



The Poona Gujarati Kelavani Mandal's

# HARIBHAI V. DESAI COLLEGE

of Arts, Science & Commerce (Autonomous)

Affiliated to Savitribai Phule Pune University  
(Linguistic Minority Institution) AICTE NO. : 1-44457797714  
ID No.: PU / PN / ASC / 057/ (1984)  
NAAC Grade B++ (2.86 CGPA) ■ AISHE CODE : C-41829

Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

Email: principal@hvdesaicollege.edu.in

## Restructured Syllabus (CBCS Pattern as per NEP 2020)

To be implemented from Academic Year: 2024-25

### Department of English

### SEMESTER I

Sr. No.	Faculty	Name Of Course	Class	Course Code	Credit	Course Name
1.	Humanities	Ability Enhancement Course	First Year	AEC-101-ENG-TH	2	Developing Communicative Competence in English
		Skill Enhancement Course	First Year	SEC-101-ENG-TH	2	Soft Skills Through English
		English	First Year	ENG-101-TH	4	English For Beginners-I
2.	Science	Ability Enhancement Course	First Year	AEC-101-ENG-TH	2	Professional Communication Skills
		Open Elective	First Year	OE-101-ENG-TH	2	Mass communication
3.	Commerce	Ability Enhancement Course	First Year	AEC-101-ENG-TH	2	Mastering English for Professional Purposes
4.	Computer Science	Ability Enhancement Course	First Year	AEC-101-ENG-TH	2	Professional Communication Skills
5.	Computer Application (BCA)	Ability Enhancement Course	First Year	AEC-101-ENG-TH	2	Professional Communication Skills
6.	Commerce (BBA CA)	Ability Enhancement Course	First Year	AEC-101-ENG-TH	2	Professional Communication Skills



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**Department of English**  
**SEMSTER II**

Sr. No	Faculty	Name Of Course	Class	Course Code	Credit	Course Name
1.	Humanities	Ability Enhancement Course	First Year	AEC-151-ENG-TH	2	Developing Communicative Competence in English
		Skill Enhancement Course	First Year	SEC-151-ENG-TH	2	Soft Skills Through English
		English	First Year	ENG-151-TH	4	English For Beginners-II
2.	Science	Ability Enhancement Course	First Year	AEC-151-ENG-TH	2	Professional Communication Skills
		Open Elective	First Year	OE-151-ENG-TH	2	Mass communication
3.	Commerce	Ability Enhancement Course	First Year	AEC-151-ENG-TH	2	Mastering English for Professional Purposes
4.	Computer Science	Ability Enhancement Course	First Year	AEC-151-ENG-TH	2	Professional Communication Skills
5.	Computer Application (BCA)	Ability Enhancement Course	First Year	AEC-151-ENG-TH	2	Professional Communication Skills



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<b>Faculty</b>	Humanities
<b>Program</b>	Bachelor of Arts
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	AEC-101-ENG-TH	Ability Enhancement Course	Developing Communicative Competence in English	Theory	2	2

### Course Objectives:

After completion student will be able:

- **CO-1** To enable the students recognize the use of English in communication
- **CO-2** To make students understand the importance of communicative competence
- **CO-3** To introduce students to vocabulary, spoken and written components of communications
- **CO-4** To lead students through rigorous exercise related to communication
- **CO-5** To make students proficient in communication.

### Course Outcomes:

- CO- 1. Students understand the importance of communication and the consequent competence required for it.
- CO-2. Students distinguish between literal and figurative meanings in various contexts and apply this understanding to enhance both spoken and written communication.
- CO-3. Students will utilize a variety of linguistic tools such as synonyms, antonyms, prefixes, and suffixes to expand vocabulary and improve language comprehension and expression
- CO-4 Students will develop an understanding of how words relate to each other in lexical webs and apply collocations correctly to sound more natural and fluent in communication.
- CO- 5 students will demonstrate proficiency in speaking for different purposes and navigate diverse social interactions with confidence and clarity. Students become confident about communication through rigorous exercise.

<b>Unit</b>	<b>Title and Contents</b>	<b>No. of lectures in Clock Hours</b>
I	<b>Unit 1: Building Vocabulary</b> 1. Words as 'Power' 2. Word and Sense 3. Literal and Figurative Meaning 4. Synonym and Antonyms 5. Prefixes and Suffixes 6. Lexical Webs 7. Collocations	15
II	<b>Unit 2: Speaking for Different Purposes</b> 1. Greeting and Introducing 2. Asking for Information 3. Seeking Permission 4. Making Requests 5. Making Suggestions 6. Agreeing, Partly Agreeing and Disagreeing 7. Making Apologies	15

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
Internal Exam (15 Marks) 30%	Internal assessment will be of 30 % of total marks. The subject teacher will adopt any three out of following methods for internal assessment. (Written Examination, Online Exam / Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	Minimum 6 Marks (40% Passing)
External Exam (35 Marks) 70%	<b>Time (2 Hours)</b> <b>Marks (35)</b> Q.1 Answer the following questions on unit one-1 to 3 (any 2 out 4) Marks – 05 Q.2 Answer the following questions on unit one-4 to 7 (any 5 out 7) Marks – 10 Q.3 Answer the following questions on unit two-1 to 4 in 100 words (any 2 out 4) Marks – 10 Q.4 Answer the following questions on unit two-5 to 7 (any 2 out of 4) Marks- 10	Minimum 14 Marks (40% Passing)

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<b>Faculty</b>	Humanities
<b>Program</b>	Bachelor of Arts
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
II	AEC-151-ENG-TH	Ability Enhancement Course	Developing Communicative Competence in English	Theory	2	2

### Course Objectives:

After completion student will be able:

- **CO-1** To enable the students recognize the use of English in communication
- **CO-2** To make students understand the importance of communicative competence
- **CO-3** To introduce students to vocabulary, spoken and written components of communication.
- **CO-4** To lead students through rigorous exercise related to communication
- **CO-5** To make students proficient in communication.

### Course Outcomes:

- CO-1. Students understand the importance of communication and the consequent competence required for it.
- CO-2. Students distinguish between literal and figurative meanings in various contexts and apply this understanding to enhance both spoken and written communication.
- CO-3. Students will utilize a variety of linguistic tools such as synonyms, antonyms, prefixes, and suffixes to expand vocabulary and improve language comprehension and expression
- CO-4 Students will develop an understanding of how words relate to each other in lexical webs and apply collocations correctly to sound more natural and fluent in communication.

