	----	---	---	---	OJT/RP(4)	22	
Four Year UG Honours with Honours Degree in Major and Minor with 176 credits											
6.0	VII	Mandatory 4+ 4 + 4 +2 Elective 4	RM (4)	---	---	---	---	---	---	22	UG Honours with Research Degree 176
	VIII	Mandatory 4 + 4 + 4 +2 Elective 4	---	---		---	---	---	OJT/RP(4)	22	

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 2026-27)

Program: Certificate Course in Arts

Class : BA

Level : 4.5

Semester : I

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	MJA101ENT	Introduction to English Prose and Fiction Paper - I	Major	60	15	04+00+00	60	40	100	4
2	ENSE101	Social Media and Blog Writing -I	SEC	30	10	02+00+ 00	30	20	50	2
3	ENVS101	Writing Skills in English Paper - I	VSC	30	10	02+00+ 00	30	20	50	2
4	ENAE101	Communication skills in English Paper - I	AEC	30	10	02+00+00	30	20	50	2
5	ENIK101	Indian Knowledge System	IKS	30	10	02+00+ 00	30	20	50	2
		Sub - Total		180	55	12+00+00	180	120	300	12

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	Prof. Dr. Mrs. Pragati Gunaji Naik	Chairman
02	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 Narayan 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

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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**

Prof. 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:	The introduction of the Certificate Course in Arts (B.A. English) is necessitated by the implementation of the National Education Policy (NEP) 2020, which mandates a flexible, multidisciplinary, and skill-oriented higher education framework. The course aligns with NEP 2020 by offering foundational knowledge in English literature, combined with communication, writing, digital, and vocational skills, thereby ensuring holistic student development. It addresses the growing demand for English proficiency, critical thinking, and employability-oriented competencies among undergraduate learners.
2.	Whether the UGC has recommended the course:	Yes
3.	Whether all the courses have commenced from the academic year 2026-27	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

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Faculty of Arts

Course: Introduction to English Prose and Fiction – Paper – 1 (Major Course)

1. Syllabus as per NEP 2020:

i)	Name of the Programme	:	Certificate Course in Arts
ii)	Course Titles	:	Introduction to English Prose and Fiction – Paper - I (Major Course)
iii)	Course Code	:	MJA101ENT
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		:	Written Exam: 4 Questions 15 Marks each : 60 Marks Internal Assessment: 40 marks Total : 60 + 40=100

Syllabus for Introduction to English Prose and Fiction - Paper – I (Major Course)

Objectives of the Course:

- To create interest and develop passion amongst learners towards English Literature.
- To familiarize learners with salient characteristics of literary genres like short story, prose, fiction and non-fiction.
- To introduce learners to various elements of selected short stories written in English and translated into English.
- To acquaint learners with different forms of prose and its importance through close reading of selected works.
- To understand that literature is an expression of human values and universal truths.

Course Outcomes:

- To develop passion for reading literary works amongst students.
- To make learners at ease in the process of appreciation of literature.
- To enable learners to understand and analyze selected stories, prose, fiction and non-fiction masterpieces.
- To imbibe the underlying philosophy and values reflected in literature.
- To develop sensitivity to nature and understand the relationship between human beings and environment.

Specific Course Outcomes:

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

- Identify and analyze different genres of prose.
- Analyze literary elements.
- Interpret and evaluate texts critically.
- Understand the historical and cultural significance.
- Engage in effective literary discussions.
- Develop critical reading and analytical skills.

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

Semester I

Introduction to English Prose and Fiction- Paper I

Semester I	Introduction to Prose and Fiction (Introduction to Prose and Fiction) Paper I	4 credits
Module 1	Terms and Concepts: Prose, Fiction, Short Story, Novel, Essay	15 Hours
Module 2	Short Stories : The Necklace : Guy de Maupassant The Gift of the Magi : O. Henry An Astrologer's Day : R. K. Narayan	15 Hours
Module 3	Essays : Francis Bacon : "Of Studies" Charles Lamb : "The Superannuated Man" Rebecca Solnit : "Men Explain Things to Me"	15 Hours
Module 4	Novel : Jonathan Swift : <i>Gulliver's Travels</i>	15 Hours

Evaluation: First Semester End Examination Pattern			
Marks: 60		Duration :2 Hours	
Question 1	: Short Notes - Module 1 (3 out of 5)	:	15 Marks
Question 2	: Essay Type Question- Module 2 (1 out of 2)	:	15 Marks
Question 3	: Essay Type Question - Module 3 (1 out of 2)	:	15 Marks
Question 4	: Essay Type Question - Module 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*. India, Macmillan Publishers, 2000.
- Albert, E. *History of English Literature*, India, Oxford University Press, 2009. Athenian Society. *Drama, Its History*, England, 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 University Press, 2008.
- Bennett, Andrew and Nicholas Royle. *Introduction to Literature Criticism and Theory*. Great Britain: Pearson Education Limited, 2004.
- Brooks, Cleanth and Warren, Robert Penn. *Understanding Fiction*, Printice Hall.
- Cavanagh, Dermot Alan Gillis, Michelle Keown, James Loxley and Randall Stevenson (Ed).
- *The Edinburgh Introduction to Studying Literature*. Edinburgh: Edinburgh University Press, 2010.
- Chakrabarti, Piyas. *Anthem Dictionary of Literary Terms and Theory*. Delhi: Anthem Press, 2006.
- McKeon, Michael. *Theory of the Novel: A Historical Approach*. Baltimore : John Hopkins University Press, 2000.
- Bennett, Andrew and Nicholas Royle. *Introduction to Literature Criticism and Theory*. Great Britain: Pearson Education Limited, 2004.
- Gibson Arthur. *What is Literature*, Peter Lang Pub Inc, 2007.
- Hudson, W.H., 2011, *An Outline History of English Literature*, India, G K Publishers Pvt. Ltd.
- McKeon, Michael. *Theory of the Novel: A Historical Approach*. Baltimore : John Hopkins University Press, 2000.
- Prasad, B. . *Background of the Study of English Literature*, Chennai, Macmillan, 1999.
- Rees, R.J. *English Literature : An Introduction to Foreign Readers*, New Delhi: Macmillan, 1982.
- Turco, Lewis. *The Book of Literary Terms*, UK, University Press of New England, 1999.
- Widdowson, Peter. *The Palgrave Guide to English Literature and its Contexts 1500-2000*, Hampshire: Palgrave, Macmillan, 2004

Webliography :

- https://en.wikipedia.org/wiki/English_literature
- <https://www.scientific-editing.info/blog/history-of-english-literature/>
- https://www.goodreads.com/book/show/4671.The_Great_Gatsby
- <https://www.ssgopalganj.in/online/E-Books/CLASS%20VII/The%20Blue%20Umbrella%20by%20Ruskin%20Bond.pdf>

Course: Social Media and Blog Writing -I (Skill Enhancement Course) (Skill Enhancement Course)

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Arts
ii)	Course Code	: ENSE101
iii)	Course Titles	: Social Media and Blog Writing -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	• Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: 20 marks Total : 30 + 20 =50

Social Media and Blog Writing -I

(Skill Enhancement Course)

Objectives of the Course:

- To introduce students to the fundamentals of social media communication and digital writing.
- To develop skills in writing concise, engaging, and audience-specific content for various social media platforms.
- To train students in blog writing, including idea generation, structuring posts, and maintaining a consistent writing style.
- To enhance students' understanding of digital trends, online behaviour, and ethical issues in social media use.
- To enable students to use digital tools for content creation, editing, and publishing.

