

As per NEP 2020



UNIVERSITY OF MUMBAI

**SRDSP Mandal's
SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA
(Autonomous) SAWANTWADI
DIST: SINDHUDURG- 416 510, MAHARASHTRA**



**Syllabus for Approval Degree Course in Arts as
Semester – III**

Reference: GR dated 16th March 2024 for Credit structure

(As per NEP 2020)

Sr. No.	Heading	Particulars	
1	Title of program O: _____A	A	U.G. Certificate in ENGLISH
	O: _____B	B	U.G. Diploma in ENGLISH
	O: _____C	C	B.A. (ENGLISH)
	O: _____D	D	B.A. (Hons.) in ENGLISH
	O: _____E	E	B.A. (Hons. with Research) in ENGLISH
2	Eligibility O: _____A	A	12th QUALIFY OR Passed Equivalent Academic Level 4.0
	O: _____B	B	Under Graduate Certificate in English OR Passed Equivalent Academic Level 4.5
	O: _____C	C	Under Graduate Diploma in English OR Passed Equivalent Academic Level 5.0
	O: _____D	D	B.A. (English) with minimum CGPA of 7.5 OR Passed Equivalent Academic Level 5.5
	O: _____E	E	B.A. (English) with minimum CGPA of 7.5 OR Passed Equivalent Academic Level 5.5
3	Duration of program R: _____	A	One Year
		B	Two Years
		C	Three Years
		D	Four Years
		E	Four Years
4	Intake Capacity R: _____	120 PER DIVISON	

5	Scheme of Examination R: _____	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination	
6	R: _____ Standards of Passing	40%	
7	Credit Structure Sem. I - R: _____ A Sem. II	Attached herewith	
	Credit Structure Sem. III - R: _____ C Sem. I		
	Credit Structure Sem. V - R: _____ E Sem. V		
8	Semesters	A	Sem I & II
		B	Sem III & IV
		C	Sem V & VI
		D	Sem VII & VIII
		E	Sem VII & VIII
9	Program Academic Level	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.0
10	Pattern	Semester	
11	Status	New (NEP)	
12	To be implemented from Academic Year Progressively	From Academic Year: 2025-26	

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.

SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA,SAWANTWADI(Autonomous) Credit Structure for 4 Years Honours/Honours with Research Degree Programwith ME-ME B.A For Faculty of ARTS (M1 M2 M3)										
Academic Level	Semester	Major (M1)	Major (M2)	Major (M3)	OE other Faculty	VSC, SEC (Related to core)	AEC, IKS, VEC	OJT, FP, CEP, CC, RP	Cum Cr/semester	Degree/ Cumm 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	---	---	---	---	---	OJT/RP-1 (2)	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	
Four Year UG Honours with Research Degree in Major and Minor with 176 credits										

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 2025-26)

Program: Diploma Course in Arts

Class : BA

Level : 5

Semester : III

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	MJA201ENT	Introduction to Drama - Paper - II	Major	60	15	04+00+00	60	40	100	4
2	ENVS203	Professional English- Paper - I	VSC	30	10	02+00+00	30	20	50	2
3	ENAE203	Business Communication in English- Paper - I	AEC	30	10	02+00+00	30	20	50	2
4	ENSE203	Creative Writing in English - I	SEC	30	10	02+00+00	30	20	50	2
5	ENOE202	Functional English – II	OE	30	10	02+00+00	30	20	50	2
6	ENOE203	Functional English - III	OE	30	10	02+00+00	30	20	50	2
		Sub - Total		210	65	14 +00+00	210	140	350	14

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;

OE : Open Elective Course;

SEC: Skill Enhancement Course;

AECC: Ability Enhancement Compulsory Course;

IKS : Indian Knowledge System;

VSC : Vocational Skill Course;

L+T+P : Lecture + Tutorial + Practical(s)

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

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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

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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 Course-II)**

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Diploma Course in Arts
ii)	Course Titles	: Introduction to Drama Paper - II (Major Course - II)
iii)	Course Code	: Minor Course MJA201ENT
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 Drama (Major Course-II)

