

Academic Council
Item No: _____

Devrukh Shikshan Prasarak Mandal's
**Nya. TATYASAHEB ATHALYE ARTS, Ved. S.R. SAPRE
COMMERCE & Vid. DADASAHEB PITRE SCIENCE
COLLEGE, DEVRUKH [AUTONOMOUS]**



**Syllabus for F.Y. B. A.
Program: B. A.
Course: Communication Skills in English
Credit Based Semester and Grading System with the
effect from
Academic Year 2019-20**

Course: Communication Skills in English
(70: 30 Marks Examination Pattern)

(Credit Based Semester and Grading System with effect from the academic year 2019-20)

1. Syllabus as per Credit Based Semester and Grading System:

- | | | |
|-------|---|---------------------------------------|
| i) | Name of the Programme | : B. A. |
| ii) | Course Code | : ASPUCS101 & ASPUCS201 |
| iii) | Course Title | : Communication Skills in English |
| iv) | Semester-wise Course Content | : Enclosed the copy of syllabus |
| v) | References and Additional References: | Enclosed in the Syllabus |
| vi) | Credit Structure | : No. of Credits per Semester – 02 |
| vii) | No. of lectures per Unit | : As per nature of syllabus |
| viii) | No. of lectures per week | : 03 lectures + 01 tutorial |
| 2. | Scheme of Examination | : 4 Questions & total 70 Marks |
| 3. | Special notes, if any | : No |
| 4. | Eligibility, if any | : No |
| 5. | Fee Structure | : As per University/College Structure |
| 6. | Special Ordinances / Resolutions if any | : No |

Syllabus for **FYBA**
Communication Skills in English Paper - I and Paper - II
To be implemented from June 2019 (70: 30 Marks Examination Pattern)

Objectives of the Course

- 1) To enhance language proficiency by providing adequate exposure to reading and writing skills
- 2) To orient the learners towards the functional aspects of language
- 3) To increase the range of lexical resource through a variety of exercises

Periods: 45 lectures + 15 Tutorials (3 lectures + 1 tutorial per week) per semester

Semester I

Communication Skills in English – Paper I (2 Credits) 45 lectures

Unit 1: Basic Language Skills: Grammar 18 lectures

- a. Articles, prepositions, conjunctions
- b. Subject-Verb agreement
- c. Tenses
- d. Question Tags
- e. Transformation of Sentences (Simple, Compound, Complex)
- f. Direct and Indirect Speech
- g. Voice

Unit 2: Reading Skills: Comprehension (unseen passage) 09 lectures

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.)

Unit 3: Writing Skills (Formal Correspondence): Letters 09 lectures

- Job Application Letter (without Resume)
- Statement of Purpose
- Request for Recommendation Letter
- Request for information under Right to Information Act (RTI)

Unit 4: Interpretation of Technical Data **09 lectures**
Students should be taught to read and interpret maps, pie charts, tables, line and bar graphs and flow charts and express the same in paragraph format.

Semester II

Communication Skills in English – Paper II **(2 Credits)** **45 lectures**

Unit 1: Basic Language Skills: Vocabulary building **18 lectures**

- Suffixes, Prefixes, Root words
- Changing the Class of Words
- Antonyms, Synonyms
- Homophones, homonyms
- Collocation

Unit 2: Editing and Summarization: **09 lectures**

a) Editing:

- Heading/ Headlines/ Title/Use of Capital Letters
- Punctuation: full stop, comma, colon, semi-colon, dash, exclamation and question marks
- Spelling
- Substitution of words
- Use of linking words
- Removing repetitive or redundant elements

b) 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

Unit 3: Report Writing **09 lectures**

- Eye-witness Report
- Activity Report
- Newspaper Report

Unit 4: Creative Writing **09 lectures**

This unit attempts to cover those aspects of writing that go beyond the boundaries of technical or professional forms of writing and encourage the learner to explore the artistic and imaginative elements of writing.

- Story writing
- Dialogue writing
- Blogging: fashion, travel, food, culture, personal blogs

Suggested Topics for Tutorials: (for both semesters)

1. Writing e-mails: Inquiry, Invitation, Request for permission, Sponsorship
2. Group Discussions
3. Mock Interviews
4. Fundamentals of Grammar
5. Debates / Speeches
6. Book / Film Reviews
7. Vocabulary and Language Games
8. Picture Composition
9. Tweets

Evaluation:

A) Internal Evaluation/Assessment: 30 marks

- | | |
|---|----------|
| 1. Active participation and regularity of a student in classroom activities | 10 marks |
| 2. One classroom test to be conducted in the given semester | 10 marks |
| 3. One research oriented activity/ project work / group activity | 10 marks |

B) First Semester End Examination Pattern 70 Marks

Paper Pattern

Semester I: Communication Skills in English – Paper I

Duration: 2.30 hours

Marks: 70

Q.1. Grammar:

- | | |
|---|----------|
| a) Articles, prepositions, conjunctions (to be tested in the form of a paragraph, not individual sentences) (Unit 1: a) | 10 marks |
| b) Do as Directed: (Unit 1: b-g) | 10 marks |

Q.2 Comprehension of an unseen passage (Unit 2) 15 marks

Q.3 Letters (2 out of 3) (Unit 3) 20 marks

Q.4. Interpretation of technical data based on the model given (map/graph/chart etc. to be set) (2 to be set and attempted) 15 marks