Program Outcomes :

- Students gain the ability to communicate effectively across digital media platforms.
- Students become familiar with the functioning, reach, and influence of social media in contemporary society.
- Students develop critical thinking skills to analyse digital content, user engagement, and online trends.
- Students learn to apply writing strategies suited to online readership, such as brevity, clarity, and interactivity.
- Students acquire practical skills in planning, drafting, editing, and publishing online content.
- Students become aware of the ethical, professional, and legal considerations in digital communication.

Specific Program Outcomes :

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

- Students will be able to create platform-specific content for Facebook, Instagram, X (Twitter), LinkedIn, and blogs.
- Students will be able to write effective status updates, captions, stories, micro-blogs, and long-form posts.
- Students will demonstrate the skill of using keywords, hashtags, SEO techniques, and audience analytics in blog writing.
- Students will be able to plan and maintain a personal or professional blog with consistency.
- Students will be equipped to use digital tools such as Canva, WordPress, Blogger, and scheduling apps.
- Students will understand how to build an online identity, engage audiences, and manage feedback.
- Students will learn to apply ethical norms such as avoiding plagiarism, respecting copyright, ensuring accuracy, and maintaining responsible online behaviour.

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

Semester I

Course: Social Media and Blog Writing - I (Skill Enhancement Course)

Semester I	Social Media and Blog Writing -I (Skill Enhancement Course)	2 credits
Module 1	Social Media : - What is Social Media? - Benefits Social Media - Risks and Safety Measures in Social Media Blog Writing : - What is Blogging? - Types of Blogs - Major Blogging Platforms: Word Press, Blogger, Tumblr	15 Hours
Module 2	Communicating via Social Media and Blogging - How to Start a Blog and Methods for Monetizing Blogs - Optimizing Social Media Profiles - Audience Building Strategies Content Creation and Digital Writing - Principles of Digital Content Writing - Writing for Facebook, Instagram, LinkedIn, X (Twitter), and YouTube - Caption Writing & Hashtag Strategy	15 Hours

Evaluation: First Semester End Examination			
Pattern : 30 Marks		Duration : 1 Hours	
Question 1	:	Short Notes – Module 1 & 2 Unit I (2 out 4)	: 10 Marks
Question 2	:	Essay type questions - Module 1 (1 out of 2)	: 10 Marks
Question 3	:	Essay type questions - Module 2 (1 out of 2)	: 10 Marks

Internal Evaluation : 20 Marks

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

Recommended Resources :

- Barker, S., & Barker, C. (2020).** *Social Media Marketing: A Strategic Approach*. Cengage Learning.
- Bailey, T. (2011).** *The Complete Guide to Blogging: Content, SEO & Social Sharing*. BlogWorld Publishing.
- Bull, A. (2018).** *Creative Blogging: Your First Steps to a Successful Blog*. Apress.
- Charlesworth, A. (2015).** *Digital Marketing: A Practical Approach*. Routledge.
- Evans, D., & McKee, J. (2010).** *Social Media Marketing: The Next Generation of Business Engagement*. Wiley.
- Gilmore, B. (2019).** *Content Writing Handbook*. Academic Publishing.
- Godin, S. (2012).** *Permission Marketing*. Simon & Schuster.
- Handley, A., & Chapman, C. (2012).** *Content Rules: How to Create Killer Blogs, Podcasts, Videos, and More*. Wiley.
- Henneke Duistermaat (2016).** *Blog Writing Masterclass*. Enchanting Marketing.
- Jefferson, S., & Tanton, S. (2013).** *Valuable Content Marketing*. Kogan Page.
- Kumar, K. (2016).** *Mass Communication in India*. Jaico Publishing House.
- Lipschultz, J. (2020).** *Social Media Communication: Concepts, Practices, Data, Law and Ethics*. Routledge.
- Miller, M. (2011).** *Blogging for Dummies*. Wiley.
- Patel, N. (2019).** *SEO Starter Guide*. np Digital.
- Pulizzi, J. (2014).** *Epic Content Marketing*. McGraw Hill.
- Scott, D. M. (2017).** *The New Rules of Marketing and PR*. Wiley.
- Strauss, J., & Frost, R. (2013).** *E-Marketing*. Pearson.
- Zarrella, D. (2010).** *The Social Media Marketing Book*. O'Reilly Media.

Course: Writing Skills in English - Paper -I (Vocational Skill Course)

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Arts
ii)	Course Titles	: Writing Skills in English Paper –I (Vocational Skill Course)
iii)	Course Code	: ENVS101
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	:	• Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: = 20 marks Total : 30 + 20 =50

Writing Skills in English Paper – I (Vocational Skill Course)

Objectives of the Course:

- To enhance students' language proficiency in English, focusing on grammar, vocabulary, sentence structure, and overall clarity of expression.
- To foster students' creativity and imagination, encouraging them to explore various forms of creative writing, such as storytelling, poetry, and descriptive prose.
- To equip students with the skills to communicate effectively in writing, enabling them to articulate their ideas, thoughts, and emotions with precision and impact.
- To familiarize students with different writing genres, including essays, narratives, argumentative pieces, and academic papers, enabling them to adapt their writing style to various contexts.

Course Outcomes:

- To develop students' critical thinking skills, enabling them to analyze information, synthesize ideas, and present well-reasoned arguments in their writing.
- To instill in students the importance of self-editing and revision, teaching them to review and refine their work to enhance its quality and coherence.
To expose students to diverse voices and perspectives through literature, helping them appreciate the richness of different cultures and promoting cross-cultural understanding in their writing.