- CO- 5 students will demonstrate proficiency in speaking for different purposes and navigate diverse social interactions with confidence and clarity. Students become confident about communication through rigorous exercise.

<b>Unit No.</b>	<b>Title and Content</b>	<b>No. of lectures in Clock Hours</b>
I	<b>UNIT 1: Joy of Reading</b> 1. Reading for Comprehension 2. Skimming and Scanning 3. Speed Reading and Loud Reading 4. Reading for Different Purposes 5. Reading and Making Notes	10
II	<b>UNIT 2: Forms of Writing</b> 1. Paragraph Writing 2. Expansion of Ideas 3. Summarizing 4. Letter Writing 5. Writing Notices, Agendas and Minutes 6. E-mail Writing 7. Writing for Digital Platforms	10
III	<b>Unit 3: Report writing</b> 1. Newspaper Reports 2. Official Reports	10

#### **Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
Internal Exam (15 Marks) 30%	Internal assessment will be of 30 % of total marks. The subject teacher will adopt any three out of following methods for internal assessment. (Written Examination, Online Exam / Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	Minimum 6 Marks (40% Passing)
External Exam (35 Marks) 70%	<b>Time (2 Hours)</b> <b>Marks (35)</b> Q.1 Answer the following questions on unit one-1 to 3 (any 2 out 4) Marks – 05 Q.2 Answer the following questions on unit one-4 to 7 (any 5 out 7) Marks – 10	Minimum 14 Marks (40% Passing)

	Q.3 Answer the following questions on unit two-1 to 4 in 100 words (any 2 out 4) Marks – 10 Q.4 Answer the following questions on unit two-5 to 7 (any 2 out of 4) Marks- 10	
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<b>Faculty</b>	Humanities
<b>Program</b>	Bachelor of Arts
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	SEC-101-ENG-TH	Skill Enhancement Course	Soft Skills through English	Theory	2	2

### Course Objectives:

After completion student will be able:

- **CO-1** To introduce basics of soft skills to students
- **CO-2** To help students acquire the components like interpersonal skills, conflict resolution, confidence, adaptability and team building
- **CO-3** To give students adequate theoretical background and practice
- **CO-4** To instil the soft skills like problems solving, empathy, communication style and work style in students
- **CO-5** To make students more competent and employable through enrichment of soft skills

### Course Outcomes:

- **CO-1.** Students are introduced to the significance and basics of soft skills.
- **CO-2** Students acquire soft skills necessary in real life situations.
- **CO-3** Students know the theory of soft skills and their practical importance through exercise.
- **CO-4** Students learn many different soft skills.
- **CO-5** Students become confident and competent through soft skills.

Unit	Title and Contents	No. of lectures in Clock Hours
I	<b>Unit 1. An Introduction to Soft Skills</b> Soft Skills: Definitions and Nature Soft Skills Vs Hard Skills	10

	Importance of Soft Skills Types of Soft Skills	
II	<b>Unit 2. Soft Skills and Personality Development</b> Personality Development Positive Attitude and Self-confidence Leadership Skills Etiquette	10
III	<b>Unit 3. Emotional intelligence</b> Meaning, Definition and Need for Emotional Intelligence Quotient versus Emotional Intelligence Quotient Components of Emotional Intelligence Components of Social Intelligence	10

#### Assessment & Evaluation Method:

Scheme of Examination	Exam Format	Minimum Passing Marks
Internal Exam (15 Marks) 30%	Internal assessment will be of 30 % of total marks. The subject teacher needs to adopt any three out of following methods for internal assessment. (Written Examination, Online Exam / Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	Minimum 6 Marks (40% Passing)
External Exam (35 Marks) 70%	<b>Time ( 2 Hours)</b> <b>Marks (35)</b> Q.1 Answer the following questions on unit one in 100 words (any 2 out 4) Marks – 10 Q.2 Answer the following questions on unit two-1 to 2 in 100 words (any 2 out 4) Marks – 10 Q.3 Answer the following questions on unit three-1 to 3 in 100 words (any 2 out 4) Marks – 10 Q.4 Write Short Notes on unit two-3 to 4 (any 1 out of 2) Marks – 05	Minimum 14 Marks (40% Passing)

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Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
II	SEC-151-ENG-TH	Skill Enhancement Course	Soft Skills through English	Theory	2	2

### Course Objectives:

After completion student will be able:

- **CO-1** To introduce basics of soft skills to students
- **CO-2** To help students acquire the components like interpersonal skills, conflict resolution, confidence, adaptability and team building
- **CO-3** To give students adequate theoretical background and practice
- **CO-4** To instil the soft skills like problems solving, empathy, communication style and work style in students
- **CO-5** To make students more competent and employable through enrichment of soft skills

### Course Outcomes

- **CO-1.** Students are introduced to the significance and basics of soft skills.
- **CO-2** Students acquire soft skills necessary in real life situations.
- **CO-3** Students know the theory of soft skills and their practical importance through exercise.
- **CO-4** Students learn many different soft skills.
- **CO-5** Students become confident and competent through soft skills.

<b>Unit No.</b>	<b>Title and Content</b>	<b>No. of lectures in Clock Hours</b>
I	<b>1. Communication Skills</b> 1. Definition, Nature and Scope of Communication 2. Importance of Communication 3. Process of Communication 4. Barriers to Communication and How to Overcome Them 5. Non-Verbal Communication	08
II	<b>2. Presentation Skills</b> 1. Kinds of Presentation 2. Types of Presentation 3. Use of Audio-Visual Aids 4. Body Language and Voice Modulation 5. Stage Presence and Effective Public Speaking	08
III	<b>3. Soft Skills Required for Professional Success</b> 1. Facing Interviews 2. Conducting Meeting 3. Time Management 4. Stress Management 5. Decision-making Skills 6. Moral Values 7. Negotiation Skills	08
IV	<b>4. Non-Verbal Communication</b> 1. Components of Non-verbal communication: Kinesics, Proxemics, Chronemics, Paralanguage and Appearance 2. Tips For Effective Communication	06