Semester II: Communication Skills in English – Paper II

Duration: 2.30 hours

Marks: 70

Q.1 Vocabulary (Unit 1) 20 marks

Q.2 a) Editing: one passage of 100-200 words to be given (Unit 2) 10 marks

b) Summary: one passage of 250-300 words to be given (Unit 2) 10 marks

Q. 3. Report writing (2 out of 3) (Unit 3) 15 marks

Q.4. Creative Writing: (2 out of 3) (200-250 words) (Unit 4) 15 marks

Recommended Resources:

1. Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
2. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading*, Vols. 1 and 2. Macmillan, 1975.
3. Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. Oxford: OUP, 2007.
4. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well*. Sydney: Allen and Unwin, 2004.
5. Buscemi, Santi and Charlotte Smith, *75 Readings Plus*. Second Edition New York: McGraw-Hill, 1994.
6. Doff, Adrian and Christopher Jones *Language in Use (Intermediate and Upper Intermediate)*. Cambridge: CUP, 2004.

7. Doughty, P. P., Thornton, J. G, *Language in Use*. London: Edward Arrol, 1973.
8. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
9. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
10. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.
11. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
12. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
13. Maley, Alan and Alan Duff. Second Edition. *Drama Techniques in Language Learning*. Cambridge: CUP, 1983.
14. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
15. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
16. Narayanaswami, V. R. *Organised Writing*, Book 2. New Delhi: Orient Longman.
17. *Reading & Thinking in English*, Four volumes, (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.
18. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
19. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
20. Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press.

Webliography:

- 1) <http://www.onestopenglish.com>
- 2) www.britishcouncil.org/learning-learn-english.htm
- 3) <http://www.teachingenglish.org.uk>
- 4) <http://www.usingenglish.com/>
- 5) Technical writing PDF (David McMurrey)
- 6) <http://www.bbc.co.uk/>
- 7) <http://www.pearsoned.co.uk/AboutUs/ELT/>
- 8) <http://www.howisay.com/>
- 9) <http://www.thefreedictionary.com/>

Syllabus Committee:

- | | | |
|--|----------|--|
| 1. Dr. Laxman Babasaheb Patil | Convenor | Athalye-Sapre-Pitre College, Devriukh |
| 2. Dr. Shivaji Dhondiram Sargar | Member | Head, Dept. of English, University of Mumbai |
| 3. Prof. (Dr.) Satish Ramchandra Ghatage | Member | Kakasaheb Chavan College, Talmavale |
| 4. Dr. Thorat Rajendra Ramchandra | Member | Venutai Chavan College, Karad |
| 5. Dr. Atul Yashwant Pitre | Member | Gogate-Jogalekar College, Ratnagiri |
| 6. Mr. Santosh Sadanand Gavandi | Member | Baghwadi |
| 7. Mrs. Snehalata Sadashiv Pujari | Member | Athalye-Sapre-Pitre College, Devriukh |
| 8. Dr. Varsha Shirish Phatak | Member | Athalye-Sapre-Pitre College, Devriukh |

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**Syllabus for F.Y. B. A.
Program: B. A.
Course: Introduction to Literature
Credit Based Semester and Grading System with the
effect from
Academic Year 2019-20**

F. Y. B. A. Paper – I and II
(70 + 30 Examination Pattern)
(To be implemented from 2019-2020 onwards)

1. Syllabus as per Credit Based Semester and Grading System

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|--|--|
| i) Name of the Programme | :B.A. |
| ii) Course Code | : ASPUENG 101 and ASPUENG 201 |
| iii) Course Title | : Introduction to Literature Paper I (Semester I and II)
FYBA in English (Optional) Elective |
| iv) Semester wise Course Contents | :Enclosed the copy of the syllabus

Semester I - (Short Story & Novel)

Semester II – (Poetry & Drama) |
| v) References and additional references | :Enclosed in the Syllabus |
| vi) Credit structure | :No. of Credits per Semester - 03 |
| vii) No. of lectures per Unit | : As per nature of syllabus |
| viii) No. of lectures per week | : 04 |
| 2 Scheme of Examination | : 4 Questions Total marks 70 |
| 3 Special notes, if any | :No. |
| 4 Eligibility, if any | :No. |
| 5 Fee Structure | :As per University/College Structure |
| 6 Special Ordinances / Resolutions, if any | : No. |

**Syllabus for FYBA English (Optional) Paper
(70: 30 Marks Examination Pattern)**

Objectives of the Course:

- To acquaint students with the characteristics of various literary genres
- To develop analytical skills and critical thinking through close reading of literary texts
- To cultivate appreciation of language as an artistic medium and to help them understand the importance of forms, elements and style that shape literary works
- To enable students to understand that literature is an expression of human values within a historical and social context

Course Outcome: By the end of the course, a student should develop the ability:

- To write clearly, coherently and effectively about various genres of literature
- To recognize the culture and context of the work of literature
- To develop sensitivity to nature and fellow human beings

Semester- I: Introduction to Literature: (Short Stories and Novel) 3 Credits Total Lectures: 45