Specific Course Outcomes:

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

- **Demonstrate Improved Language Proficiency:**
Display an enhanced grasp of grammar, vocabulary, and sentence structure to write with clarity and accuracy in English.
- **Produce Creative and Engaging Writing:**
Craft original and captivating pieces of creative writing, including fiction, poetry, and descriptive prose, showcasing their creative expression.
- **Communicate Effectively:**
Articulate ideas, thoughts, and arguments with coherence and persuasiveness in various writing styles and genres.
- **Write Compelling Essays:**
Construct well-structured essays with a clear thesis, logical organization, and supported arguments, demonstrating critical thinking and analysis.
- **Revise and Edit Effectively:**
Apply self-editing and revision techniques to improve the quality and effectiveness of their writing, addressing coherence, clarity, and grammar.
- **Adapt Writing Style for Different Purposes:**
Tailor their writing style to suit different writing purposes and audiences, including academic, professional, and creative contexts.

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

Semester I

Writing Skills in English Paper -I (Vocational Skill Course)

Semester I	Writing Skills in English Paper -I (Vocational Skill Course)	2 credits
Module 1	Importance of Writing Skills : • Effective Communication • Record Keeping and Documentation • Critical Thinking and Organization Elements of Effective Writing : • Clarity & Coherence • Grammar & Vocabulary • Audience Awareness	15 Hours
Module 2	The Writing Process : • Pre-writing (Planning) & Drafting • Revising & Editing • Publishing/Final Draft Editing and Proofreading Skills : • Common Errors in Writing • Proofreading Symbols • Editing Techniques	15 Hours

Evaluation: First Semester End Examination		
Pattern : 30 Marks		Duration : 1 Hours
Question 1	: Short Notes – Module 1 & 2 (2 out 4)	: 10 Marks
Question 2	: Essay type questions - Module 1 (1 out of 2)	: 10 Marks
Question 3	: Essay type questions - Module 2 (1 out of 2)	: 10 Marks

Internal Evaluation : 20 Marks

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

Recommended Resources :

- “Professional Writing Skills in English” published by Fillip Learning – Education

(ILS), Bangalore – 2022.

- “Functional English” (As per AICTE 2018 Model Curriculum) (ISBN-978-93-5350-047-4) Cengage learning India Pvt Limited
- Functional English (As per AICTE 2018 Model Curriculum) Cengage learning India Pvt Limited
- 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.
- Norton, P., "Introduction to Computers", Tata McGraw Hill, New Delhi, 2005.
- <http://www.gutenberg.org/files/3090/3090-h/3090-h.htm>
- Read, H., "English Prose Style", Pantheon, New York, 1981.
- Walker, H., "English Essays and Essayists", J.M. Dent and Sons Ltd., London, 1928.
- Williams, W.E., "A Book of English Essays", Penguin Books, Harmondsworth, 1948.

Webliography :

- <https://www.englishclub.com/writing/>
- <https://www.cambridgeenglish.org/learning-english/free-resources/write-and-improve/>
- <https://learnenglish.britishcouncil.org/skills/writing>
- <https://www.smashingmagazine.com/2009/06/50-free-resources-that-will-improve-your-writing-skills/>
- <https://www.wordstream.com/blog/ws/2014/08/07/improve-writing-skills>
- <https://www.readandspell.com/how-to-improve-writing-skills-in-English>
- <https://www.youtube.com/embed/-kbE7oyUWU>
- <https://www.youtube.com/embed/Cb7lbraalm4>

Course: Communication skills in English- Paper- I (Ability Enhancement Course)

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Arts & Science
ii)	Course Title	: Communication skills in English Paper- I (AEC)
iii)	Course Code	: ENAE101
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	• Written Exam: 2 Questions of 15+15 Marks : 30 Marks • Internal Assessment: = 20 marks Total : 30 + 20 =50

Communication Skills in English - Paper I (Ability Enhancement Course)

Objectives:

- To enhance English language proficiency of students by familiarizing them with the skills of Listening, Speaking, Reading and Writing (LSRW)
- To introduce learners to different perspectives of looking at a text or passage
- To equip learners in the functional aspects of English so that they use the acquired language skills correctly and confidently
- To guide learners in the effective use of the digital medium of communication.

Outcomes:

- The learners will learn to understand and interpret any text they are reading from different perspectives
- The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- The learners will develop good oral and written skills of communication in the English language.

Specific Course Outcomes:

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

- Develop Proficient English Language Skills.
- Enhance Speaking Skills.
- Improve Listening Skills.
- Refine Writing Skills.
- Develop Reading Skills.
- Cultivate Effective Presentation Skills.

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

Semester I

Communication skills in English - Paper I (AEC)

Semester I	Communication skills in English - Paper I	2 credits
Module 1	Introduction to Communication Skills in English : - English as an international language - Significance of effective communication in English - Listening for academic and professional development - Formal and informal communication in spoken English - Study Skills in English	15 Hours
Module 2	Comprehension of an unseen passage under reading comprehension : This should imply not only (a) an understanding of the passage in question but also (b) a grasp of general language skills and issues with reference to words and usage within the passage and (c) the power of short independent composition based on themes and issues raised in the passage. - Passages are to be taken from Literary / Scientific / Technical writing as well as from the fields of Journalism / Management / Commerce. - One passage is to be given. The length of the passage should be about 250 to 300 words. - Questions framed should include those which require recognition as well as analysis, interpretation and evaluation. Formal Writing Skills : Letters: - Application letter with Resume - Letter of Acceptance - Letter of Resignation	15 Hours

Evaluation: First Semester End Examination		
Pattern : 30 Marks		Duration : 1 Hours
Q. No.	Question Details	Marks
1	Short Notes - Module 1 (2 out of 4)	15
2	A. Comprehension of an unseen passage (200-250 words) - Module 2	08
	B. Letter Writing - Module 2 (1 out of 2)	07

Internal Evaluation : 20 Marks

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

Recommended Resources:

- Bellare, Nirmala. Reading & Study Strategies. Books. 1 and 2. Oxford University Press, 1997, 1998
- Bellare, Nirmala. Easy Steps to Summary Writing and Note-Making. AmazonKindle Edition, 2020
- Comfort, Jeremy, et al. Speaking Effectively: Developing Speaking Skills for Business English. Cambridge University Press, 1994.
- Das, Bikram K., et. al. An Introduction to Professional English and Soft Skills. Cambridge University Press India Pvt. Ltd., 2010
- Das, Yadjnaseni & R. Saha (eds.) English for Careers. Pearson Education India, 2012.
- Devlin, Joseph. How to Speak And Write Correctly. New York, The Christian Herald, 1910
- Dimond-Bayir, Stephanie. Unlock Level 2 Listening and Speaking Skills Student's Book and Online Workbook: Listening and Speaking Skills Student's Book+ Online Workbook. Cambridge University Press, 2014.
- Kumar, Sanjay and Pushp Lata. Communication Skills. Second Edition. New Delhi, 2011. Oxford University Press, 2015
- Lewis, N. How to Read Better & Faster. New Delhi, Goyal Publishers & Distributors Pvt. Ltd, 2006.
- Sasikumar, V., et al. A Course in Listening & Speaking I. 2005. Cambridge University Press India Pvt. Ltd. (under the Foundation Books Imprint), 2010
- Savage, Alice, et al Effective Academic Writing. Oxford: OUP, 2005
- Sethi, J. Standard English and Indian usage: Vocabulary and grammar. PHILearning Pvt. Ltd., 2011.