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 III

Introduction to Drama - Paper - II

Semester III	Introduction to Drama - Paper - II	4 credits
Unit 1	Literary Terms : Definition and concept of Drama, Hamartia, Peripeteia and Anagnorisis, Catharsis, Chorus, Act and Scene.	15 Hours
Unit 2	Forms of Drama : Tragedy, Comedy, Tragicomedy, Poetic Drama	15 Hours
Unit 3	Drama : Sophocles : <i>Oedipus Rex / Oedipus, The King</i>	15 Hours
Unit 4	Drama : Mohan Rakesh : <i>Half-way House (Adhe Adhure)</i>	15 Hours

Evaluation: Third 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://ingilizdebityati.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%20Un%20derstanding%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: Professional English – Paper - I (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 – I (Vocational Skill Course)
iii)	Course Code	: ENVS203
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

Professional English Paper – I (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 III

Professional English - Paper -I (Vocational Skill Course)

Semester III	Professional English - Paper -I (Vocational Skill Course)	2 credits
Unit 1	Listening : • What is Listening? • The Listening Process • Importance of Good Listening • How to Develop Effective Listening Skills	10 Hours
Unit 2	Interview Preliminaries : • Interview Ethics • Types of Interviews • Interviewee's Role • Types of Questions: Open, Closed, Probing, Hypothetical	10 Hours
Unit 3	Professional Presentations : • Designing effective presentation • Types of Presentation • Presentation Aids	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 :

- A Course in Technical English, Cambridge University Press – 2020.
- Functional English (As per AICTE 2018 Model Curriculum) 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- I (Ability Enhancement Course)
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1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Diploma Course in Arts / Science
ii)	Course Title	: Business Communication in English - Paper- I (AEC)
iii)	Course Code	: ENAE203
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: 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 - I

(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 III

Business Communication – Paper - I (AEC)

Semester III	Business Communication- Paper - I	2 credits
Unit 1	Theory of Communication • Concept of Communication • Meaning • Definition • Process • Need • Feedback	10 Lectures
Unit 2	Channels of Communication • Formal and Informal – Vertical, Horizontal, Diagonal and Grapevine Methods of Communication • Verbal, Non-Verbal and Visual (including Kinesics, Para-Language, Proxemics, Silence, Sign, Signal and Symbol)	10 Lectures
Unit 3	Business Correspondence • Letters of Inquiry • Letters of Complaint, Claim and Adjustments • Sales Letters • Consumer Grievance Redressal Letters	10 Lectures

Evaluation: Third 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	:	Letter Writing (1 out of 2) Unit III	: 10 Marks

Internal Evaluation : 20 Marks

Sr. No.	Particulars	Marks
01	Tutorial	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.
- Aswalthapa, 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.
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- Bakar, Alan. Making Meeting Work. Sterling Publication Pvt., 1993.
- Basu, C.R. Business Organization and Management. Tata McGraw-Hill, 1998.
- Benjamin, James. Business and Professional Communication Concept and Practices. Harper Collins College Publishers, 1993.
- Bhargava and Bhargava. Company Notices, Meetings and Regulations. Taxman Publication, 1971.
- Black, Sam. Practical Public Relations. E.L.B.S. London, 1972.
- Britt, Deborah. Improving Business Communication Skills. Kendall Hunt Publishing, 1992.
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- Burton, G. and Thakur. Management Today- Principles and Practices. Tata McGraw Hill, 1995.
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- Drucher, P.F. Technology, Management and Society. Pan Books, 1970.
- Drucher, P.F. Management Responsibilities Practices. Heinemann, 1974.
- Eyre, E.C. Effective Communication Made Simple. Rupa and Co., 1985.
- Ecouse, Barry. Competitive Communication: A Rhetoric for Modern Business. OUP, 1999.
- Fisher, Dalmar. Communication in Organization. Jaico Publishing House, 1999.
- Frailley, L.E. Handbook of Business Letters. Prentice Hall Inc, 1982.
- French, Astrid. Interpersonal Skills. Sterling Publishers, 1993.
- Fritzsche, David J. Business Ethics: A Global and Managerial Perspective. McGraw Hill, 2005.
- Gartside, L.E. Modern Business Correspondence. McDonald and Evans, 1980.
- Ghanekar, A. Communication Skills for Effective Management. Everest Publishing House, 1996.
- Goleman, Daniel. Emotional Intelligence. Bloomsbury Publication, 1995.
- Graves, Harold F. Report Writing. Prentice Hall, 1965.
- Gupta, Anand Das. Ethics, Business and Society: Managing Responsibly. Response Books, 2010.
- Gupta, Dipankar. Ethics Incorporated: Top Priority and Bottom Line. Response Books, 2006.
- Krevolin, Nathan. Communication Systems and Procedures for Modern Office. Prentice Hall, 1983.