#### **Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
Internal Exam (15 Marks) 30%	Internal assessment will be of 30 % of total marks. The subject teacher needs to adopt any three out of following methods for internal assessment. (Written Examination, Online Exam / Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	Minimum 6 Marks (40% Passing)
External Exam (35 Marks) 70%	<b>Time ( 2 Hours)</b> <b>Marks (35)</b> Q.1 Answer the following questions on unit one in 100 words (any 2 out 4)                      Marks – 10 Q.2 Answer the following questions on unit two-1 to 2 in 100 words (any 2 out 4)                      Marks – 10 Q.3 Answer the following questions on unit three-1 to 3 in 100 words (any 2 out 4)                      Marks – 10	Minimum 14 Marks (40% Passing)

	Q.4 Write Short Notes on unit two-3 to 4 (any 1 out of 2)	Marks – 05	
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<b>Faculty</b>	Humanities
<b>Program</b>	Bachelor of Arts
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	ENG-101-TH	DSC	English for Beginners	Theory	4	4

### Objectives:

1. To help students realize the basics of English language
2. To make students confident in the use of English in real life situations
3. To enable students to relish the beauties of literature as linguistic contraction
4. To develop skills in students that make them capable of facing real world
5. To instil values of integrity, sympathy, humanity in students

### Course Outcomes:

1. Students learn the basics of English language
2. Students become confident and proficient in the use of English in real life situations
3. Students relies the beauties of literature as linguistic construction and learn less and values of life
4. Students acquire necessary skills that make them competent and employable
5. Students learn the significance of human values

<b>Unit</b>	<b>Title and Contents</b>	<b>No. of lectures in Clock Hours</b>
I	1.Mending Wall – ROBERT FROST 2.La Belle Dame sans Merci – JOHN KEATS 3.Sympathy – PAUL LAURENCE DUNBAR 4.The Man He Killed – THOMAS HARDY 5.My Grandmother’s House – KAMALA DAS 6.The Bangle-Sellers – SAROJINI NAIDU	30
	<b>Communication Skills</b>	
II	7. Meeting People, Exchanging Greeting and Taking Leave 8. Introducing Yourself (and others) in Different Contexts 9. Telephone Etiquette 10. Thanking and Responding to Thanks	30

#### **Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
Internal Exam (30 Marks)  30%	Internal assessment will be of 30 % of total marks. The subject teacher needs to adopt any three out of following methods for internal assessment. (Written Examination, Online Exam / Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of head of the department)	Minimum 12 Marks  (40% Passing)
External Exam (70 Marks)  70%	<b>Time (2 Hours)</b> <b>Marks (70)</b>  Q.1 Answer the following questions on unit -1 to 2 in 150 words (any 2 out 3)      Marks – 14  Q.2 Answer the following questions on unit -3 to 4 in 150 words (any 2 out 3)      Marks – 14  Q.3 Answer the following questions on unit -5 to 6 in 150 words (any 2 out 3)      Marks – 14	Minimum 28 Marks  (40% Passing)

	Q.4 Write a dialogue on the given situation- unit -7 to 8 (any 2 out of 3) Marks – 14	
	Q.4 Write a dialogue on the given situation- unit -9 to 10 (any 2 out of 3) Marks – 14	

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<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
II	ENG-151-TH	DSC	English for Beginners	Theory	4	4

### Course Objectives:

After completion student will be able to:

**Literary Analysis:** Develop the ability to critically analyse short stories by identifying and interpreting key elements such as plot, character, setting, and theme.

**Contextual Understanding:** Explore the cultural, historical, and social contexts of various short stories to enhance comprehension and appreciation of diverse perspectives.

**Creative Expression:** Foster creativity by encouraging students to write original short stories that reflect their understanding of narrative techniques and stylistic choices.

**Critical Thinking:** Enhance critical thinking skills by evaluating different interpretations of texts and articulating reasoned arguments in written form.

**Communication Skills:** Improve written communication skills through structured essays and discussions that articulate insights and analyses of short stories effectively.

### Course Outcome:

1. Literary Analysis Skills: Students will be able to analyse and interpret the themes, characters, and narrative techniques in selected short stories, demonstrating an understanding of how these elements contribute to the overall meaning of the text.

2. **Critical Thinking:** Students will develop critical thinking skills by comparing and contrasting different short stories, evaluating authors' stylistic choices, and articulating their insights through written assignments and discussions.
3. **Cultural and Historical Context:** Students will explore the cultural and historical contexts of various short stories, gaining insight into how these contexts influence themes and character development.
4. **Creative Writing Techniques:** Students will apply techniques learned from studying short stories to their own writing, producing original short narratives that reflect an understanding of structure, voice, and style.
5. **Effective Communication:** Students will enhance their ability to communicate ideas clearly and persuasively, both in written form and through oral presentations, fostering discussions on the significance and impact of short stories in literature.

<b>Unit</b>	<b>Title and Contents</b>	<b>No. of lectures in Clock Hours</b>
<b>I</b>	1. The Happy Prince - OSCAR WILDE 2. A Cup of Tea – KATHERINE MANSFIELD 3. The Home-coming – RABINDRANATH TAGORE 4. Refund – FRITZ KARINTHY 5. A Lesson My Father Taught Me – DR. APJ ABDUL KALAM	<b>30</b>
<b>II</b>	6. Anchoring, Elocution, Debates 7. Presentations 8. Effective Communication on Social Media 9. Formal and Informal Communication	<b>30</b>

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
Internal Exam (30 Marks) 30%	Internal assessment will be of 30 % of total marks. The subject teacher needs to adopt any three out of following methods for internal assessment. (Written Examination, Online Exam / Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments,	Minimum 12 Marks (40% Passing)

	Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of head of the department)	
External Exam (70 Marks)  70%	<b>Time (2 Hours)</b> <b>Marks (70)</b> Q.1 Answer the following questions on unit -1 to 2 in 150 words (any 2 out of 3)      Marks – 14 Q.2 Answer the following questions on unit -3 to 4 in 150 words (any 2 out of 3)      Marks – 14 Q.3 Answer the following questions on unit -5 to 6 in 150 words (any 2 out of 3)      Marks – 14 Q.4 Write a dialogue on the given situation- unit -7 to 8 (any 2 out of 3)      Marks – 14 Q.4 Write a dialogue on the given situation- unit -9 to 10 (any 2 out of 3)      Marks – 14	Minimum 28 Marks (40% Passing)

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<b>Faculty</b>	Science
<b>Program</b>	Bachelor of Science
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	AEC-101- ENG- TH	Ability Enhancement Course	Professional Communication Skills	Theory	2	2

### Course Objectives:

After completion student will be able:

**CO-1:** To enable the students to recognize the use of English in profession.

**CO-2:** To understand the importance of Communicative Competence.

**CO-3:** To enrich and use vocabulary, spoken and written components of communication effectively.

**CO-4:** To encourage the students to correlate linguistic competence and communicative Skills.

**CO-5:** To enable students appraise the advanced professional language.

### Course Outcomes:

CO-1: Students will heighten their awareness of correct usage of English grammar in writing and speaking.