Webliography:

- https://www.iteducationcentre.com/spoken-english-classes-in-pune.php?gclid=Cj0KCQjw2eilBhCCARIsAG0Pf8unzDhfJkx6jT2W06LT1amJWWMZVli4KhaahiaFmF1SeqFe3H9SgTQaAnxzEALw_wcB
- <https://www.topuniversities.com/student-info/studying-abroad/7-ways-quickly-improve-your-english-language-skills>
- <https://www.wikihow.com/Improve-English-Communication-Skills>
- <https://www.thelanguagegallery.com/blog/how-to-develop-good-english-communication-skills>

Indian Knowledge System– Paper - I (IKS)

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Arts
ii)	Course Title	: Indian Knowledge System- Paper I (Indian Knowledge System)
iii)	Course Code	: ENIK101
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	: • Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: = 20 marks Total : 30 + 20 =50

Indian Knowledge System- paper - I (IKS)

Objectives of the Course:

- To introduce students to the diverse world of folk literature and its importance in shaping cultural identities and transmitting knowledge across generations.
- To foster critical thinking and analytical skills through the examination of various folk narratives and their interpretations.
- To explore the universal themes and motifs present in folk literature and recognize their relevance in modern storytelling.
- To encourage students to reflect on the role of folklore in contemporary society and its preservation in the face of globalization and technological advancements.

Course Outcomes:

- To introduce students to the vast and varied landscape of Indian folk literature and its cultural significance.
- To explore the relationship between Indian folk literature, regional identities, and socio-cultural practices.

Specific Course Outcomes:

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

- Recognize the Diversity of Indian Folk Literature.
- Understand the Cultural and Historical Significance.
- Appreciate the Art of Oral Tradition.
- Engage with Indigenous Folklore.
- Compare Indian Folk Literature with Global Folklore.
- Develop Analytical and Critical Thinking Skills.
- Cultivate an Appreciation for Cultural Heritage.

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

Semester I

Indian Knowledge System - Paper – I (Indian Knowledge System)

Semester I	Indian Knowledge System :- Paper – I (Indian Knowledge System)	2 credits
Module 1	• Introduction to IKS (What is knowledge System, Characteristic Features of Indian Knowledge System) • Scope of IKS (The Universality of IKS (from Micro to Macro), development form Earliest times to 18th Century CE) • Tradition of IKS (Ancient Indian Education System: Home, Gurukul, Pathashala, Universities and ancient educational centres) • Relevant sites in the vicinity of the Institute (Water Management System at Kanheri, Temple Management of Ambarnath, etc.)	15 Hours
Module 2	• Medicine (Ayurveda) • Alchemy • Mathematics • Logic	15 Hours

Evaluation: First Semester End Examination		
Pattern : 30 Marks		Duration : 1 Hours
Q.No.	Question Details	Marks
1	Short Notes - Module 1 & 2 (2 out of 4)	10
2	Essay type question - Module 1 (1 out of 2)	10
3	Essay type question - Module 1 (1 out of 2)	10

Internal Evaluation		
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources :

- Abrams, M.H. A Glossary of Literary Terms. Singapore: Thompson Asia Pvt., Ltd.,
- Das, Manoj Das. Myths, Legend, Concepts and Literary Antiquities of India. New Delhi: Sahitya Akademi, 2009
- Islam, Mazharul. Folklore: The Pulse of the People. New Delhi: Concept Publishing Company, 1985.
- Parasuraman, Sunita. The Panchatantra: Wisdom for Today from the Timeless Classic. New Delhi: Jaico Publishing House, 2011.
- Śarma, Vishnu. Panćatantra. Trans. Chandra Rajan. Gurgaon: Penguin Random House India, 1993.
- Somadeva. Tales from the Kathāsaritasāgara. Trans. Arshia Sattar. Gurgaon: Penguin Random House India, 1994.
- Das, Manoj Das. Myths, Legend, Concepts and Literary Antiquities of India. New Delhi: Sahitya Akademi, 2009.
- Parasuraman, Sunita. The Panchatantra: Wisdom for Today from the Timeless Classic. New Delhi: Jaico Publishing House, 2011.
- Sahu, Nandini. Folklore and the Alternative Modernities. New Delhi: Authorspress, 2012.
- Das, Soumitra. "Panchatantra for today." Hindustan Times: Miscellany, Jan 6. 1991.
- Sahu, Nandini. Folklore and the Alternative Modernities. New Delhi: Authorspress, 2012.
- Dodiya, Jaydipsinh K. Ed. Critical Essays on Indian Writing in English. New Delhi: Sarup & Sons, 2006.

Webliography :

- <https://egyankosh.ac.in/handle/123456789/48227>
- https://en.wikipedia.org/wiki/Folklore_of_India
- <https://indiaculture.gov.in/literature-folklore>
- <https://theculturetrip.com/asia/india/articles/7-fascinating-indian-folk-tales/>
- <https://fairytalez.com/region/indian/>
- <https://standrewscollege.ac.in/wp-content/uploads/2019/11/Folk-literature-present-past-and-future-ARJ-2014-Vol-3.pdf>
- https://www.academia.edu/43822150/Folk_Literature_and_the_Rise_of_Vernaculars_in_India_Inferences_and_Analysis
- <https://www.exoticindiaart.com/book/details/indian-folk-tales-ide478/>
- <https://www.abebooks.com/Indian-Folk-Literature-Origin-Growth-Modern/30572020427/bd>
- <https://www.culturalindia.net/indian-folktales/>
- <https://catalogue.nla.gov.au/Record/809367>

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

Certificate Course in Arts

B.A. (English)

Syllabus for

Semester- II

As per NEP 2020

UNIVERSITY OF MUMBAI



(As per NEP 2020)