- Lesiker, Raymond V. and John D. Petit. Business Communication: Theory and Application. Richard D. Irwin Inc., 1994.
- Ludlow, Ron. The Essence of Effective Communication. Prentice, 1995.
- M. Ashraf, Rizvi. Effective Technical Communication. Tata McGraw Hill, 2006
- Marston, John E. The Nature of Public Relations. Tata McGraw Hill, 1963.
- Majumdar, P.K. Commentary on the Consumer Protection Act. Prentice, 1992.
- Mclean, Scott L. Business Communication for Success. Flat World Publishers, 2016.
- McQuail, Denis. Communication. Longman, 1975.
- Merrihue, William. Managing by Communication. McGraw Hill, 1960.
- Mishra Rajiv K. Code of Conduct for Managers. Rupa Co., 2006.
- Monippalli, M.M. The Craft of Business Letter Writing. Tata McGraw Hill, 1997.

Webliography:

- [http://lifehacker.com/top-10-ways-to-improve-your-communication-skills- 1590488550](http://lifehacker.com/top-10-ways-to-improve-your-communication-skills-1590488550)
- <https://www.thebalance.com/verbal-communication-skills-list-2059698>
- <https://bemycareercoach.com/soft-skills/list-soft-skills.html>
- <https://www.thebalance.com/verbal-communication-skills-list-2059698>
- <https://bemycareercoach.com/soft-skills/list-soft-skills.html>
- <https://www.sitepoint.com/social-networking-sites-for-business>
- <https://www.youtube.com/watch?v=K15ca0n0ois>
- <https://www.youtube.com/watch?v=ixSUB11WNxk>
- <https://www.youtube.com/watch?v=K15ca0n0ois>

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	• 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 III

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

Semester III	Creative Writing in English Paper – I (Skill Enhancement Course)	2 credits
Unit 1	Fundamentals of Creative Writing • Meaning and Significance of Creative Writing • Plot, Setting, Character • Figurative Language • Proof Reading and Editing	10 Hours
Unit 2	Traditional Forms of Creative Writing • Fiction • Poetry • Drama • Biography	10 Hours
Unit 3	New Trends in Creative Writing • 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 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 :

- 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: Macmillan, 2001.
- 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 in 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=RDCMUcuK9ofevgGxPVl57p_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: Functional English (Open Elective)

1. Syllabus as per NEP 2020:		
i)	Name of the Programme :	Certificate Course in Commerce & Science
ii)	Course Code :	ENOE- 202 & ENOE- 203
iii)	Course Titles :	Functional English (Open Elective) Paper II & III
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 II & III (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 III

Functional English (Open Elective) Paper II

Semester III	Paper – II	Functional English - Paper II	2 credits
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Semester III	Functional English - Paper II	2 credits
Unit 1	Reading Skills: Comprehension (unseen passage) The following skills to be acquired: • Reading with fluency and speed • Skimming and scanning • Identifying relevant information • Isolating fact from opinion • Understanding concepts and arguments • Identifying distinctive features of language (Passage should be of 250-350 words of Level I. The passage may be taken from literary/scientific/technical writing as well as from the fields of journalism, management and commerce.)	10 Hours
Unit 2	Developing Conversational Ability : • Participating in small talks : At the office, At the railway station, At the airport, At the bank.	10 Hours
Unit 3	Interview Questions (for an interview of distinguished person): Questions - based on Early life/struggle, Education, Role model/Inspiration, Family support, First success/achievement, Dreams unfulfilled, Message	10 Hours