Unit 1: Terms:	05 Lectures
Elements of Novel and Short Story: Plot, Character, Setting, Point of View, Theme	
Unit 2: Types of Novel: Bildungsroman, Picaresque, Epistolary, Novel of Social Reality, Psychological Novel, Historical Novel, Science Fiction, and Graphic Novel	10 Lectures
Unit 3: Short Stories:	15 Lectures
O'Henry	: The Last Leaf
H. H. Munro	: The Open Window
Oscar Wilde	: The Nightingale and the Rose
Edgar Allan Poe	: The Tell-tale Heart
Katherine Mansfield	: The Doll's House
Kate Chopin	: The Story of an Hour
Unit 4: Novel:	15 Lectures
E. M. Forster: A Passage to India	
OR	
John Ruskin: Unto This Last	

Evaluation:

A) Internal Evaluation/Assessment: 30 marks

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|--|----------|
| 1. Active participation of a student in classroom activities | 10 marks |
| 2. One classroom test to be conducted in the given semester | 10 marks |
| 3. One research oriented activity/ project/ short story writing etc. | 10 marks |

B) First Semester End Examination Pattern 70 Marks

Question 1:	Short Notes on Unit 1	(2 out of 4)	10 marks
Question 2	Short Notes on Unit 2	(2 out of 4)	20 Marks
Question 3:	Essay Type Question on Unit 3	(1 out of 2)	20 Marks
Question 4:	Essay Type Question on Unit 4	(1 out of 2)	20 Marks

Semester- II: Introduction to Literature: (Poetry and Drama) 3 Credits Total Lectures:45

Unit 1: Terms:

08 Lectures

Types of Verse : Lyric, Elegy, Dramatic Monologue, Sonnet, Ballad, Epic, Ode

Unit 2: Types of Drama : Tragedy, Comedy, Tragi-comedy, Farce, Poetic Play, Theatre of Absurd and One Act Play

07 Lecture

Unit 3: Poetry:

15 Lectures

Sonnet :	William Shakespeare	: Sonnet 1 From fairest creature we desire increase
Elegy :	Oliver Goldsmith	: Elegy on the Death of a Mad Dog
Ode :	Keats	: Ode on a Grecian Urn
Ballad :	Thomas Campbell	: Lord Ullin's Daughter
Dramatic Monologue:	Robert Browning	: The Last Ride
Lyric:	Robert Frost	: Stopping by Woods on a Snowy Evening

Unit 4: Play:

William Shakespeare: *Twelfth Night*

15 Lectures

Evaluation:

A) Internal Evaluation/Assessment: 30 marks

- | | |
|---|----------|
| 1. Active participation and regularity of a student in classroom activities | 10 marks |
| 2. One classroom test to be conducted in the given semester | 10 marks |
| 3. One research based activity/project/writing a poem | 10 marks |

B) First Semester End Examination Pattern 70 Marks

Question 1:	Short Notes on Unit 1	(2 out of 4)	10 marks
Question 2	Short Notes on Unit 2	(2 out of 4)	20 Marks
Question 3:	Essay Type Question on Unit 3	(1 out of 2)	20 Marks
Question 4:	Essay Type Question on Unit 4	(1 out of 2)	20 Marks

References:

1. Abrams, M.H. *Glossary of Literary Terms*. India, Macmillan Publishers, 2000.
2. Albert, E. *History of English Literature*, India, Oxford University Press, 2009.
3. Athenian Society. *Drama, Its History*, England, Nabu Press, 2012.
4. Auger, Peter. *The Anthem Glossary of Literary Terms and Theory*, India, Anthem Press, , 2011.
5. Brooks, Cleanth and Warren, Robert Penn. *Understanding Fiction*, Printice Hall.
6. Bennett, Andrew and Nicholas Royle. *Introduction to Literature Criticism and Theory*. Great Britain:
7. Pearson Education Limited, 2004.
8. Cavanagh, Dermot Alan Gillis, Michelle Keown, James Loxley and Randall Stevenson (Ed). *The Edinburgh Introduction to Studying Literature*. Edinburgh: Edinburgh University Press, 2010.
9. Chakrabarti, Piyas. *Anthem Dictionary of Literary Terms and Theory*. Delhi: Anthem Press, 2006.
10. Edmond Gore and Alexander Holmes. *What is Poetry?* England, Nabu Press, 2010.
11. Ford, Boris. *The Pelican Guide to English Literature, Volume I to X* Forster, E M. *Aspects of the Novel*,(1954) London: Rosetta Books, 2002.

12. Fowler, Roger. (Ed.). *A Dictionary of Modern Critical Terms*. (Rev.Ed.) London: Routledge & Kegan Paul, 1987.
13. Gibson Arthur. *What is Literature*, Peter Lang Pub Inc, 2007.
14. 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.
15. Prasad, B. . *Background of the Study of English Literature*, Chennai, Macmillan, 1999.
16. Rees, R.J. *English Literature : An Introduction to Foreign Readers*, New Delhi:MacMillan, 1982.
17. Turco , Lewis. *The Book of Literary Terms*, UK, University Press of New England, 1999.
18. Widdowson, Peter. *The Palgrave Guide to English Literature and its Contexts 1500-2000*, Hampshire: Palgrave, Macmillan, 2004

Syllabus Committee:

1.	Dr. Laxman Babasaheb Patil	Convenor	Athalye-Sapre-Pitre College, Devriukh
2.	Prof. (Dr.) Shivaji Dhondiram Sargar	Member	Head, Dept. of English, University of Mumbai
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**Syllabus for F.Y.
Program: B.A./ B.Com./ B.Sc.
Course: Foundation Course
Credit Based Semester and Grading System with the
Effect from
Academic Year 2019-20**