Sr. No.	Heading	Particulars
1	Title of the Program	Certificate Course in Arts
2	Eligibility for Admission	HSC
3	Duration of Program	4 Years
4	Intake Capacity	120
	Scheme of Examination	Theory Internal
5	Standard of Passing	40 %
6	Program Academic Level	4.5
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic Year	2026 -2027

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

SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA,SAWANTWADI(Autonomous) Credit Structure for 4 Years Honours/ Honours with Research Degree Program with ME-ME B.A For Faculty of ARTS (M1 M2 M3)											
Academic Level	Semester	Major (M1)	Major (M2)	Major (M3)	Minor	OE other Faculty	VSC, SEC (Related to core)	AEC, IKS, VEC	OJT, FP, CEP, CC, RP	Cum Cr/semester	Degree/ Cum Cr
4.5	I	4	4	4	--	----	VSC(2) SEC(2)	AEC(2), VEC(2), IKS(2)	----	22	UG Certificate 44
	II	4	4	4	--	OE-1 (2)	VSC(2) SEC(2)	AEC(2)	CC(2)	22	
Exit Option Award of UG Certificate in Major with 44 Credits and additional 4 credits core NSQF Course/ Internship or continue with Major and Minor											
5.0	III	4	4	----	----	OE-2 & 3 (4)	VSC(2) SEC(2)	AEC(2) VEC(2)	CC (2)	22	UG Diploma 88
	IV	4	4	----	---	OE-4 & 5 (4)	VSC(2) SEC(2)	AEC(2)	CC(2),FP (2)	22	
Exit Option Award of UG Diploma in Major with 88 Credits and additional 4 credits core NSQF Course/ Internship or continue with Major and Minor											
5.5	V	Mandatory 4 + 4 + 4 + 4 Elective 4	---	---	02	---	---	---		22	UG Degree 132
	VI	Mandatory 4 + 4 + 4 + 4 Elective 4	---	---	--	---	---	---	OJT/RP-2 (2)	22	
Exit option: Award of UG Degree in Major and Minor with 132 Credits of continue with Major and Minor											
6.0	VII	Mandatory 4+ 4 + 4 +2 Elective 4	RM (4)	---	---	---	---	---	---	22	UG Honours Degree 176
	VIII	Mandatory 4 + 4 + 4 +2 Elective 4	---	---	----	---	---	---	OJT/RP(4)	22	
Four Year UG Honours with Honours Degree in Major and Minor with 176 credits											
6.0	VII	Mandatory 4+ 4 + 4 +2 Elective 4	RM (4)	---	---	---	---	---	---	22	UG Honours with Research Degree 176
	VIII	Mandatory 4 + 4 + 4 +2 Elective 4	---	---		---	---	---	OJT/RP(4)	22	

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 2026-27)

Program: Certificate Course in Arts

Class : BA

Level : 4.5

Semester : II

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	MJA102ENT	Introduction to English Prose and Fiction Paper -I	Major	60	15	04+00+00	60	40	100	4
2	ENSE102	English at Workplace Paper –II	SEC	30	10	02+00+ 00	30	20	50	2
3	ENVS102	Writing Skills in English Paper -II	VSC	30	10	02+00+ 00	30	20	50	2
4	ENAE102	Communication skills in English Paper –II	AEC	30	10	02+00+ 00	30	20	50	2
5	ENOE102	Functional English Paper I	OE	30	10	02+00+ 00	30	20	50	2
		Sub - Total		180	55	12 +00+00	180	120	300	12

Notes:

One Hour of Lecture is equal to 1 Credit

One Hour of Tutorial is equal to 1 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 Narayan 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

Dr. Mrs. Pragati G. Naik
Department of English

Faculty of Arts

Course: Introduction to English Prose and Fiction Paper – I (Major Course)
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1. Syllabus as per NEP 2020:

i)	Name of the Programme	:	Certificate Course in Arts
ii)	Course Titles	:	Introduction to English Prose and Fiction (Major Course)
iii)	Course Code	:	MJA102ENT
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	:	• Written Exam: 4 Questions 15 Marks each : 60 Marks • Internal Assessment: 40 marks Total : 60 + 40=100	

Syllabus for Introduction to English Prose and Fiction Paper – I (Major Course)

Objectives of the Course:

- To create interest and develop passion amongst learners towards English Literature.
- To familiarize learners with salient characteristics of literary genres like short story, prose, fiction and non-fiction.
- To introduce learners to various elements of selected short stories written in English and translated into English.
- To acquaint learners with different forms of prose and its importance through close reading of selected works.
- To understand that literature is an expression of human values and universal truths.

Course Outcomes:

- To develop passion for reading literary works amongst students.
- To make learners at ease in the process of appreciation of literature.
- To enable learners to understand and analyze selected stories, prose, fiction and non-fiction masterpieces.
- To imbibe the underlying philosophy and values reflected in literature.
- To develop sensitivity to nature and understand the relationship between human beings and environment.

Specific Course Outcomes:

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

- Identify and analyze different genres of prose.
- Analyze literary elements.
- Interpret and evaluate texts critically.
- Understand the historical and cultural significance.
- Engage in effective literary discussions.
- Develop critical reading and analytical skills.

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

Semester II

Introduction to English Prose and Fiction - Paper I

Semester II	Introduction to English Prose and Fiction - Paper I	4 credits
Module 1	Terms and Concepts: Elements of the Short Story, Elements of the Novel, Types of Short Story, Types of Novel, Types of Essays	15 Hours
Module 2	Short Stories : Jamaica Kincaid : "Girl" Oscar Wilde : "The Happy Prince" D.H. Lawrence : "The Rocking-Horse Winner"	15 Hours
Module 3	Essays : William Hazlitt : "On the Pleasure of Hating" E.B. White : "Once More to the Lake" Bertrand Russell : "A Free Man's Worship"	15 Hours
Module 4	Novel : R.K. Narayan: <i>Man-Eater of Malgudi</i>	15 Hours