CO-2: Students acquire necessary skills that make them competent and employable.

CO-3: Students understand the importance of communication and the consequent competence required for it.

CO-4: Students will improve their speaking ability in English both in terms of fluency and comprehensibility.

CO-5: Their ability will be strengthened to write letter, notice, agenda, minutes and blog using the process approach.

Unit	Title and Contents	No. of lectures in Clock Hours
I	<b>Grammar</b> 1. Tenses 2. Types of Sentences 3. Direct and Indirect Speech	7
II	<b>Meeting and Greeting People</b> 1. Introducing yourself 2. Introducing others 3. Apologies and responses 4. Agreeing and disagreeing 5. General speaking strategies	6
III	<b>Group Discussion, Interview and Interviewing Skills</b> 1. Initiating a group discussion 2. Continuing a group discussion 3. Concluding a group discussion 4. Preparing for an interview 5. Facing an interview 6. Interviewing techniques	7
IV	<b>Presentation Skills</b> 1. Kinds of presentation 2. Structuring content 3. Visual aids 4. The language of presentations 5. Making a presentation	10

#### Assessment & Evaluation Method:

Scheme of Examination	Exam Format	Minimum Passing Marks
<b>Internal Exam</b> (15 Marks) 30%	<ul style="list-style-type: none"> <li>Internal assessment will be of 30 % of total marks.</li> <li>The subject teacher needs to adopt any three out of following methods for internal assessment. Written Examination, Online Exam/ Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)</li> </ul>	Minimum 6 Marks (40% Passing)
<b>External Exam</b> (35 Marks)	<b>Time ( 2 Hours)</b> <b>Marks (35)</b> Q.1 Do as Directed (any 5 out 7)      Marks – 05 (Questions on Unit -I)	Minimum 14 Marks (40% Passing)

70%	Q. 2 Write a short note on the given topics (any 2 out of 4) Marks – 10 (Questions on Unit -II) Q.3 Answer the following questions in 150 words (any 2 out of 4) Marks – 10 (Questions on Unit -III) Q.4 Answer the following questions in 150 words (any 2 out of 4) Marks – 10 (Questions on Unit -IV)	
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Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

Email: principal@hvdesaicollege.edu.in

<b>Faculty</b>	Science
<b>Program</b>	Bachelor of Science
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
II	AEC-151-ENG-TH	Ability Enhancement Course	Professional Communication Skills	Theory	2	2

### Course Objectives:

After completion student will be able:

**CO-1:** To enable the students to recognize the use of English in profession.

**CO-2:** To understand the importance of Communicative Competence.

**CO-3:** To Enrich and use vocabulary, spoken and written components of communication effectively.

**CO-4:** To encourage the students to correlate linguistic competence and communicative skills.

**CO-5:** To enable students appraise the advanced professional language.

### Course Outcomes:

CO-1: Students will heighten their awareness of correct usage of English grammar in writing and speaking

CO-2: Students acquire necessary skills that make them competent and employable

CO-3: Students understand the importance of communication and the consequent competence required for it.

CO-4: Students will improve their speaking ability in English both in terms of fluency and comprehensibility

CO-5: Their ability will be strengthened to write letter, notice, agenda, minutes and blog using the process approach.

Unit No.	Title and Content	Number of Lectures
I	<b>Vocabulary</b> 1.Synonym and Antonym 2.Part of Speech	5

	3.One word Substitute 4.Prefixes and Suffixes	
II	<b>Forms of Writing</b> 1. Letter writing. 2.Writing résumé 3.Report writing 4.Notice, agenda and minutes 5.E-mail 6.Blog writing	5
III	<b>Introduction to Soft Skills</b> 1. Definition and nature 2. Soft skill Vs hard skill 3. Importance of soft skills 4. Types of soft skill  <b>Soft Skills in Career Prospects</b> 1.Role of Soft Skills in Professional Success 2.Time and Stress Management 3.Decision Making and Moral values 4.Leadership Skills and Team Building 5.Negotiation Skills and Etiquettes	10
IV	<b>Business Communication</b> 1. Nature and importance of business communication 2. Process of communication 3. Types of communication 4. Channels of communication 5. Digital communication	10

#### Assessment & Evaluation Method:

Scheme of Examination	Exam Format	Minimum Passing Marks
<b>Internal Exam</b>  (15 Marks)  30%	<ul style="list-style-type: none"> <li>Internal assessment will be of 30 % of total marks.</li> <li>The subject teacher needs to adopt any three out of following methods for internal assessment.</li> </ul> Written Examination, Online Exam/ Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	Minimum 6 Marks (40% Passing)
<b>External Exam</b>	Time ( 2 Hours)	Minimum 14 Marks



<p>(35 Marks)</p> <p>70%</p>	<p>Marks (35)</p> <p>Q.1 Do as Directed (any 5 out 7)    Marks – 05 (Questions on Unit -I)</p> <p>Q. 2 Write a short note on the given topics (any 2 out 4) Marks – 10 (Questions on Unit -II)</p> <p>Q.3 Answer the following questions in 150 words (any 2 out 4) Marks – 10 (Questions on Unit -III)</p> <p>Q.4 Answer the following questions in 150 words (any 2 out 4) Marks – 10 (Questions on Unit -IV)</p>	<p>(40% Passing)</p>
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The Poona Gujarati Kelavani Mandal's

# HARIBHAI V. DESAI COLLEGE

of Arts, Science & Commerce (Autonomous)

Affiliated to Savitribai Phule Pune University  
(Linguistic Minority Institution) AICTE NO. : 1-44457797714  
ID No.: PU / PN / ASC / 057/ (1984)  
NAAC Grade B++ (2.86 CGPA) ■ AISHE CODE : C-41829

Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

Email: principal@hvdesaicollege.edu.in

<b>Faculty</b>	Science
<b>Program</b>	Bachelor of Science
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	OE-101-ENG-TH	Open Elective	Mass Communication through English	Theory	2	2