**B.A./B.Sc.B.Com. General (Semester Pattern) First Year
FOUNDATION COURSE – CURRICULUM**

Semester	Paper Code	Paper	Lectures	Marks			Credits
				External	Internal	Total	
Semester I	ASPUFC101	Foundation Course I	45	70	30	100	02
Semester II	ASPUFC201	Foundation Course I	45	70	30	100	02

Semester I

Learning Objectives:

1. To enhance language proficiency
2. To orient the learners towards the functional aspects of language
3. To stimulate interest in the environment
4. To develop an understanding of the interdisciplinary and holistic nature of the Environment
6. To provide an understanding of interactions between people and the environment
7. To increase an awareness of the importance of living in harmony with the Environment
8. To develop interest in Social Service, NCC, Physical Education and Yoga

Course Code	Title	Lectures	Credits
ASPUFC101			
Unit	Foundation Course – I	45	02
Unit I Communication Skill	Communication Skill 1) Vocabulary Building •Noun, Pronoun, Adjective, Verb and Adverb •Prefixes, Suffixes and Word Transformation •Antonyms and Synonyms 2) Remedial Grammar •Concept of Phrase •Sentence Structure •Subject-Verb Agreement •Tenses 3) Reading Comprehension- Level I	15	
Unit II Civics and Current Affairs	Civics and Current Affairs 1. Secularism and Democracy 2. The Party System in Indian Politics 3. Examine the causes and effects of conflict arising out of regionalism and	15	

	linguistic differences 4. Indian Parliament Structure		
Unit III NSS / NCC / Physical Education /Yoga	NSS राष्ट्रीय सेवा योजना व ग्रामीण विकास १.राष्ट्रीय सेवा योजनेची ओळख (Introduction of National Service Scheme) क.प्रस्तावना मूळ संकल्पना (Basic Concepts) ख.राष्ट्रीय सेवा योजनेचा इतिहास आणि विकास (History and Growth of N.S.S.) ग.राष्ट्रीय सेवा योजनेची राष्ट्रीय धोरणात भूमिका योगदान (Special emphasis in National Policy) २.भारतीय ग्रामीण समाज अर्थ व्याख्या स्वरूप व प्रकार (Indian Rural Society - Meaning, Definition, Nature & Type) ३.समाजकृत संस्थांना पंजीकृत (नोंदणीकृत) करण्यामागील उद्देश (Objectives of social work agency Registration) क. शैक्षणिक सेवा (Education Service) ख. सामाजिक सेवा (Social Service) ग.आरोग्यसेवा (Health Service) घ. आर्थिक व्यवस्था (Economical system) (इत्यादींच्या मर्यादित अनुषंगाने)	15	
	OR NCC 1.Introduction to NCC, National Integration & Awareness a.Genesis, Aims, Objectives of NCC & NCC Song b.Organisation, Training, Incentives & Benefits c.Freedom Struggle, Religions, Culture, Traditions and Customs of India d.National Integration: Importance and Necessity 2.Drill: Foot Drill a.General and Words of Command b.Attention, Stand at Ease and Stand Easy c.Turning and Inclining at the Halt d.Sizing, Forming Up in Three Ranks and Numbering e.Open and Close Order March and Dressing f.Saluting at the Halt g.Getting On Parade, Dismissing and Falling Out 3.Health and Hygiene:	15	

	<p>a. Structure and Functioning of the Human Body b. Hygiene and Sanitation (Personal and Food Hygiene) c. Infectious & Contagious Diseases & Their Prevention 4. Specialized Subjects – NAVY a. History of the Indian Navy- Pre and Post Independence b. Organization of Navy- NHQ, Commands, Fleets, Ships and shore establishments c. Types of Warships and their role d. Organization of Army and Air Force- Operational and Training commands e. Ranks of Officers and Sailors, Equivalent Ranks in the Three Services f. Semaphore – Basic Letters</p>		
	<p style="text-align: center;">OR Physical Education</p> <p>The meaning of physical education and sports 1) a) Meaning, b) Definition of physical education, c) Concept of physical education 2) Changing concepts of physical education a) Exercise b) Gymnastics c) Recreation d) Games And Sports e) Physical Education f) Health And Physical Education</p>	15	
	<p style="text-align: center;">OR Yoga</p> <p>योग परिचय उद्दिष्टे व महत्त्व योगा व आरोग्य, पंचकोश पूरक हालचाली व सूर्य नमस्कार</p>	15	

Semester II

Learning Objectives:

1. To enhance language proficiency
2. To orient the learners towards the functional aspects of language
3. To stimulate interest in the environment
4. To develop an understanding of the interdisciplinary and holistic nature of the Environment
6. To provide an understanding of interactions between people and the environment
7. To increase an awareness of the importance of living in harmony with the