Evaluation: Second Semester End Examination Pattern

Marks: 60 **Duration :2 Hours**

Question 1	:	Short Notes - Module 1 (2 out of 4)	:	15 Marks
Question 2	:	Essay Type Question - Module 2 (1 out of 2)	:	15 Marks
Question 3	:	Essay Type Question - Module 3 (1 out of 2)	:	15 Marks
Question 4	:	Essay Type Question - Module 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*. India, Macmillan Publishers, 2000.
- Albert, E. *History of English Literature*, India, Oxford University Press, 2009. Athenian Society. *Drama, Its History*, England, 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 University Press, 2008. Bennett, Andrew and Nicholas Royle. *Introduction to Literature Criticism and Theory*. Great Britain: Pearson Education Limited, 2004.
- Brooks, Cleanth and Warren, Robert Penn. *Understanding Fiction*, Printice Hall.
- Cavanagh, Dermot Alan Gillis, Michelle Keown, James Loxley and Randall Stevenson (Ed).
- Fowler, Roger. (Ed.). *A Dictionary of Modern Critical Terms*. (Rev.Ed.) London: Routledge & Kegan Paul, 1987.
- Gibson Arthur. *What is Literature*, Peter Lang Pub Inc, 2007.
- Gibson Arthur. *What is Literature*, Peter Lang Pub Inc, 2007.
- Hudson, W.H., 2011, *An Outline History of English Literature*, India, G K Publishers Pvt. Ltd. McKeon, Michael. *Theory of the Novel: A Historical Approach*. Baltimore : John Hopkins University Press, 2000.
- Prasad, B. . *Background of the Study of English Literature*, Chennai, Macmillan, 1999.
- Rees, R.J. *English Literature : An Introduction to Foreign Readers*, New Delhi: Macmillan, 1982. Turco, Lewis. *The Book of Literary Terms*, UK, University Press of New England, 1999.
- Widdowson, Peter. *The Palgrave Guide to English Literature and its Contexts 1500-2000*, Hampshire: Palgrave, Macmillan, 2004

Webliography :

- https://en.wikipedia.org/wiki/English_literature
- <https://www.scientific-editing.info/blog/history-of-english-literature/>
- https://www.goodreads.com/book/show/4671.The_Great_Gatsby
- <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>

Course: English at Workplace - Paper-II (Semester II) (Skill Enhancement Course)

1. Syllabus as per NEP 2020:

i)	Name of the Programme	:	Certificate Course in Arts
ii)	Course Code	:	ENSE102
iii)	Course Titles	:	English at Workplace - Paper - II (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	:	• Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: 20 marks Total : 30 + 20 =50

English at Workplace - Paper - II (Skill Enhancement Course)

Objectives of the Course:

- To equip students with basic skills in English.
- To develop self - expression skills.
- To develop speaking skill.
- To improve Listening Comprehension.
- To acquire Social and Cultural Awareness

Program Outcomes :

- Have improved their listening and reading skills in English.
- Be able to communicate in written and oral English.
- Increase their use of English in formal and informal situations.

Specific Program Outcomes :

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

- Improve Pronunciation and Intonation.
- Enhance Speaking Fluency.
- Expand Vocabulary.
- Master Everyday Conversations.
- Participate in Group Discussions.
- Deliver Effective Presentations.
- Improve Listening Comprehension.
- Develop Negotiation and Persuasion Skills..

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

Course: English at Workplace - Paper – II (Skill Enhancement Course)

Semester II	English at Workplace – II (Skill Enhancement Course)	2 credits
Module 1	Spoken Communication & Conversation Skills : - Formal and informal conversations - Workplace conversations (boss, colleagues, clients) - Politeness strategies Tactful and Diplomatic Communication : - Using unbiased and inclusive language - Art of saying “No” politely - Communicating business ethics	15 Hours
Module 2	Presentation & Interaction Skills : - Presentation techniques (PPT, structure, delivery) - Group discussion skills - Body language and confidence Leadership & Workplace Communication - Leadership communication styles - Team communication and collaboration - Decision-making & Crisis communication	15 Hours

Evaluation: Second Semester End Examination			
Pattern : 30 Marks		Duration : 1 Hours	
Question 1	: Short Notes - Module 1 & 2 (2 out of 4)	:	10 Marks
Question 2	: Essay type questions - Module 1 (1 out of 2)	:	10 Marks
Question 3	: Essay type questions - Module 2 (1 out of 2)	:	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 Common European Framework of Reference for Languages: Learning, Teaching”, Council of Europe (2001)
- Advani, S. (2009) — Schooling the National Imagination: Education, English and the Indian Modern. || Delhi: Oxford University Press..
- Corder, S. P. (1981). Error analysis and interlanguage. Oxford: Oxford University Press.
- Deita, H. C. H (2002) A Comparison of Language Teaching Methods [online]
- Parel, M. (2008). || English Language Teaching, (Methods, Tools and Techniques)
- Prasad, G.J.V. (2011) — Writing India, Writing English: Literature, Language”, Location. Delhi: Routledge India.
- University Grammar of English by Randolph Quirk
- Better English Pronunciation by J. D. O'Connor
- Learn English: Your Guide to Everyday Conversation by Yogesh Vermani and Ashish Verma
- Word Power Made Easy by Norman Lewis
- Business Communication by Prakash Herekar

Webliography :

- <https://www.javatpoint.com/spoken-english>
- <https://basicenglishspeaking.com/>
- <https://basicenglishspeaking.com/daily-english-conversation-topics/>
- <https://www.fluentu.com/blog/english/english-conversation-for-beginners/>
- <https://helenadailyenglish.com/basic-english-conversation-100-daily-topics-2.html>
- <https://helenadailyenglish.com/english-conversations-in-real-life-with-common-phrases-meaning-example>
- <https://www.talkenglish.com/speaking/listregular.aspx>
- http://www.ghrws.in/Entire%20Research/E.%20R.%202018/ENTIRE%20RESEARCH%20JANUARY_2018%20Part-I_WEB.pdf. [online]
- <https://cdn.tc-library.org/Rhizr/Files/afeff778-05a2-11e6-a4d1-22000b04a6df/32d63b78-4e10-4771-94c6-86d7082cc141.pdf>. [online]

Course: Writing Skills in English Paper -II (Vocational Skill Course)
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1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Arts
ii)	Course Titles	: Writing Skills in English Paper –II (Vocational Skill Course)
iii)	Course Code	: ENVS102
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	:	• Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: = 20 marks Total : 30 + 20 =50

Writing Skills in English - Paper –II (Vocational Skill Course)

Objectives of the Course:

- To enhance students' language proficiency in English, focusing on grammar, vocabulary, sentence structure, and overall clarity of expression.
- To foster students' creativity and imagination, encouraging them to explore various forms of creative writing, such as storytelling, poetry, and descriptive prose.
- To equip students with the skills to communicate effectively in writing, enabling them to articulate their ideas, thoughts, and emotions with precision and impact.
- To familiarize students with different writing genres, including essays, narratives, argumentative pieces, and academic papers, enabling them to adapt their writing style to various contexts.