### Course Objectives:

After completion student will be able:

**CO-1** To expose students to various aspects of communication

**CO-2** To make students aware of the significance of communication in general and mass communication in particular

**CO-3** To develop skills related to mass communication like public speech, writing and use of social media.

**CO-4** To offer necessary theoretical background and practice for effective communication to students

**CO-5** To enable students to become effective communicators

### Course Outcomes:

**CO-1** Students get enough exposure to the basics of mass communication

**CO-2** Students become familiar with the importance of mass communication in the present global contexts.

**CO-3** Students acquire necessary skill sets of mass communication.

**CO-4** Students become familiar with and capable of good mass communication.

**CO-5** Students become effective communicators.

<b>Unit</b>	<b>Title and Contents</b>	<b>No. of lectures in Clock Hours</b>
<b>I</b>	<b>Introduction to Mass Communication</b> 1. Definition and Key Aspects of Mass Communication 2. Elements of Mass Communication 3. Effects of Mass Communication 4. Functions of Mass Communication	<b>15</b>
<b>II</b>	<b>Writing Content for Mass Communication</b> 1. Writing Articles 2. Drafting Newspaper Reports and Editorials 3. Writing Advertisements 4. Preparing Brochures and Manuals	<b>15</b>

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
<p><b>Internal Exam</b> <b>(15 Marks)</b> <b>30%</b></p>	<p>Internal assessment will be of 30 % of total marks.</p> <p>The subject teacher needs to adopt any three out of following methods for internal assessment.</p> <p>Written Examination, Online Exam/ Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination,</p> <p>Open book Test and any other evaluation method subject to the permission of Head of the Department)</p>	<p>Minimum 6 Marks (40% Passing)</p>
<p><b>External Exam</b> <b>(35 Marks)</b> <b>70%</b></p>	<p>Time (2 Hours) Marks (35)</p> <p>Q.1 Answer the following questions on unit one-1 to 2 in 100 words (any 2 out 4) (Marks – 10)</p> <p>Q.2 Answer the following questions on unit one-3 to 4 in 100 words (any 2 out 4) (Marks – 10)</p> <p>Q.3 Answer the following questions on unit two-1 to 2 in 100 words (any 2 out 4) (Marks – 10)</p> <p>Q.4 Write Short Notes- unit two-3 to 4 (any 1 out of 2) (Marks – 05)</p>	<p>Minimum 14 Marks (40% Passing)</p>

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Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

Email: principal@hvdesaicollege.edu.in

<b>Faculty</b>	Science
<b>Program</b>	Bachelor of Science
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
II	OE-151-ENG-TH	Open Elective	Mass Communication through English	Theory	2	2

### Course Objectives:

After completion student will be able:

**CO-1** To expose students to various aspects of communication

**CO-2** To make students aware of the significance of communication in general and mass communication in particular

**CO-3** To develop skills related to mass communication like public speech, writing and use of social media.

**CO-4** To offer necessary theoretical background and practice for effective communication to students

**CO-5** To enable students to become effective communicators

### Course Outcomes

**CO-1** Students get enough exposure to the basics of mass communication

**CO-2** Students become familiar with the importance of mass communication in the present global contexts.

**CO-3** Students acquire necessary skill sets of mass communication.

**CO-4** Students become familiar with and capable of good mass communication.

**CO-5** Students become effective communicators.

Unit	Title and Contents	No. of lectures in Clock Hours
<b>I</b>	<b>Introduction to Digital Media as Means of Mass Communication</b> 1. Feature of Digital Media 2. Types / Platforms of digital media 3. Concept of Digital Literacy 4. Advantages and disadvantages of digital media	<b>15</b>
<b>II</b>	<b>Writing Content for Mass Communication</b> 1. Writing Film and Book Reviews 2. Writing Web Content 3. Blog Writing 4. Writing Social Media Content	<b>15</b>

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
<p><b>Internal Exam</b> <b>(15 Marks)</b>  <b>30%</b></p>	<p>Internal assessment will be of 30 % of total marks.</p> <p>The subject teacher needs to adopt any three out of following methods for internal assessment.</p> <p>Written Examination, Online Exam/ Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination,</p> <p>Open book Test and any other evaluation method subject to the permission of Head of the Department)</p>	<p>Minimum 6 Marks  (40% Passing)</p>
<p><b>External Exam</b> <b>(35 Marks)</b>  <b>70%</b></p>	<p>Time (2 Hours) Marks (35)</p> <p>Q.1 Answer the following questions on unit one-1 to 2 in 100 words (any 2 out 4) (Marks – 10)</p> <p>Q.2 Answer the following questions on unit one-3 to 4 in 100 words (any 2 out 4) (Marks – 10)</p> <p>Q.3 Answer the following questions on unit two-1 to 2 in 100 words (any 2 out 4) (Marks – 10)</p> <p>Q.4 Write Short Notes- unit two-3 to 4 (any 1 out of 2) (Marks – 05)</p>	<p>Minimum 14 Marks  (40% Passing)</p>

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NAAC Grade B++ (2.86 CGPA) ■ AISHE CODE : C-41829

Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

Email: principal@hvdesaicollege.edu.in

<b>Faculty</b>	Commerce
<b>Program</b>	Bachelor of Commerce
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	AEC-101-ENG-TH	Ability Enhancement Course	Mastering English for Professional Purposes	Theory	2	2

### Course Objectives:

After completion student will be able:

- **CO-1** To enable students memorize pieces of prose and poetry so that they can understand the communicative power of English and its practical application.
- **CO-2** To enable students discuss a variety of topics that dominate the contemporary socio-economic and cultural life.
- **CO-3** To implement oral and written communication skills in their day to day life for the enhancement in their employability
- **CO-4** To encourage students to correlate linguistic competence and communicative skills.
- **CO-5** To enable students support cultural values and the major problems in the world today.

### Course Outcomes:

- CO-1. Students will be enabled to make sound decisions in both personal and professional contexts.
- CO-2. Students acquire necessary skills that make them competent and employable
- CO-3. Students will be equipped with the practical language skills necessary for everyday professional activities.
- CO-4. Formal and informal communication, including effective telephone etiquette, interview techniques, and workplace interactions, ensuring they can convey ideas clearly and confidently in various professional settings.



- CO-5. This syllabus will broaden students' perspectives and enriching their understanding of human experiences and societal values.