environment

8. To develop interest in Social Service, NCC, Physical Education and Yoga.

Course Code	Title	Lectures	Credits
ASPUFC101			
Unit	Foundation Course – I	45	02
Unit I Communication Skill	Communication Skill 1) Vocabulary Building •Preposition, Conjunction and Articles •Common Spelling Errors 2) Remedial Grammar •Simple, Compound and Complex Sentences •Declarative, Interrogative, Negative and Exclamatory Sentences •Active and Passive Voice •Direct and Indirect Speech 3) Reading Comprehension- Level - II	15	
Unit II Basics of Environmental Science	Basics of Environmental Science 1) Environment: Concept, Scope, Importance of Environment Studies in the current developmental context; 2) Environmental Degradation: Global to local Environmental Problems: Pollution, Acid rain, Global warming and Climate Change- causes and impact on human life. 3) Concept of Disaster and types-Natural and Manmade Disasters, Preparedness and Mitigation, Environment Disasters 4) Sustainable Development- Concept and Components 5) Environment conservation, Education and Awareness, Environmental Ethics	15	
Unit III NSS / NCC / Physical Education /Yoga	NSS राष्ट्रीय सेवा योजना व ग्रामीण विकास १.राष्ट्रीय सेवा योजना अंतर्गत राबविण्याचे प्रकल्प (Project under N.S.S.) क. राष्ट्रीय सेवा योजनाची संकल्पना व घटक (Basic Concepts of Components) ख. राष्ट्रीय सेवा योजना उपक्रम व सक्रियता (N.S.S. Programmes and Activities) २. ग्रामीण विकासासाठी विभिन्न प्रकल्प राबविण्याचे प्रस्ताव,	15	

	<p>व्यवस्थापन (Management various projects for rural development)</p> <p>क. महाराष्ट्र एड्स नियंत्रण (Maharashtra AIDS Control)</p> <p>ख. अशासकीय संस्थांनी राबविण्याचे प्रकल्प (Project Implemented by NGO'S)</p> <p>ग. स्वयंसेवी संस्थांनी राबविले जाणारे प्रकल्प (Project Implemented by self furred Agency)</p> <p>क. भारतीय ग्रामीण लोकसंबंध (Indian Rural Relation)</p> <p>लोकसंबंधातील समाजसेवकांची भूमिका उद्देश तत्व (Role/Object/Principles of Public relation of Social Workers)</p>		
	<p style="text-align: center;">OR NCC</p> <p>1.Social Service and Community Development: a.Basics of Social Service b.Weaker Sections of Our Society and Their Needs c.Contribution of Youth towards Social Welfare d.Civic Responsibilities</p> <p>2.Foot Drill: a.Marching, Length of Pace & Time of Marching in Quick Time and Halt b.Slow March and Halt c.Turning on the March and Wheeling d.Saluting on the March e.Side pace, pace forward and to the rear f.Changing step g.Formation of squad and squad drill</p> <p>3.Health and Hygiene: a.Basics of Home Nursing b.First-Aid in common medical emergencies c.Wound & Fractures</p> <p>4.Specialized Subjects – NAVY a.Semaphore – i.Introduction of position of letters and prosigns ii.Reading of messages iii.Transmission of messages iv.Phonetic Alphabets b.Rigging i.Types of ropes and breaking strength ii.stowing, maintenance and securing of ropes</p>	15	

	iii. Practical Bends and Hitches: Reef Knot, Half hitch, Clove Hitch, Rolling Hitch, Timber Hitch, Bow, Line, Round Turn and Two half hitch and Bow line on the Bight and its basic elements and uses, iv. Introduction to Shackles, Hooks, Blocks and Derricks, Coiling Down and Splicing of rope		
	<p style="text-align: center;">OR</p> <p style="text-align: center;">Physical Education</p> Aim and objectives of physical education 1) General aim 2) Objectives a) Organic power b) Physical skills c) Mental and emotional health d) Social development e) Professional development f) National integration	15	
	<p style="text-align: center;">OR</p> <p style="text-align: center;">Yoga</p> अष्टांगयोग प्राणायाम व शुद्धीक्रिया दंड स्थितीतील आसने	15	

Reference Books

English/Communication Skill

1. S.P. Bakshi : Objective General English
2. Norman Lewis: Word Power Made Easy
3. D.V. Prasada, Rao N., N.D.V. Prasada Rao : Key to Wren & Martin's Regular & Multicolour Edition of High School English Grammar & Composition
4. Raymond Murphy: Essential English Grammar with Answers
5. Michael Swan Practical English Usage (Michael Swan's guide to problems in English (OUP- Fourth Edition 2017)
6. John J Fulford : The Complete Guide to English Spelling Rules
7. Hari Mohan Prasad and Uma Rani Sinha : Objective English (For All Competitive Examinations) (Mc Graw Hill - 6th edition 2017)
8. Wren & Martin, (Rev. by N. D. V. Prasada Rao) English Grammar and Composition, S. Chand & Company Ltd. ND, 2012

Civics and Current Affairs

1. Foundation Course I: M. S. Liman And S. J. Waghmare (2017)
2. Foundation Course II: M. S. Liman Sheth Publication (2016)
3. Indian Polity: M. Laxmikant (2015)

4. Bharatiy Rajyavyavastha: The Unique Academy Publications 2018

5. Panchayati Raj aani Nagari Swaraj Sanstha: Vinayak Chandgude, Sakal Publication 2017

Environmental Science

1. Allaby M. 2002 : Basics of Environmental Sciences, Routledge, London

2. Asthana, D. K., and Asthana, Meera, Environmental Problems and Solutions, S. Chand, New Delhi, 2012

3. Gautam Alka, 2009 : Environmental Geography, Sharda Pustak Bhavan, Allahabad, India

4. Odum E.P. (1971) : Fundamentals of Ecology, W.B. Saunders, Philadelphia

5. Botkin D.B. & Keller E.A., 1995 : Environmental Science, John Wiley & Sons, New York

6. McKinney M.L. & Schoch R.M., 1998 : Environmental Science, Jones & Bartlett Publishers, London

7. Detwyler T.R., 1971: Man's Impact on Environment, McGraw-Hill, New York

8. Singh, Savindra, 2011 : Environmental Geography, Prayag Pustak Bhavan, Allahabad, India

9. Ahirrao W.R. & others, Paryavaran Vijnan (Marathi), Nirali Prakashan, Pune

NSS

1. National Service Scheme Manual - Government of India Ministry of Human Resource Development - Department of Youth Affairs and Sports - 2006