Course Outcomes:

- To develop students' critical thinking skills, enabling them to analyze information, synthesize ideas, and present well-reasoned arguments in their writing.
 - To instill in students the importance of self-editing and revision, teaching them to review and refine their work to enhance its quality and coherence.
- To expose students to diverse voices and perspectives through literature, helping them appreciate the richness of different cultures and promoting cross-cultural understanding in their writing.

Specific Course Outcomes:

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

- **Demonstrate Improved Language Proficiency:**
Display an enhanced grasp of grammar, vocabulary, and sentence structure to write with clarity and accuracy in English.
- **Produce Creative and Engaging Writing:**
Craft original and captivating pieces of creative writing, including fiction, poetry, and descriptive prose, showcasing their creative expression.
- **Communicate Effectively:**
Articulate ideas, thoughts, and arguments with coherence and persuasiveness in various writing styles and genres.
- **Write Compelling Essays:**
Construct well-structured essays with a clear thesis, logical organization, and supported arguments, demonstrating critical thinking and analysis.
- **Revise and Edit Effectively:**
Apply self-editing and revision techniques to improve the quality and effectiveness of their writing, addressing coherence, clarity, and grammar.
- **Adapt Writing Style for Different Purposes:**
Tailor their writing style to suit different writing purposes and audiences, including academic, professional, and creative contexts.

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

Semester II

Writing Skills in English Paper -II (Vocational Skill Course)

Semester II	Writing Skills in English Paper -II (Vocational Skill Course)	2 credits
Module 1	Basics of Effective Writing : - What is good writing? Clarity, conciseness, correctness, coherence - Sentence structure: avoiding fragments, run-ons, and comma splices - Common grammatical errors in student writing Paragraph Writing : - Structure of a paragraph: topic sentence, supporting details, concluding sentence - Cohesion and coherence: using transitional words and phrases - Types of paragraphs: descriptive, narrative, expository, persuasive	15 Hours
Module 2	Creative and Analytical Writing : - Difference between creative and academic writing - Writing a short narrative (personal story, anecdote) - Writing a book or film review (structure: summary, analysis, opinion) Academic Writing Skills - Writing academic paragraphs - Avoiding plagiarism - Writing assignments and project reports	15 Hours

Evaluation: Second Semester End Examination		
Pattern : 30 Marks		Duration : 1 Hours
Question 1	: Short Notes - Module 1 & 2 (2 out of 4)	10 Marks
Question 2	: Paragraph Writing - Module 1 (1 out of 2)	10 Marks
Question 3	: Story / Book or Film review Writing - Module 2 (1 out of 2)	10 Marks

Internal Evaluation : 20 Marks

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

Recommended Resources :

- “Professional Writing Skills in English” published by Fillip Learning – Education (ILS), Bangalore – 2022.
- “Functional English” (As per AICTE 2018 Model Curriculum) (ISBN-978-93-5350-047-4) Cengage learning India Pvt Limited
- Functional English (As per AICTE 2018 Model Curriculum) Cengage learning India Pvt Limited
- 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.
- Bernan, J., "A Companion to Virginia Woolf", John Wiley and Sons, 2016.
- Dorner, J. "Writing for the Internet", Oxford University Press, New York, 2002.
- Majumdar, P.K., "Commentary on the Consumer Protection Act", Prentice Hall, New Delhi, 1992.
- Norton, P., "Introduction to Computers", Tata McGraw Hill, New Delhi, 2005.
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- Walker, H., "English Essays and Essayists", J.M. Dent and Sons Ltd., London, 1928.
- Williams, W.E., "A Book of English Essays", Penguin Books, Harmondsworth, 1948.

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- <https://www.englishclub.com/writing/>
- <https://www.cambridgeenglish.org/learning-english/free-resources/write-and-improve/>
- <https://learnenglish.britishcouncil.org/skills/writing>
- <https://www.smashingmagazine.com/2009/06/50-free-resources-that-will-improve-your-writing-skills/>
- <https://www.wordstream.com/blog/ws/2014/08/07/improve-writing-skills>

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

1. Syllabus as per NEP 2020:

i)	Name of the Programme	:	Certificate Course in Arts & Science
ii)	Course Title	:	Communication skills in English Paper- II (AEC)
iii)	Course Code	:	ENAE102
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	:	Written Exam: 2 Questions of 15+15 Marks : 30 Marks Internal Assessment: = 20 marks Total : 30 + 20 =50

Communication Skills in English Paper II (Ability Enhancement Course)

Objectives:

- To enhance English language proficiency of students by familiarizing them with the skills of Listening, Speaking, Reading and Writing (LSRW)
- To introduce learners to different perspectives of looking at a text or passage
- To equip learners in the functional aspects of English so that they use the acquired language skills correctly and confidently
- To guide learners in the effective use of the digital medium of communication.

Outcomes:

- The learners will learn to understand and interpret any text they are reading from different perspectives
- The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- The learners will develop good oral and written skills of communication in the English language.

Specific Course Outcomes:

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

- Develop Proficient English Language Skills.
- Enhance Speaking Skills.
- Improve Listening Skills.
- Refine Writing Skills.
- Develop Reading Skills.
- Cultivate Effective Presentation Skills.

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

Semester II

Communication skills in English Paper II - (AEC)

Semester II	Paper – II	Communication skills in English Paper II (AEC)	2 credits
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Semester II	Communication skills in English Paper II - (AEC)	2 credits
Module 1	English Usage in Communication : • Distinction between American English and British English • Indianism and Indian English • Elevator Pitch • Use of ICT in English • Interviews	15 Hours
Module 2	Summarization : The following skills to be acquired: • Discern the main/central idea of the passage • Identify the supporting ideas • Eliminate irrelevant or extraneous information • Integrate the relevant ideas in a precise and coherent manner Report Writing : • Feasibility Report • Activity Report	15 Hours

Evaluation: Second Semester End Examination		
Pattern : 30 Marks		Duration : 1 Hours
Q. No.	Question Details	Marks
1	Short Notes - Module 1 (2 out of 4)	15
2	A. Summarization - Module 2	08
	B. Report Writing - Module 2 (1 out of 2)	07

Internal Evaluation : 20 Marks

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

Recommended Resources:

- Bellare, Nirmala. Reading & Study Strategies. Books. 1 and 2. Oxford University Press, 1997, 1998
- Bellare, Nirmala. Easy Steps to Summary Writing and Note-Making. AmazonKindle Edition, 2020
- Comfort, Jeremy, et al. Speaking Effectively: Developing Speaking Skills for Business English. Cambridge University Press, 1994.
- Das, Bikram K., et. al. An Introduction to Professional English and Soft Skills. Cambridge University Press India Pvt. Ltd., 2010
- Das, Yadjnaseni & R. Saha (eds.) English for Careers. Pearson Education India, 2012.
- Murphy, Raymond, et al. Grammar in use: Intermediate. Cambridge University Press, 2000
- Richards, Jack C., and Chuck Sandy. Passages Level 2 Student's Book. Cambridge University Press, 2014.
- Taylor, Grant. English Conversation Practice. 1967. Tata McGraw-Hill, 2013
- Turton, Nigel D. A B C of Common Grammatical Errors. 1995. Macmillan India Ltd., 1996
- Vas, Gratian. English Grammar for Everyone. Mumbai, Shree Book Centre, 2015
- Watson, T. Reading Comprehension Skills and Strategies: Level 6. Saddleback Educational Publishing, 2002
- Wright. Andrew, et al. Games for Language Learning: Cambridge Handbooks for Language Teachers (Third Edition). 2006. Cambridge (UK), Cambridge University Press, 2010

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- <https://www.topuniversities.com/student-info/studying-abroad/7-ways-quickly-improve-your-english-language-skills>
- <https://www.wikihow.com/Improve-English-Communication-Skills>
- <https://www.thelanguagegallery.com/blog/how-to-develop-good-english-communication-skills>

Course: Functional English – Paper – I (Open Elective)
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1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Commerce & Science
ii)	Course Code	: ENOE-102
iii)	Course Titles	: Functional English - Paper I (Open Elective)
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	• Written Exam: 3 Questions 10 +10+10 : 30 Marks • Internal Assessment: 20 marks Total : 30 + 20 =50

Functional English - Paper I

(Open Elective)

Objectives of the Course:

- To enhance students' language proficiency in English, focusing on grammar, vocabulary, pronunciation, and overall language accuracy.
- To develop students' communication skills, enabling them to express ideas, thoughts, and emotions clearly and confidently in both spoken and written forms.
- To equip students with functional language skills that are applicable to real-life situations, such as workplace communication, social interactions, and everyday conversations.
- To improve students' listening and speaking abilities, enabling them to comprehend spoken English, engage in discussions, and deliver presentations effectively.

Course Outcomes:

- **Engage in Basic Conversations:** Students will be able to participate in simple conversations on familiar topics, such as personal interests, daily routines, and hobbies.
- **Read and Understand Everyday Texts:** Students will be able to read and comprehend texts commonly encountered in daily life, including signs, advertisements, and short articles.
- **Write Informal Messages:** Students will be able to write informal messages, such as emails, texts, and notes, with appropriate language and tone.
- **Listen and Understand Spoken English:** Students will develop the ability to understand spoken English in various contexts, such as dialogues, announcements, and short presentations.
- **Use Functional Vocabulary:** Students will learn and use functional vocabulary related to common topics, such as family, food, shopping, and travel.

Specific Course Outcomes:

At the end of this course students will have:

- Ability to analyze the usage of English words in different contexts and acquire considerable flair in using broad range of vocabulary.
- Ability to upgrade comprehension of technical and academic articles and recognize writings as a process rather than a product.
- Ability to identify common errors in various parts of English and give effective expression in oral and written communication.
- Ability to analyze various grammatical units of English and design a language component critically and coherently to meet desired needs within the realistic constraints.

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

Semester II

Functional English - Paper -I (Open Elective)

Semester II	Functh - Paper I	2 credits
Module 1	Grammar: Foundational Concepts • Definition and scope of grammar • Prescriptive vs. Descriptive grammar • Functional grammar (Halliday – grammar for real communication) Language Varieties – Social & Regional • Social dialects (sociolect, ethnolect, genderlect) • Regional dialects and their influence on English in India • Pidgin, Creole, and Lingua Franca	10 Hours
Module 2	Language Registers and Styles • Formal vs. informal registers • Colloquial, slang, and taboo language • Code-switching and code-mixing in daily communication Language in Media and Digital Communication • Language of newspapers, advertising, television and cinema • Features of social media communication • Texting, emojis, hashtags, memes and internet slang	10 Hours

Evaluation: Second Semester End Examination		
Pattern : 30 Marks		Duration : 1 Hours
Question 1	: Short Notes – Module 1 & 2 (2 out of 4)	: 10 Marks
Question 2	: Essay type questions - Module 1 (1 out of 2):	10 Marks
Question 3	: Essay type questions - Module 2 (1 out of 2) :	10 Marks

Internal Evaluation		
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources :

- Functional English Grammar: An Introduction for Second Language Teachers by Graham Lock. Cambridge University Press, 1996
- Professional Communication and Remedial English by Sadhna Gupta, University Science Press.
- A Communicative Grammar of English by Geoffrey Leech and Jan Svartvik.
- The Structure of Modern English: A Linguistic Introduction, Volume I, by Laurel J.

Brinton

- Course in English Phonetics by Tej R Kansakar. Orient Longman.2001.
- Functional English for Communication by Ujjwala Kakarla, Tanu Gupta. Leena Pundir. Sage Publications. 2019.
- Exercises in functional English by Lillian Barclay
- English Phonology: An Introduction by Heinz J. Giegerich
- An Introduction to English Phonology by April McMahon Edinburgh University Press
- Basics of Phonetics and English Phonology by Frank Loren Clark, John; & Yallop, Colin. (1995).
- An Introduction to Phonetics and Phonology (2nd ed.). Oxford: Blackwell.
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- A Course in Phonetics by Peter Ladefoged, Keith Johnson
- Kumar, K. J. (2012) Mass Communication in India, 4th Ed., Jaico Publishing House, Mumbai.
- Ravindran, R. K. (2000) Media in Development Arena, Indian Publishers, Delhi.
- 2003.
- Bygate, Martin. Speaking. New York: OUP, 2003.
- Stuart W. Hyde: Television and Radio announcing,
- C. S. Rayudu: Communication.
- Larry L Barker: Communication.
- Francois Grellar Developing Reading Skills. Cambridge University Press.
- Krihan Menon: Developing Communication Skills.

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- <https://www.netlanguages.com/blog/index.php/2017/08/28/what-is-functional-language/#:~:text=Functional%20language%20is%20language%20that,different%20exponents%2C%20or%20fixed%20expressions.>
- <https://leverageedu.com/blog/functional-english/>
- <https://eslspeaking.org/functional-english/>
- <http://punerresearch.com/media/data/issues/56cef2aee8a03.pdf>
- <https://www.cambridge.org/bz/cambridgeenglish/teacher-development/functional-english-grammar>
- <https://studywoo.com/career-in-functional-english/>
- <https://www.udemy.com/course/english-functional-grammar/>