Unit	Title and Contents	No. of lectures in Clock Hours
I	<b>Unit 1: Poetry for Values and Ethics</b> 1. The Road Not Taken: Robert Frost 2. Can It Be? Manmohan Ghose 3. The Tiger and the Deer: Sri Aurobindo 4. Work Without Hope: S. T. Coleridge 5. Home Assignment	10
II	<b>Unit 2: Prose for Professional Growth</b> 1. All about a Dog: A. G. Gardiner 2. How I Became a Public Speaker: G. B. Shaw 3. The Three Questions: Leo Tolstoy 4. Home Assignment	10
III	<b>Unit 3: Conversational Skills for Professional Purposes</b> 1. Formal and Informal Communication a. Introducing yourself and others in different contexts b. Greeting and responding to greetings c. Joining and leaving conversations d. Telephone etiquette <b>Interview Skills</b> a. GDPI b. Types of interviews c. Principles of effective communication d. Strategies of communication	5
IV	<b>Unit 4. Everyday Communication at Workplace</b> a. Making requests b. Asking for information c. Inviting and accepting/declining an invitation d. Making a complaint e. Making and accepting an apology f. Describing objects, people, places and processes g. Conduction of meetings <b>English for Sales and Marketing</b> a. The use of English for advertising, demonstration, promotion, presentations	5

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
Internal Exam (15 Marks) 30%	Internal assessment will be of 30 % of total marks. The subject teacher needs to adopt any three out of following methods for internal assessment. (Written Examination, Online Exam / Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	Minimum 6 Marks (40% Passing)
External Exam (35 Marks) 70%	Time ( 2 Hours) Marks (35) Q.1 Answer the following questions on unit one (any 2 out of 4) Marks – 10 Q.2 Answer the following questions on unit two (any 2 out of 4) Marks – 10 Q.3 Answer the following questions on unit three (any 3 out of 5) Marks – 10 Q.4 Answer the following questions on unit three (any 1 out of 2) Marks – 5	Minimum 14 Marks (40% Passing)

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Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

Email: principal@hvdesaicollege.edu.in

<b>Faculty</b>	Commerce
<b>Program</b>	Bachelor of Commerce
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
II	AEC-151-ENG-TH	Ability Enhancement Course	Mastering English for Professional Purposes	Theory	2	2

## Course Objectives:

After completion student will be able:

- **CO-1** To enable students memorize pieces of prose and poetry so that they can understand the communicative power of English and its practical application.
- **CO-2** To enable students discuss a variety of topics that dominate the contemporary socio-economic and cultural life.
- **CO-3** To implement oral and written communication skills in their day to day life for the enhancement in their employability
- **CO-4** To encourage students to correlate linguistic competence and communicative skills.
- **CO-5** To enable students support cultural values and the major problems in the world today.

## Course Outcomes

- CO-1. Students will be enabled to make sound decisions in both personal and professional contexts.
- CO-2. Students acquire necessary skills that make them competent and employable
- CO-3. Students will be equipped with the practical language skills necessary for everyday professional activities.
- CO-4. Formal and informal communication, including effective telephone etiquette, interview techniques, and workplace interactions, ensuring they can convey ideas clearly and confidently in various professional settings.
- CO-5. This syllabus will broaden students' perspectives and enriching their understanding of human experiences and societal values.

Unit No.	Title and Content	Number of Lectures
I	<b>Unit 1: Poetry for Values and Ethics</b> 1. Success: Emily Dickinson 2. On Virtue: Phillis Wheatley 3. Money Madness: D. H. Lawrence 4. Quiet Work: Mathew Arnold 5. Up-hill: Christina Rossetti 6. Home Assignment	5
II	<b>Unit 2: Prose for Professional Growth</b> 1. My Lost Dollar: Stephen Leacock 2. On the Conduct of Life: William Hazlitt 3. The Selfish Giant: Oscar Wilde 4. Home Assignment	5
III	<b>Unit 3: Writing Skills for Professional Purposes</b> 1. Vocabulary Building a. Phrasal verbs b. Synonyms and antonyms c. Collocations d. Word formation e. Effective ways of building vocabulary 2. <b>Business Letters</b> a. Cover letter b. Letter of recommendation c. Offer letter d. Complaint letter e. Apology letter f. Letter of appreciation	10
IV	<b>Everyday Drafting at Workplace</b> a. Notice b. Agenda c. Minutes d. Report writing e. Note making f. Email writing	10

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
Internal Exam (15 Marks) 30%	Internal assessment will be of 30 % of total marks. The subject teacher needs to adopt any three out of following methods for internal assessment. (Written Examination, Online Exam / Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	Minimum 6 Marks (40% Passing)
External Exam (35 Marks) 70%	Time ( 2 Hours) Marks (35) Q.1 Answer the following questions on unit one (any 2 out of 4) Marks – 10 Q.2 Answer the following questions on unit two (any 2 out of 4) Marks – 10 Q.3 Answer the following questions on unit three (any 3 out of 5) Marks – 10 Q.4 Answer the following questions on unit three (any 1 out of 2) Marks – 5	Minimum 14 Marks (40% Passing)

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Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

Email: principal@hvdesaicollege.edu.in

<b>Faculty</b>	Computer Science
<b>Program</b>	Bachelor of Science
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	AEC-101- ENG-TH	Ability Enhancement Course	Professional Communication Skills	Theory	2	2

### Course Objectives:

After completion student will be able:

**CO-1:** To enable the students to recognize the use of English in profession

**CO-2:** To understand the importance of Communicative Competence

**CO-3:** To enrich and use vocabulary, spoken and written components of communication effectively

**CO-4:** To encourage the students to correlate linguistic competence and communicative skills

**CO-5:** To enable students appraise the advanced professional language.

### Course Outcomes:

CO-1: Students will heighten their awareness of correct usage of English grammar in writing and speaking.

CO-2: Students acquire necessary skills that make them competent and employable.

CO-3: Students understand the importance of communication and the consequent competence required for it.

CO-4: Students will improve their speaking ability in English both in terms of fluency and comprehensibility.

CO-5: Their ability will be strengthened to write letter, notice, agenda, minutes and blog using the process approach.

