

BOS: 22/04/2024, Item No: 02  
A.C.: 13/06/2024, Item No.- 04



**Janardan Bhagat Shikshan Prasarak Sanstha's  
CHANGU KANA THAKUR  
ARTS, COMMERCE & SCIENCE COLLEGE, NEW  
PANVEL (AUTONOMOUS)**

**Re-accredited 'A+' Grade by NAAC  
'College with Potential for Excellence' Status Awarded by UGC  
'Best College Award' by University of Mumbai**

**Program: B. A.  
Syllabus of F.Y.B. A. DSC-1 English Major (NEP-2020)  
Introduction to English Literature  
Choice Based Credit System (60:40)  
w.e.f. Academic Year 2024-25**

## The Details of Course

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Introduction to English Literature (Semester I and II)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2024-25

## **Preamble of the Syllabus:**

English plays an important role in the life of every learner because it is an international language. Knowledge of English is considered as one of the most significant facets of one's personality. There is passionate desire in the mind of students to learn English in order to achieve global identity in today's competitive and digital world.

There is an indispensable relationship between literature and society. Every writer is endowed with keen observation, perception, creative and imaginative skills in the process of creation of literary masterpieces. The study of literature has two powerful and resourceful functions of providing delight and inculcation of moral and social values. It also reforms and transforms to the learners through one of the most inspirational and mesmerizing stories and poems. Therefore, the realm of English literature is not only appealing but also stirring especially to the students.

The learners have tremendous sense of curiosity to delve, understand, visualize and appreciate various genres of English literature and accomplish aesthetic pleasures. The learners experience sense of astonishment, suspense, venture, adventure, bravery, pity and fear towards the protagonist reflected in the poems, stories, plays and novels. The hero or heroine in the English literature is an embodiment of virtues which are imitated by the students. As a result, everybody is Hamlet.

It is through the study of English literature, the learners are gifted with universal truths, human values, insights and develop healthy relationship with regards to people and nature. The syllabus aims at empowering to the students with literary beauty of world classics and enhance their linguistic confidence and create renaissance in academic and professional life.

Bachelor of Arts (B.A.) in English is a under graduate course of department of English, Changu Kana Thakur Arts, Commerce & Science college, New Panvel (Autonomous) The Choice Based Credit and Grading System to be implemented

through this curriculum would enable the students to explore new horizons and its applications in English. The learners pursuing this course of English literature can accomplish knowledge and skills necessary for better employability and professionalism in 21<sup>st</sup> century.

### **Objectives of the Course:**

- To define different elements of poetry and drama in English
- To identify various genres of poetry in English
- To analyze importance of poetic and dramatic devices in English
- To interpret thematic concerns reflected in the poetry and drama

### **Course Outcomes:**

#### **After successful completion of the course the learner should be able:**

- To classify prominent elements of poetry in English
- To discover various genres of poetry
- To analyse various themes in poetry and drama
- To relate the role of nature in literature

### **F. Y. B. A. DSC-1 English Major: Introduction to English Literature**

For the subject of DSC-1 English Major: Introduction to English Literature there shall be two papers for 45 lectures each comprising of four units of 15 Lectures each.

#### **Semester-I**

1. Paper-I Unit-I will be on Terms
2. Paper-I Unit-II will be on Types of Poetry
3. Paper-I Unit-III will be on Types of Poetry
4. Paper-I Unit-IV will be on Drama

#### **Semester-II**

1. Paper-II Unit-I will be on Terms
2. Paper-II Unit-II will be on Short Story
3. Paper-II Unit-III will be on Novella
4. Paper-I Unit-IV will be on Fiction

**Scheme of Examination for Each Semester:**Internal Evaluation: **40 Marks**

Sr.No.	Particular	Marks
01	Internal Class Test: Tool-1 and Tool-2	40 Marks

**Semester End Examination: 60 Marks will be as follows:**

<b>I</b>	<b>Theory:</b>	
	Each theory paper shall be of one hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I (Short Notes any Two out of Four) 15 Marks
	Q-2	From Unit –II (Essay having Internal Options One out of Two) 15 Marks
Q-3	From Unit – III (Essay having Internal Options One out of Two) 15 Marks	
Q-4	From Unit – II & III (Short Notes any Two out of Four) 15 Marks	

**Choice Based Credit System (CBCS)****F. Y. B. A. Discipline Specific Course (DSC)-1 English Major:****Introduction to English Literature****To be implemented from the Academic year 2024-2025 (NEP)****SEMESTER I**

Course Code	Unit	Topics	Credits	Lectures
<b>UDSC1IE P</b>	<b>I Terms</b>	<ul style="list-style-type: none"> <li>• Origin and Nature of Poetry</li> <li>• Poetry as a Genre</li> <li>• Elements of Poetry</li> <li>• Origin and Nature of Drama</li> <li>• Elements of Drama</li> <li>• Types of Drama</li> </ul>		<b>15</b>