Evaluation: Third Semester End Examination

Pattern : 30 Marks

Duration : 1 Hours

Question 1	: Reading Skills: Comprehension (unseen passage) - Unit I	: 10 Marks
Question 2	: Developing Conversational Ability - Unit II (1 out of 2)	: 10 Marks
Question 3	: Interviews Questions - Unit – III (1 out of 2)	: 10 Marks

Internal Evaluation

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

Semester III

Functional English (Open Elective) Paper III

Semester III	Paper – III	Functional English – Paper III	2 credits
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Semester III	Functional English - Paper III	2 credits
Unit 1	Personality Development - Facing an Interview - Dress-code for Interview - Positive Outlook - Planning and Preparation	10 Hours
Unit 2	Public Speaking-Types of Speeches - Welcome - Vote of Thanks - Congratulatory Speech	10 Hours
Unit 3	Expansion of Theme - Title and proper beginning - Elaboration of the ides/subject/theme - Use of appropriate grammar and vocabulary - Proper conclusion and layout	10 Hours

Evaluation: Third Semester End Examination

Pattern : 30 Marks

Duration : 1 Hours

Question 1	: Short Notes - Unit I (2 out of 4)	: 10 Marks
Question 2	: Speech Writing - Unit II (1 out of 2)	: 10 Marks
Question 3	: Expansion of Theme - Unit – III (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 1, 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.
- Functional English Grammar: An Introduction for Second Language Teachers by Graham Lock. Cambridge University Press, 1996
- The Structure of Modern English: A Linguistic Introduction, Volume 1, by Laurel J. Brinton
- Exercises in functional English by Lillian Barclay
- Activate Win
- 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.
- Raman, M. & S. Sharma (2011) Communication Skills, OUP, New Delhi, India.
- Spoken English- A Foundation Course Part A&B by Kamlesh, Susheela Punitha
- Roger Mason, Speaking on Special Occasions
- Krishna Mohan, N.P. Singh, Speaking English Effectively
- Steve Hart, Aravind R. Nair and Veena Bhambhani, Embark: English for Undergraduated
- Champa Tickoo and Jaya Sasikumar, Writing With a Purpose
- Kamlesh, Susheela Punitha, Spoken English- A Foundation Course Part A&B
- Roger Mason Speaking on Special Occasions
- Krishna Mohan, N.P. Singh Speaking English Effectively
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- Langan, John. Ten Steps to Improving College Reading Skills. 5 Ed. Townsend Press, 2008.
- McWhorter, Kathleen T and Brette M Sember. College Reading and Study Skills. 12 Ed. 2012.
- Fawcett, Susan. Evergreen: A Guide to Writing with Readings. 10 Ed. New York: Cengage Learning, 2013.
- Hancock, Ophelia H. Reading Skills for College Students. 6 Ed. New York: Prentice Hall, 2008.
- Riggio, Ronald E. Applications of Nonverbal Communication. Mahwah, NJ: Lawrence Erlbaum Associates, 2005.
- Mehrabian, Albert. Non Verbal Communication. University of Michigan Press, 1972.
- Hargie, Owen. Ed. The Handbook of Communication Skills. New York: Routledge, 2006.
- Barker, Alan. Improve Your Communication Skills. London: Kogan Page, 2013.
- Baker, Joanna and Heather Westrup. Essential Speaking Skills. London: VSO Books, 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://en.wikipedia.org/wiki/Functional_English
- <https://www.netlanguages.com/blog/index.php/2017/08/28/what-is-functional-language/#:~:text=Functional%20language%20is%20language%20that,different%20expnents%2C%20or%20fixed%20expressions.>
- <https://leverageedu.com/blog/functional-english/>
- <https://eslspeaking.org/functional-english/>
- <http://punererearch.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/>
- https://study.sagepub.in/kakarla_fec
- <https://www.englishclub.com/vocabulary/functional-language.php>
- <https://www.vijaynicole.co.in/book/isbn/9789394524460>