<b>Unit</b>	<b>Title and Contents</b>	<b>No. of lectures in Clock Hours</b>
I	<b>Grammar</b> 1.Tenses 2.Types of Sentences 3.Direct and Indirect Speech	7
II	<b>Meeting and Greeting People</b> 1. Introducing yourself 2. Introducing others 3. Apologies and responses 4. Agreeing and disagreeing 5. General speaking strategies	6
III	<b>Group Discussion, Interview and Interviewing Skills</b> 1. Initiating a group discussion 2.Continuing a group discussion 3. Concluding a group discussion 4. Preparing for an interview 5. Facing an interview 6. Interviewing techniques	7
IV	<b>Presentation Skills</b> 1. Kinds of presentation 2. Structuring content 3. Visual aids 4. The language of presentations 5. Making a presentation	10

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
<b>Internal Exam</b>  (15 Marks)  30%	<ul style="list-style-type: none"> <li>Internal assessment will be of 30 % of total marks.</li> <li>The subject teacher needs to adopt any three out of following methods for internal assessment.</li> </ul> Written Examination, Online Exam/ Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	Minimum 6 Marks (40% Passing)
<b>External Exam</b>  (35 Marks)  70%	Q.1 Do as Directed (any 5 out 7) Marks – 05 (Questions on Unit -I)  Q. 2 Write a short note on the given topics (any 2 out 4) Marks – 10 (Questions on Unit -II)	Minimum 14 Marks (40% Passing)

	<p>Q.3 Answer the following questions in 150 words (any 2 out 4) Marks – 10 (Questions on Unit -III)</p> <p>Q.4 Answer the following questions in 150 words (any 2 out 4) Marks – 10 (Questions on Unit -IV)</p>	
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Principal:

**Dr. Rajendra G. Gurao**

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<b>Faculty</b>	Computer Science
<b>Program</b>	Bachelor of Science
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
II	AEC-151-ENG-TH	Ability Enhancement Course	Professional Communication Skills	Theory	2	2

### Course Objectives:

After completion student will be able:

**CO-1:** To enable the students to recognize the use of English in profession.

**CO-2:** To understand the importance of Communicative Competence.

**CO-3:** To Enrich and use vocabulary, spoken and written components of communication effectively.

**CO-4:** To encourage the students to correlate linguistic competence and communicative skills.

**CO-5:** To enable students appraise the advanced professional language.

### Course Outcomes:

CO-1: Students will heighten their awareness of correct usage of English grammar in writing and speaking

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CO-3: Students understand the importance of communication and the consequent competence required for it.

CO-4: Students will improve their speaking ability in English both in terms of fluency and comprehensibility

CO-5: Their ability will be strengthened to write letter, notice, agenda, minutes and blog using the process approach.

<b>Unit No.</b>	<b>Title and Content</b>	<b>No. of lectures in Clock Hours</b>
I	<b>Vocabulary</b> 1.Synonym and Antonym 2.Part of Speech 3.One word Substitute 4.Prefixes and Suffixes	5
II	<b>Forms of Writing</b> 1. Letter writing. 2.Writing résumé 3.Report writing 4.Notice, agenda and minutes 5.E-mail 6.Blog writing	5
III	<b>Introduction to Soft Skills</b> 1. Definition and nature 2. Soft skill Vs hard skill 3. Importance of soft skills 4. Types of soft skill <b>Soft Skills in Career Prospects</b> 1.Role of Soft Skills in Professional Success 2.Time and Stress Management 3.Decision Making and Moral values 4.Leadership Skills and Team Building 5.Negotiation Skills and Etiquettes	10
IV	<b>Business Communication</b> 1. Nature and importance of business communication 2. Process of communication 3. Types of communication 4. Channels of communication 5. Digital communication	10

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
<b>Internal Exam</b>  (15 Marks)	<ul style="list-style-type: none"> <li>• Internal assessment will be of 30 % of total marks.</li> <li>• The subject teacher needs to adopt any three out of following methods for internal assessment.</li> </ul>	Minimum 6 Marks (40% Passing)

30%	Written Examination, Online Exam/ Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	
<b>External Exam</b>  (35 Marks)  70%	Q.1 Do as Directed (any 5 out of 7)      Marks – 05 (Questions on Unit -I)  Q. 2 Write a short note on the given topics (any 2 out of 4) Marks – 10 (Questions on Unit -II)  Q.3 Answer the following questions in 150 words (any 2 out of 4) Marks – 10 (Questions on Unit -III)  Q.4 Answer the following questions in 150 words (any 2 out of 4) Marks – 10 (Questions on Unit -IV)	Minimum 14 Marks (40% Passing)

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Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

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<b>Faculty</b>	Computer Application
<b>Program</b>	Bachelor of Computer Application
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	AEC-101-ENG-TH	Ability Enhancement Course	Professional Communication Skills	Theory	2	2

### Course Objectives:

After completion student will be able:

**CO-1:** To enable the students to recognize the use of English in profession.

**CO-2:** To understand the importance of Communicative Competence.

**CO-3:** To enrich and use vocabulary, spoken and written components of communication effectively.

**CO-4:** To encourage the students to correlate linguistic competence and communicative Skills.

**CO-5:** To enable students appraise the advanced professional language.

### Course Outcomes:

CO-1: Students will heighten their awareness of correct usage of English grammar in writing and speaking.

CO-2: Students acquire necessary skills that make them competent and employable.

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CO-4: Students will improve their speaking ability in English both in terms of fluency and comprehensibility.

CO-5: Their ability will be strengthened to write letter, notice, agenda, minutes and blog using the process approach.

Unit	Title and Contents	No. of lectures in Clock Hours
I	<b>Grammar</b> 1.Tenses 2.Types of Sentences 3.Direct and Indirect Speech	7
II	<b>Meeting and Greeting People</b> 1. Introducing yourself 2. Introducing others 3. Apologies and responses 4. Agreeing and disagreeing 5. General speaking strategies	6
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IV	<b>Presentation Skills</b> 1. Kinds of presentation 2. Structuring content 3. Visual aids 4. The language of presentations 5. Making a presentation	10

#### Assessment & Evaluation Method:

Scheme of Examination	Exam Format	Minimum Passing Marks
<b>Internal Exam</b>  (15 Marks)  30%	<ul style="list-style-type: none"> <li>Internal assessment will be of 30 % of total marks.</li> <li>The subject teacher needs to adopt any three out of following methods for internal assessment.</li> </ul> <p>Written Examination, Online Exam/ Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)</p>	Minimum 6 Marks (40% Passing)
<b>External Exam</b>  (35 Marks)	<p>Q.1 Do as Directed (any 5 out 7) Marks – 05 (Questions on Unit -I)</p> <p>Q. 2 Write a short note on the given topics (any 2 out 4) Marks – 10</p>	Minimum 14 Marks (40% Passing)