	<p align="center"><b>II Types of Poetry</b></p>	<ul style="list-style-type: none"> <li>• <b>Sonnet</b> – William Shakespeare: Let me not to the Marriage of True Mind</li> <li>• <b>Lyric</b> – Robert Frost: Stopping by Wood on Snowy Evening</li> <li>• <b>Satire</b> – Oliver Goldsmith: Elegy on the Death of a Mad</li> <li>• <b>Haiku</b> - Ezra Pound: In a Station of the Metro</li> </ul>	<b>04</b>	<b>15</b>
	<p align="center"><b>III Types of Poetry</b></p>	<ul style="list-style-type: none"> <li>• <b>Elegy</b> – Alfred Tennyson: Break, Break, Break</li> <li>• <b>Ode</b> – John Keats: Ode to Autumn</li> <li>• <b>Ballad</b> – Thomas Campbell: Lord Ullin’s Daughter</li> </ul>		<b>15</b>
	<p align="center"><b>IV Drama</b></p>	<p>Or</p> <ul style="list-style-type: none"> <li>• <b>Riders to the Sea- J.M. Singe</b></li> <li>• <b>G.B. Shaw: Pygmalion</b></li> </ul>		<b>15</b>
	<p><b>Activities:</b></p>	<ul style="list-style-type: none"> <li>• <b>Activities:</b></li> <li>• Poetry Reading</li> <li>• Practice of Meter</li> <li>• Wall Paper Presentation</li> </ul>		

**Objectives of the Course:**

- To classify prominent elements of short story
- To identify characters and themes in the short story
- To examine the nature of novella
- To interpret themes reflected in story

**Course Outcomes:**

**After successful completion of the course the learner should be able:**

- To identify types of fiction
- To interpret themes reflected in the story

- To examine significance of nature in the society
- To summarise moral and social values reflected in the novel

**Choice Based Credit System (CBCS)**  
**F. Y. B. A. Discipline Specific Course DSC-1 English:**  
**Introduction to English Literature**  
**To be implemented from the Academic year 2024-25 (NEP)**  
**SEMESTER II**

Course Code	Unit	Topics	Credits	Lectures
UDSC2IEP	I Terms	<ul style="list-style-type: none"> <li>• Origin and Nature of Short Story</li> <li>• Short Story as a Genre</li> <li>• Elements of Short Story</li> <li>• Origin and Nature of Fiction</li> <li>• Elements of Fiction</li> <li>• Types of Fiction</li> </ul>	04	15
	II Short Story	<ul style="list-style-type: none"> <li>• <b>Oscar Wild:</b> Nightingale and the Rose</li> <li>• <b>Edgar Allen Poe:</b> The Tell- Tale Heart</li> <li>• <b>O. Henry:</b> The Last Leaf</li> <li>• <b>Rabindranath Tagore:</b> Kabuliwala</li> </ul>		15
	III Novella	<ul style="list-style-type: none"> <li>• <b>Earnest Hemingway:</b> The Old Man and the Sea</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>• <b>John Steinbeck :</b> Pearl</li> </ul>		15
	IV Fiction	<ul style="list-style-type: none"> <li>• <b>R.K. Narayan:</b> The English Teacher</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>• <b>Ruskin Bond:</b> The Blue Umbrella</li> </ul>		15
	Activities	<ul style="list-style-type: none"> <li>• <b>Activities:</b></li> <li>• Screening of Play</li> <li>• Role Play</li> </ul>		

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|--|--|------------------------|--|--|
|  |  | • Visit to the Theatre |  |  |
|--|--|------------------------|--|--|

### Reference Books:

1. Paschen, Elise and Rebeka Mosby.. *Poetry Speaks*. Illinois: Sourcebooks Media Fusion 2001.
2. Abrams, M. H. *The Norton Anthology of English Literature*. 2 vols. New York: W. W. Norton & Company 1986.
3. Arnold, Matthew. 'The Study of Poetry', in Matthew Arnold. Selected Prose, ed. P.J. Keating, London: Penguin. 1970.
4. Bradford, Richard. Silence and Sound. *Theories of Poetics from the 18th Century*, New Jersey and London: Associated University Press.1992.
5. Easthope, Anthony. *Poetry as Discourse*, London: Methuen.1983.
6. Fraser, G.S. *Metre, Rhyme and Free Verse*, London: Methuen.1970.
7. Gross, Harvey. *Sound and Form in Modern Poetry*, Ann Arbor: University of Michigan Press. 1964
8. Keats, John. *The Complete Poems*, ed. J.Barnard, London: Penguin. 1973.
9. Kiparsky, Paul. 'Stress, Syntax and Metre', *Language*, 51, 576–616. 1975.
10. Leech, Geoffrey A *Linguistic Guide to English Poetry*, London: Longman. 1969.
11. Shuster, George N. *The English Ode from Milton to Keats*, New York: Columbia University Press 1940.
12. Solt, Mary Ellen, (ed.) *Concrete Poetry. A World View*, Indiana: Indiana University Press 1968.
13. Traugott, E.C., and Pratt, M.L. *Linguistics For Students of Literature*, New York: Harcourt, Brace, Jovanovich. 1980
14. Adams, S.. *Poetic designs: An introduction to meters in verse*. Toronto, Ontario: Broadview. 1997
15. Baldick, C. *The concise Oxford dictionary of literary terms*. New York, NY: Oxford University Press. 2001.
16. Lennard, J.. *The poetry handbook*. Oxford, UK: Oxford University Press. 2005
17. Literary Devices Editors.. *Rhyme scheme*. *Literary Devices*. 2020, July 21
18. Wolosky, S. *The art of poetry: How to read a poem*. New York, NY: Oxford University Press 2001.