- https://books.google.co.in/books?id=P0cTL9kmaEEC&printsec=frontcover&source=gbs_atb&redir_esc=y#v=onepage&q&f=false
- <https://www.bbc.co.uk/bitesize/subjects/zmqj2nb>
- https://www.researchgate.net/publication/351346955_FUNCTIONAL_ENGLISH

As per NEP 2020



UNIVERSITY OF MUMBAI
SRDSP Mandal's

SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA
(Autonomous) SAWANTWADI

DIST: SINDHUDURG- 416 510, MAHARASHTRA



Syllabus for
Approval Degree Course in Arts As
Semester - IV

Reference: GR dated 16th March 2024 for Credit structure

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	MJA204ENT	Introduction to Poetry- Paper - III	Major	60	15	04+00+00	60	40	100	4
2	ENVS204	Professional English- Paper - II	VSC	30	10	02+00+00	30	20	50	2
3	ENAE204	Business Communication in English- Paper - II	AEC	30	10	02+00+00	30	20	50	2
4	ENSE204	Creative Writing In English - Paper – II	SEC	30	10	02+00+00	30	20	50	2
5	ENOE204	Mass Communication - Paper - I	OE	30	10	02+00+00	30	20	50	2
6	ENOE205	Mass Communication - Paper - II	OE	30	10	02+00+00	30	20	50	2
6	ENFP201	Field Project	FP	30	10	02+00+00	30	20	50	2
	Sub - Total			240	75	16 +00+00	240	160	400	16

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;

FP : Field Project

Course: Introduction to Poetry –Paper - III (Major 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 Course)
iii)	Course Code	: Major Course MJA204ENT
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 Poetry - Paper - III Major 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	Elements of Poetry: Imagery; Symbol; Figurative Language Types of Verse: Epic, Lyric, Sonnet, Elegy, Dramatic Monologue, Ballad	15 Lectures
Unit 2	Poetry : William Shakespeare : Sonnet 19, ‘Devouring Time, blunt thou the Lion’s paws’ John Milton : ‘Invocation’ (from <i>Paradise Lost</i>), Book 1, Lines 1-26 Robert Frost : ‘The Road Not Taken’	15 Hours
Unit 3	Poetry : John Keats : ‘La Belle Dame sans Merci’ Alfred Lord Tennyson : ‘Ulysses’ Rabindranath Tagore : ‘Freedom’	15 Hours
Unit 4	Poetry : Pablo Neruda : ‘You Start Dying Slowly’ Nissim Ezekiel : ‘Enterprise’ Robert Browning : “My Last Duchess”	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.
- Altieri, Charles. The Art of Twentieth-Century American Poetry: Modernism and After, Blackwell
- Publishing Professional, 2006.
- Andermahr, Sonya. et al. A Glossary of Feminist Theory. Arnold, 2000.
- Atwood, Margaret. The Circle of Game. House of Anansi Press, 1998.
- 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.
- Chowdhury, Aditi and Rita Goswami. A History of English Literature: Traversing the Centuries. Orient
- BlackSwan, 2014.
- Cuddon, J. A. The Penguin Dictionary of Literary Terms and Literary Theory, 4th ed., Penguin, 2000. Culler, Jonathan. Literary Theory: A Very Short Introduction. Oxford University Press, 2000.
- Das, Kamala, The Old Playhouse and Other Poems. Orient Longman, 1973.
- David Perkins. A History of Modern Poetry, Volume II: Modernism and After. New
- Edition. Pelknap Press, 1989.
- Davis, A. et al. Locations of Literary Modernism: Region and Nation in British and
- American Modernist Poetry. Cambridge University Press, 2010.
- Drew, Elizabeth. Poetry: A Modern Guide to its Understanding and Enjoyment. Dell Publishing
- Co. Inc. 1959.
- Draper R. P. An Introduction to Twentieth-Century Poetry in English, Macmillan Press
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- Durrell, Lawrence. A Key to Modern British Poetry. University of Oklahoma Press, 1952.
- Edmond Gore and Alexander Holmes. What is Poetry? Nabu Press, 2010.
- Ezekiel, Nissim. Latter-day Psalms. Oxford University Press, 1982
- Ferry, Anne. Milton's Epic Voice: The Narrator in Paradise Lost, University of Chicago Press,
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- Ford, Boris. The Pelican Guide to English Literature, Volume I to X. Penguin Books, 1991.
- Fowler, Roger. ed., A Dictionary of Modern Critical Terms. Routledge & Kegan Paul, 1987. 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