2. Mumbai University of National Service Scheme Manual 2009.

3. विकास व्यवस्थापन आणि समाज कल्याण सेवा समाजकार्य प्रशिक्षण आणि विकास - सतीश कुमार घवड

4. भारतीय समाजातील नैतिक मूल्ये प्रा. डॉ. दिलीप खैरनार

5. माझे ग्रामीण पुनर्रचनेचे प्रयोग - जयवंतराव पाटील

NCC

1. Cadet's Hand book – Common subject all wings. BY DG NCC, New Delhi.

2. Cadet's Hand book – Specialised Subjects, Army, Navy, BY DG NCC, New Delhi

3. NCC OTA Precise BY DG NCC, New Delhi

4. Chanakya's 7 Secrets of Leadership, Radhakrishnan Pillai and D. Shivnandhan, Jaico Pub

5. Seven Habits of Highly Effective People, Covey, Stephen

6. The Habit of Winning, Iyer, Prakash, Penguin, India; 2011

7. Saha Soneri Pane, Vinayak D. Savarkar

8. Environmental Science, S.C. Santra, New Central Book Agency

9. National Cadet Corps, Youth in Action, Lancer Publishers, 2003

10. National Cadet Corps of India, Man Mohan Sharma, Vision Books, 1980

11. Discovery of India, Jawaharlal Nehru

12. Health and Hygiene, Manoj. J.S., Agra University Publication

13. Yoga Illustrated, Ministry of Information and Broadcasting, 1995

14. Yoga of Patanjali-1979, Yardi M.R., Bhandarkar Oriental Research Institute- 1974

Physical Education

- 1.शारीरिक शिक्षण तत्त्वे व स्वरूप: भा. रा. गोगटे, अखिल महाराष्ट्र शारीरिक शिक्षण मंडळ प्रकाशन, पुणे .
 - 2.शारीरिक शिक्षण तत्त्वे व व्यवस्था: हिराजी पाटील, ठोकळ प्रकाशन, पुणे.
 - 3.शारीरिक शिक्षणाचे स्वरूप: प्रा. श्रीपाल जर्दे व सौ सुनीता जर्दे , चंद्रमा प्रकाशन, कोल्हापूर
 - 4.शारीरिक शिक्षणाचा ओनामा : भा. रा. गोगटे, व्हीनस प्रकाशन, पुणे .
 - 5.क्रिडा मानसशास्त्र: डॉक्टर प.म.अलेगांवकर, श्री गजानन बुक डेपो, पुणे -30
 - 6.शारीरिक शिक्षणाचे आधुनिक स्वरूप: दि.गो. वाखारकर, नीलखंड प्रकाशन व अध्यापन पद्धती पुणे.
 - 7.Principles of Physical Education : J.F.Williams, W.B.Sanders Company, Philadelphia, London.
 - 8.Scientific Foundations of Physical Education : C.C.Cowell, Happer and Brothers, New York.
 - 9.Foundation of Physical Education : C.A.Bucher, W.B.Sanders Company, Philadelphia, London.
 - 10.Recreation and Physical Fitness for Youths and Men : Board of Education, London.
 - 11.Physical Education : Interpretations and objectives - J.B.Nash, The Ronald Press Company, New York.
 - 12.Introduction to Physical Education : L.R.Sharman, A.S.Barnes and Company, New York.
 - 13.कबड्डी: नरेंद्र दाभोळकर म.वि ग्र.नि. मंडळ नागपूर.
 - 14.कबड्डी: प्रा. श्रीपाल जर्दे व प्रा. विजय पाटील, अंबा प्रकाशन, कोल्हापूर
 - 15.कबड्डी: प्रा. एन. एम. भैरट
 - 16.आधुनिक व्हॉलीबॉल: ट्यंकटेश वांगवड, गजानन बुक डेपो पुणे -30
 - 17.थलेटिक्स राम भागवत अंड फॉल्ड पब्लिकेशन पुणे- 9
 - 18.मैदानी स्पर्धा व नियम: आयोजन उमेश तावडे राम भागवत ट्रॅक अँड फील्ड प्रकाशन पुणे
- Yoga**
- १.योगासन व प्राणायाम डॉ.पी.डी.शर्मा अनुवादक वासंती तोडकर गाला प्रकाशन दादर
 - २.योगप्रवेश डॉ. विश्वास मंडलिक योगचैतन्य प्रकाशन, नाशिक प्र.आ.१९७९
 - ३.योगसाधना श्री.प्रकाश सास्ते
 - ४.मानसिक ताण-तणाव आणि योगसंस्कार भागवतराव दळवी उमा प्रकाशन सोलापूर
 - ५.YIC Yoga Instructor's Course Theory-1 S- VYASA Yoga University Swami Vivekanand Yoga Prakashan First Edition 2009.
 - ६.YIC Yoga Instructor's Course Practical – 2 S- VYASA Yoga University Swami Vivekanand Yoga Prakashan First Edition 2009.