70%	(Questions on Unit -II)  Q.3 Answer the following questions in 150 words (any 2 out 4) Marks – 10 (Questions on Unit -III)  Q.4 Answer the following questions in 150 words (any 2 out 4) Marks – 10 (Questions on Unit -IV)	
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The Poona Gujarati Kelavani Mandal's

# HARIBHAI V. DESAI COLLEGE

of Arts, Science & Commerce (Autonomous)

Affiliated to Savitribai Phule Pune University  
(Linguistic Minority Institution) AICTE NO. : 1-44457797714  
ID No.: PU / PN / ASC / 057/ (1984)  
NAAC Grade B++ (2.86 CGPA) ■ AISHE CODE : C-41829

Principal:

**Dr. Rajendra G. Gurao**

M.Sc., Ph.D.

Email: principal@hvdesaicollege.edu.in

<b>Faculty</b>	Computer Application
<b>Program</b>	Bachelor of Computer Application
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
II	AEC-151-ENG-TH	Ability Enhancement Course	Professional Communication Skills	Theory	2	2

### Course Objectives:

After completion student will be able:

**CO-1:** To enable the students to recognize the use of English in profession.

**CO-2:** To understand the importance of Communicative Competence.

**CO-3:** To Enrich and use vocabulary, spoken and written components of communication effectively.

**CO-4:** To encourage the students to correlate linguistic competence and communicative skills.

**CO-5:** To enable students appraise the advanced professional language.

### Course Outcomes:

CO-1: Students will heighten their awareness of correct usage of English grammar in writing and speaking

CO-2: Students acquire necessary skills that make them competent and employable

CO-3: Students understand the importance of communication and the consequent competence required for it.

CO-4: Students will improve their speaking ability in English both in terms of fluency and comprehensibility

CO-5: Their ability will be strengthened to write letter, notice, agenda, minutes and blog using the process approach.

<b>Unit No.</b>	<b>Title and Content</b>	<b>No. of lectures in Clock Hours</b>
I	<b>Vocabulary</b> 1.Synonym and Antonym 2.Part of Speech 3.One word Substitute 4.Prefixes and Suffixes	5
II	<b>Forms of Writing</b> 1. Letter writing. 2.Writing résumé 3.Report writing 4.Notice, agenda and minutes 5.E-mail 6.Blog writing	5
III	<b>Introduction to Soft Skills</b> 1. Definition and nature 2. Soft skill Vs hard skill 3. Importance of soft skills 4. Types of soft skill <b>Soft Skills in Career Prospects</b> 1.Role of Soft Skills in Professional Success 2.Time and Stress Management 3.Decision Making and Moral values 4.Leadership Skills and Team Building 5.Negotiation Skills and Etiquettes	10
IV	<b>Business Communication</b> 1. Nature and importance of business communication 2. Process of communication 3. Types of communication 4. Channels of communication 5. Digital communication	10

**Assessment & Evaluation Method:**

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
<b>Internal Exam</b>  (15 Marks)	<ul style="list-style-type: none"> <li>• Internal assessment will be of 30 % of total marks.</li> <li>• The subject teacher needs to adopt any three out of following methods for internal assessment.</li> </ul>	Minimum 6 Marks (40% Passing)



30%	Written Examination, Online Exam/ Quiz, Classroom Quiz, Presentations, Seminars, Projects, Assignments, Tutorials, Oral Examination, Open book Test and any other evaluation method subject to the permission of Head of the Department)	
<b>External Exam</b>  (35 Marks)  70%	Q.1 Do as Directed (any 5 out of 7)      Marks – 05 (Questions on Unit -I)  Q. 2 Write a short note on the given topics (any 2 out of 4) Marks – 10 (Questions on Unit -II)  Q.3 Answer the following questions in 150 words (any 2 out of 4) Marks – 10 (Questions on Unit -III)  Q.4 Answer the following questions in 150 words (any 2 out of 4) Marks – 10 (Questions on Unit -IV)	Minimum 14 Marks (40% Passing)

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Principal:  
**Dr. Rajendra G. Gurao**  
 M.Sc., Ph.D.  
 Email: principal@hvdesaicollege.edu.in

<b>Faculty</b>	Commerce
<b>Program</b>	B.B.A. (CA)
<b>Class</b>	First Year

Semester	Course Code	Type of Course	Course Title	Theory/ Practical	Credits	No. of clock hours per week
I	AEC-101- BBACA-TH	Ability Enhancement Course	Business Communication Skills-I	Theory	02	03

**Course Objectives:**

After completion student will be able:

1. To understand what the Need and Significance of communication in personal and business world
2. To understand system of communication and their utility

**Course Outcomes:**

- CO1 To understand the concept, process, and importance of communication
- CO2 To apply gain knowledge of media of communication in businesses
- CO3 To develop skills of effective communication - both written and Oral

Unit	Title and Contents	No. of lectures in Clock Hours
<b>I</b>	<b>Introduction</b> 1.1 Meaning, Definition of Communication 1.2 Need for effective communication 1.3 Process of Communication 1.3 C's of effective communication, 1.4 Types of Communication 1.4.1 Verbal communication- Formal and Grapevine, 1.4.2 Nonverbal communication: -Gestures, Postures, Facial Expression, Eye Contacts, Body	<b>15</b>

	Language (Kinesics), Silence, Tips for Improving Non-Verbal Communication 1.5 Barriers to communication 1.6 over coming barriers to communication 1.7 Listening Skills- Types of Listeners, Tips to be good listener. 1.8 Different Media of Communication- E-mails, social media, Fax communication, Video Conferencing, Blogs	
<b>II</b>	<b>Writing Skills</b> 2.1 Written Communication-Merits and Merits 2.2. Report Writing- Meaning Definition of Report Importance of good report, Qualities of a good report, Tips for writing good report 2.3 Email Correspondence - Writing effective emails 2.4 Appropriate email subject lines 2.5 Email etiquette and conventions 2.6 Practice writing and receiving emails 2.7 Business Letters – Structure and Components of Business letters, Drafting Business letters	<b>15</b>

#### Assessment & Evaluation Method:

<b>Scheme of Examination</b>	<b>Exam Format</b>	<b>Minimum Passing Marks</b>
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