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- Hudson, W.H. *An Outline History of English Literature*, G K Publishers Pvt. Ltd. 2011.
 - Hudson, W.H., *An Introduction to the Study of English Literature*, G K Publishers Pvt. Ltd., 2011. Kennedy X. J. and Dana Gioia. *An Introduction to Fiction, Poetry, and Dram*. HarperCollins College Publishers Inc., 1995.
 - Kendall, T. M. (ed.), *Poetry of First World War: An Anthology*, UK, Oxford University Press, 2014. Leech, Geoffrey, N. *A Linguistic Guide to English Poetry*. Longman, 1996.
 - Michael Hamburger. *The Truth of Poetry*, New Edition. Anvil Press Poetry, 2004.
 - Miller, Ruth and Robert A. Greenberg. *Poetry: An Introduction*. Macmillan Press Ltd., 1981. Mills, Sara. *Feminist Stylistics*. Routledge, 1995.
 - Milton, John. *Paradise Lost and Other Poems*. Signet Classic, 2000.
 - Narasimhaiah, C. D. (ed.), *Anthology of Commonwealth Poetry*. India, MacMillan Publishers India Ltd, 2009.
 - Nayar, Pramod K. *Studying Literature: An Introduction to Fiction and Poetry*. Orient BlackSwan Pvt.Ltd., 2013.
 - Nazareth, Peter, *Literature and Society in Modern Africa*. East African Literature Bureau, 1971. Paranjape, Makarand. *Indian Poetry in English*. Macmillan India Ltd., 1993.
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 - Perloff, Marjorie. *21st – Century Modernism: The “New” Poetics*, Wiley-Blackwell, 2002. Prasad, B. *A Background to the Study of English Literature*, Macmillan, 1999.
 - Preminger, Alex and Terry V. F. Brogan, *New Princeton Encyclopedia of Poetry and Poetics*. M J F Books, 1996.
 - Rees, R.J. *English Literature: An Introduction for Foreign Readers*, Macmillan Education, 1982. Roberts, Neil (ed.), *A Companion to Twentieth Century Poetry*. Blackwell, 2003.
 - Sanders, Andrew. *The Short Oxford History of English Literature*. OUP, 2004.
 - Sanders, Gerald. D. *Chief Modern Poets of Britain and America*, Macmillan, 1970.
 - Shaikh, F.A. *New Perspectives on Indian Writing in English*, Sarup and Sons, 2009.
 - Sarang, Vilas. *Indian English Poetry since 1950 – An Anthology*, Orient Longman, 1990.
 - Sarkar, Sumit. *Modern India: 1885-1947*, 2nd ed. Macmillan, 1989.
 - Smith A. J. M., (ed.), *The Oxford Book of Canadian Verse*. Oxford University Press 1965.
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 - Widdowson, Peter. *The Palgrave Guide to English Literature and its Contexts 1500-2000*. Palgrave Macmillan, 2004

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- <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>
- <https://www.internationalstudent.com/study-literature/what-is-english-literature/>

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	:	• 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 : • 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: • Elements of Team Work • Virtual Team Work • Improving Team Dynamics	10 Hours
Unit 3	Public Relations : • 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 Curriculum) 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.