External evaluation: Internal evaluation (70:30)

Theory:-External evaluation (70 Marks) Question Paper Pattern

Time: 2.5 hours

No.	Question Pattern	Marks
Q.1	Q. 1. On Unit - I A) Fill in the blanks and Multiple Choice questions B) Reading Comprehension Level – I	15 10
Q.2	On Unit - II A) Attempt any two of the following: (2 out of 4) B) Write short note on any one of the following: (1 out of 2)	20 05
Q.3	On Unit – III Attempt any four of the following (4 out of 6)	20
Total		70

Theory:-Internal evaluation (30 Marks)

Note: Internal Evaluation for 30 marks will be only on Unit- III

(N. S. S. / N. C. C. / Physical Education / Yoga)

Description	Marks
1. Active participation of a student in concerned activities	10
2. Participation of a student in a group / group activities	10
3. Working for national, social, ethical, educational cause	10
Total	30

Syllabus Committee:

- | | |
|------------------------------------|----------|
| 1. Dr. Laxman Babasaheb Patil | Convenor |
| 2. Prof. Vikas Prabhakar Shrangare | Member |
| 3. Dr. Pratap V. Naikwade | Member |
| 4. Sou. Snehalata S. Pujari | Member |
| 5. Prof. Uday B. Bhatye | Member |
| 6. Dr. Varsha S. Phatak | Member |

Devrukh Shikshan Prasarak Mandal's
**Nya. TATYASAHEB ATHALYE ARTS, Ved. S.R.
SAPRE
COMMERCE & Vid. DADASAHEB PITRE
SCIENCE COLLEGE, DEVRUKH
[AUTONOMOUS]**



**Syllabus for F.Y. B. Com.
Program: B. A.
Course: Business Communication
Credit Based Semester and Grading System
with the
effect from
Academic Year 2019-20**

Syllabus for F. Y. B. Com.

Course: Business Communication
(70: 30 Marks Examination Pattern)

(Credit Based Semester and Grading System with effect from the academic year 2019-20)

1. Syllabus as per Credit Based Semester and Grading System:

- | | | |
|-------|---|---------------------------------------|
| i) | Name of the Programme | : B. Com. |
| ii) | Course Code | : ASPUBC101 & ASPUBC201 |
| iii) | Course Title | : Business Communication |
| iv) | Semester-wise Course Content | : Enclosed the copy of syllabus |
| v) | References and Additional References: | Enclosed in the Syllabus |
| vi) | Credit Structure | : No. of Credits per Semester – 02 |
| vii) | No. of lectures per Unit | : As prescribed in syllabus |
| viii) | No. of lectures per week | : 03 lectures + 01 tutorial |
| 2. | Scheme of Examination | : 5 Questions & total 70 Marks |
| 3. | Special notes, if any | : No |
| 4. | Eligibility, if any | : No |
| 5. | Fee Structure | : As per University/College Structure |
| 6. | Special Ordinances / Resolutions if any | : No |

Syllabus for F. Y. B. Com.

Program: B. Com.

Course: Business Communication

Syllabus of B. Com. Programme at Semester -I with effect from
the Academic Year 2019-2020

Ability Enhancement Courses (AEC)

Business Communication -I

Revised Syllabus for Business Communication: F.Y. B. Com

Course Objectives:

1. To develop awareness of the complexity of the communication process
2. To develop effective letter writing skills so as to enable students to write confidently
3. To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centered manner
4. To develop ability to communicate effectively with the help of electronic media
5. To develop ability to communicate effectively in group

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Theory of Communication	10
2	Business Communication: Methods, Modes and Barriers	10
3	Business Correspondence	12
4	Writing Skills	13
	Total	45

Note: One tutorial per batch per week in addition to number of lectures stated above
(Batch size as per the University norms)

Sr. No.	Modules / Units
1	<p>Theory of Communication Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication Channels and Objectives of Communication: Channels: Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine Objectives of Communication: To give: Information, Advice, Order and Instruction, Motivation, Education, Warning, and to Persuade and Boost the Morale (A brief introduction to these objectives to be given)</p>
2	<p>Business Communication: Methods, Modes and Barriers Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquettes Modes: Telephonic and Mobile Communication, F- communication and Video Conferencing Barriers:</p> <ul style="list-style-type: none"> • Physical / Semantic / Linguistic / Socio-Cultural / Psychological • Ways to Overcome the Barriers

3	<p>Business Correspondence Theory of Business Letter Writing: Parts, Structure, Layouts – Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing</p> <p>Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation, Letter of Appointment, Promotion and Termination, Letter of Recommendation</p>
4	<p>Writing Skills: Composition:</p> <ul style="list-style-type: none"> • Developing an idea, using appropriate linking devices, Cohesive devices etc. • Interpretation of technical data, • Composition on a given situation, • Writing a short informal report etc. <p>Tutorial Activities</p> <ul style="list-style-type: none"> • Listening Comprehension Remedial Teaching • Speaking Skills: Presenting a News Item, Dialogue and Speeches • Paragraph Writing: Preparation of the first draft, Revision and Self–Editing, Rules of spelling. • Reading Comprehension: Analysis of texts from the fields of Commerce and Management

Syllabus of B. Com. Programme at Semester - II
Business Communication -II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Presentation Skills	10
2	Group Communication	15
3	Business Correspondence	10
4	Writing Skills	10
	Total	45

Note: One tutorial per batch per week in addition to number of lectures stated above (Batch size as per the University norms)

Sr. No.	Modules / Units
1	<p>Presentation Skills</p> <ul style="list-style-type: none"> • Principles of Effective Presentation • Guidelines for Effective Presentation • Four Basic Steps in Making Effective Presentation • The 10/20/30 Rule of PowerPoint • PPT, How to make a Power-Point Presentation • Poster/wall-paper Presentation • Video Presentation/Lecturing
2	<p>Group Communication</p> <p>Interviews: Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</p> <p>Group Discussions: Need and Importance of Group Discussions Participating in a Group Discussion</p> <p>Meetings: Need and Importance of Meetings, Conduct of Meetings and Group Dynamics, Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</p> <p>Conference: Meaning and Importance of Conference, Organizing a Conference, Modern Methods: Video and Tele – Conferencing</p> <p>Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR</p>

3	Business Correspondence Letters of Inquiry and reply Letter of Order Letters of Complaints, Claims and Adjustments Sales Letters, promotional leaflets and fliers Credit and Status Enquiry, Collection Series Consumer Grievance Letters
4	Writing Skills Reports: Feasibility Reports, Investigative Reports Summarization: Identification of main and supporting / sub points, Presenting these in a cohesive manner

Tutorial Activities:

Presentations, Group Discussion, Mock Interviews, Mock Meetings / Conferences, Book Reviews/Summarization, Reading Comprehension: Analysis of texts from the field of Literature [Suggested Books for Book Reviews: Books from the fields of Management, Finance, and Literature Like – Sun Tzu: The Art of War, Eliyahu M . Goldratt : The Goal, Eliyahu M. Goldratt: It's Not Luck , Spencer Johnson: Who Moved My Cheese, Stephen Lundin, Ph.D, Harry Paul, John Christen: Fish, Chetan Bhagat One Night At A Call Center, Chetan Bhagat My Three Mistakes, Arindam Choudhary: Count Your Chickens Before They Hatch ,Stephen Covey : Seven Habits of Successful People, George Orwell: Animal Farm, Dr. Abdul Kalam: Wings of Fire] *[N.B.: The above list is only indicative and not prescriptive.]*

Evaluation:

A) Internal Evaluation/Assessment: 30 marks

- | | |
|--|----------|
| 1. Active participation of a student in classroom activities | 10 marks |
| 2. One classroom test to be conducted in the given semester | 10 marks |
| 3. One research nature activity, project, innovative group preparation | 10 marks |

B) Semester End Examination Pattern 70 Marks for Semester I and II

Duration: 2.30 hours	Marks: 70
Que.1 On Module – 1 (2 out of 3)	14 marks
Que.2 On Module – 2 (2 out of 3)	14 marks
Que.3 On Module – 3 (2 out of 3)	14 marks
Que.4 On Module – 4 (2 out of 3)	14 marks
Que.5 Short Notes on Modules – 1, 2, 3 and 4 (2 out of 3)	14 marks

Reference Books:

1. Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
2. Alien, R. K.(1970) Organisational Management through Communication.
3. Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.
4. Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.
5. Bahl, J.C. and Nagamia,S.M.(1974)Modern Business Correspondence and Minute Writing.
6. Balan, K. R. and Rayudu C. S. (1996) Effective Communication, Beacon New Delhi.
7. Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt .Ltd. ,New Delhi.
8. Basu, C.R. (1998) Business Organisation and Management, T.M.H.New Delhi.
9. Bhargava and Bhargava (1971) Company Notices, Meetings and Regulations
10. Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
11. Burton, Gand Thakur, (1995) Management Today-Principles and Practices.T.M.H., New Delhi.
12. Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
13. Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
14. Frailley, L. E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
15. Ghanekar, A(1996) Communication Skills for Effective Management. Everest Publishing House, Pune.
16. Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
17. Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application

18. McQuail, Denis (1975), Communication, Longman.
19. Merrihue, William (1960) Managing by Communication, McGrawHill, NewYork.
20. Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. New Delhi.
21. Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGrawHill, NewYork.
22. Parry, John (1968) The Psychology of Human Communication.
23. Parson, C. J. and Hughes (1970) Written Communication for Business Students, Great Britain.
24. Stephenson, James (1988) Principles and Practice of Commercial Correspondence, Pilman and Sons Ltd. London.
25. Shurter, Robert L. (1971) Written Communication in Business, McGrawHill, Tokyo

Syllabus Committee:

1. Dr. Laxman Babasaheb Patil	Convenor	Athalye-Sapre-Pitre College, Devriukh
2. Prof. (Dr.) Shivaji Dhondiram Sargar	Member	Head, Dept. of English, University of Mumbai
3. Prof. (Dr.) Satish Ramchandra Ghatage	Member	Kakasaheb Chavan College, Talmavale
4. Dr. Thorat Rajendra Ramchandra	Member	Venutai Chavan College, Karad
5. Dr. Atul Yashwant Pitre	Member	Gogate-Jogalekar College, Ratnagiri
6. Mr. Santosh Sadanand Gavandi	Member	Baghwadi
7. Mrs. Snehalata Sadashiv Pujari	Member	Athalye-Sapre-Pitre College, Devriukh
8. Dr. Varsha Shirish Phatak	Member	Athalye-Sapre-Pitre College, Devriukh