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- <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.lilypad.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	• 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 Definition & types of Interviews	10 Lectures
Unit 2	Meetings - Definition & types of Meetings Committees and Conferences Committee - Definition & types of Committees Conference - Definition & meaning of Conference	10 Lectures
Unit 3	Business Report Writing - 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	Tutorial	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.
- Aswalthapa, 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.
- Benjamin, James. Business and Professional Communication Concept and Practices. Harper Collins College Publishers, 1993.
- Bhargava and Bhargava. Company Notices, Meetings and Regulations. Taxman Publication, 1971.
- Black, Sam. Practical Public Relations. E.L.B.S. London, 1972.
- Britt, Deborah. Improving Business Communication Skills. Kendall Hunt Publishing, 1992.
- Bovee Cortland, L. and John V. Thrill. Business Communication Today. Taxman Publication, 1989.
- Burton, G. and Thakur. Management Today- Principles and Practices. Tata McGraw Hill, 1995.
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- Fisher, Dalmar. Communication in Organization. Jaico Publishing House, 1999.
- Frailley, L.E. Handbook of Business Letters. Prentice Hall Inc, 1982.
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- Fritzsche, David J. Business Ethics: A Global and Managerial Perspective. McGraw Hill, 2005.
- Gartside, L.E. Modern Business Correspondence. McDonald and Evans, 1980.
- Ghanekar, A. Communication Skills for Effective Management. Everest Publishing House, 1996.
- Goleman, Daniel. Emotional Intelligence. Bloomsbury Publication, 1995.

- Graves, Harold F. Report Writing. Prentice Hall, 1965.
- Gupta, Anand Das. Ethics, Business and Society: Managing Responsibly. Response Books, 2010.
- Gupta, Dipankar. Ethics Incorporated: Top Priority and Bottom Line. Response Books, 2006.
- Krevolin, Nathan. Communication Systems and Procedures for Modern Office. Prentice Hall, 1983.
- Lesiker, Raymond V. and John D. Petit. Business Communication: Theory and Application. Richard D. Irwin Inc., 1994.
- Ludlow, Ron. The Essence of Effective Communication. Prentice, 1995.
- M. Ashraf, Rizvi. Effective Technical Communication. Tata McGraw Hill, 2006
- Marston, John E. The Nature of Public Relations. Tata McGraw Hill, 1963.
- Majumdar, P.K. Commentary on the Consumer Protection Act. Prentice, 1992.
- Mclean, Scott L. Business Communication for Success. Flat World Publishers, 2016.
- McQuail, Denis. Communication. Longman, 1975.
- Merrihue, William. Managing by Communication. McGraw Hill, 1960.
- Mishra Rajiv K. Code of Conduct for Managers. Rupa Co., 2006.
- Monippalli, M.M. The Craft of Business Letter Writing. Tata McGraw Hill, 1997.

Webliography:

- <http://lifehacker.com/top-10-ways-to-improve-your-communication-skills-> 1590488550
- <https://www.thebalance.com/verbal-communication-skills-list-2059698>
- <https://bemycareercoach.com/soft-skills/list-soft-skills.html>
- <https://www.thebalance.com/verbal-communication-skills-list-2059698>
- <https://bemycareercoach.com/soft-skills/list-soft-skills.html>
- <https://www.sitepoint.com/social-networking-sites-for-business>
- <https://www.youtube.com/watch?v=K15ca0n0ois>
- <https://www.youtube.com/watch?v=ixSUB11WNxk>
- <https://www.youtube.com/watch?v=K15ca0n0ois>

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

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Diploma Course in Arts
ii)	Course Code	: ENSE204
iii)	Course Titles	: Creative Writing in English 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

Creative Writing – Paper - II (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 – II (Skill Enhancement Course)

Semester IV	Creative Writing in English Paper – II (Skill Enhancement Course)	2 credits
Unit 1	Writing Poetry • The art of Poesis • Poetic Devices Metaphor – Simile • Sound Devices – Sound and Sense – Symbols – Imagery • Poetical – Sonnets, Odes, Limericks, Haikus	10 Hours
Unit 2	Writing Narrative Fiction • Elements of Narration - Story and Plot – Characterization • Choice of Medium of Narration – Point of View • Short Stories – Novellas –Extended Narratives	10 Hours
Unit 3	Writing for Stage and Screen • Basics of Script Writing for Stage and Screen • Plot, Characters, Dialogues • Characterization on Stage – Dialects and characterization through dialogue - Stage devices and ambience creation	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: Macmillan, 2001.
- 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 in 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=RDCMUcuK9ofevgGxPVl57p_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: Mass Communication – Paper - II (Open Elective)

1. Syllabus as per NEP 2020:

i)	Name of the Programme	:	Diploma Course in Arts
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ii)	Course Titles	:	Mass Communication Paper –II (Open Elective)
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iii)	Course Code	:	ENOE205
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iv)	Credit Structure	:	No. of Credits per Semester : 02
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v)	No. of lectures per Unit	:	15
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vi)	No. of lectures per week	:	2 lectures
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2. Scheme of Examination	:	Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks Internal Assessment: 10+05+05 = 20 marks Total : 30 + 20 =50
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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 -I (Open Elective)

Semester IV	Mass Communication Paper -I (Open Elective)	2 credits
Unit 1	Nature of Mass Communication - Need and elements of Mass communication - Meaning, definition, and features of Mass Communication	10 Lectures
Unit 2	Theories and functions of Mass Communication - Mass media theories like Cultivation theory, Gatekeeping theory - Functions of Mass Communication: entertainment, surveillance, education, interpretation, persuasion, socialization, opinion building	10 Lectures
Unit 3	Types of Media - Folk media - Print Media - Radio	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	:	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

Semester IV

Mass Communication - Paper -II (Open Elective)

Semester IV	Mass Communication - Paper -II (Open Elective)	2 credits
Unit 1	Evolution of Different Medias • Beginnings of mass media in India • Evolution of Media : Print Media, Broadcast Media, Digital Media, Social Media	10 Lectures
Unit 2	Television • Major formats of TV programmes • Television and its impact on Indian families • Television and consumerism	10 Lectures
Unit 3	Trends in Digital media • 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 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 :

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- 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.
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 - https://www.researchgate.net/publication/270665559_The_Netflix_Effect_Teens_Binge_Watching_and_On-Demand_Digital_Media_Trends
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 - <https://www.mib.gov.in/broadcasting/community-radio-stations-0>
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Diploma Course in Arts Syllabus as per NEP 2020
To be implemented from the Academic year 2025-26

(Major Course) ENFP201: ENGLISH
Field Project

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Diploma Course in Arts
ii)	Course Code	: Major Course) ENFP201:
iii)	Course Titles	: Field Project (Semester-IV)
iv)	Credit Structure	: No. of Credits per Semester – 02
v)	Duration	: 20 hrs. (Field Work+ Survey) + 10hrs (Discussion + Report Writing) : Total - 30 hrs.
2.	Scheme of Examination	: • Field Visit, Presentation & Viva: 20 Marks • Project: 30 Marks • Total Project Assessment: 20+30=50 marks

**Diploma Course in Arts Syllabus as per NEP 2020
To be implemented from the Academic year 2025-26**

**(Major Course) ENFP201: ENGLISH
Field Project**

Suggested Topic:

Sr. No.	Name of the Topic
1	Women Empowerment
2	Women Education
3	Domestic Violence
4	Entertainment Media and Habits
5	Social Problems in Rural Area.
6	Village Governance
7	Village Development Plans
8	Child Labour
9	Interviews of Local Writers and Poets
10	English Translations of Marathi / Hindi Literature
11	From page to screen.
12	The language of Social Media
13	Gendered Language in Advertising.
14	Code switching in Multilingual Workplaces
15	Visit to Public Libraries
16	Hospitality English.

The project should be aligned with the major subject. The teacher should assign relevant field projects that align with the specific area of study. The project involves 25 to 50 pages typed report, covering, introduction, review literature, research methodology, analysis and field work finding. The field project can be undertaken individually or in groups of up to 5 students

Evaluation Chart of Field Project

Continuous Internal Evaluation (CIE): 20 Marks

Sr. No.	Particulars	Marks
01	Field Visit	10 Marks
02	Presentation & Viva	10 Marks
	Total	20 Marks

External Evaluation (Marks 30)

Sr. No.	Particulars	Marks
01	Overall Field Project Report	30 Marks
	Total	30 Marks