19. Vincent, Steve and Zweig, Ellen, editors. *The Poetry Reading* (San Francisco: Momo's Press, 1981).

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Communication Skills in English (Semester I & II)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2024-25

### **Preamble of the Syllabus:**

Communication Skills of English involves systematic and continuous process of speaking, learning and understanding. Students at undergraduate level have physical and mental abilities to talk, but they lack the various skills of communication in English. Communication in English is considered as a passport to better education and employment opportunities. It also plays a crucial role to weave the world into a single thread because English is received a status of a professional language. To acquire the skills of language students need to be well acquainted with various functions of English language. Communication Skills of English transforms the student's point of view towards language; moreover it gives an opportunity to be an effective communicator in today's digital world. It has become a global link as it has been used effectively in science, literature, information technology and

competitive examinations at national and international levels. The aim of this syllabus is to empower the learners with basic language skills, vocabulary enrichment, clear understanding of passages, and interpretation of technical data and the skill of summarization. It also trains the students in effective drafting of formal correspondence and inculcates creative and imaginative writing. The syllabus of Communication Skills of English will enhance the basic language skills of the students. In addition to that it will also develop the creative and imaginative panorama of the students and has multi-dimensional approach that will improve the proficiency of students at wider level.

This syllabus has been designed in commensurate with skills enhancement emphasized in National Education Policy 2020.

### **Objectives of the Course:**

- To acquaint students with the various skills of English language
- To enhance language proficiency by providing adequate exposure to the Listening, Speaking, Reading, Writing skills
- To orient learners towards the functional aspects of English language
- To promote the students to learn information technology based communication Skills of English
- To increase the range of lexical resources through a variety of exercises
- To develop the creativity amongst the students

### **Course Outcome: By the end of the course, a student should develop the Ability:**

- To understand the importance of communication Skills of English
- To develop four basic skills amongst the learners

### **Title of the Paper: Communication Skills in English**

#### **F. Y. B. A. English**

For the subject of English there shall be two papers for 30 lectures each comprising of two units of 15 Lectures each.

## Semester-I

1. Paper-I Unit-I will be on Basic language Skills in English
2. Paper-I Unit-II will be on Reading Skills in English

## Semester-II

1. Paper-I Unit-I will be on Speaking Skills in English
2. Paper-I Unit-II will be on Writing Skills in English

### Scheme of Examination for Each Semester:

Internal Evaluation: 20

Sr. No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks

Semester End Examination: 30 Marks will be as follows -:

I	<b>Theory:</b>	
	Each theory paper shall be of one hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I&II (Short Notes any Two out of Four) 10 Marks
	Q-2	From Unit – I (Essay having Internal Options.) 10 Marks
	Q-3	From Unit – II (Essay having Internal Options.) 10 Mark

**Choice Based Credit System (CBCS)**  
**F. Y. B. A. Ability Enhancement Course:**  
**Communication Skills in English Syllabus**  
**To be implemented from the Academic year 2024-2025 (NEP)**  
**SEMESTER I**

Course Code	Unit	Topics	Credits	Lectures
UAEC1CSE	<b>I Basic Language Skills in English</b>	<ul style="list-style-type: none"> <li>• Usage of English Grammar: Tenses</li> <li>• English for Day-to-day Life</li> <li>• Process of Communication</li> <li>• Effective Ways Towards Listening</li> <li>• Importance of Active Listening</li> </ul>	<b>02</b>	<b>15</b>
	<b>II Reading Skills in English</b>	<ul style="list-style-type: none"> <li>• Importance of Reading</li> <li>• Ways/Steps of Reading</li> <li>• Reading with Fluency</li> <li>• Ways towards Comprehension</li> <li>• Comprehension of Unseen Passage</li> </ul>		<b>15</b>
		<b>Activities:</b> <ul style="list-style-type: none"> <li>• <b>Screening of Documentary</b></li> <li>• <b>News Paper Reading</b></li> <li>• <b>Usage of Tenses</b></li> </ul>		

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

- To make students to comprehend the functionality of English Language
- To construct the positive approach about English language

**Choice Based Credit System (CBCS)**

**F. Y. B. A. Ability Enhancement Course:**

**Communication Skills in English Syllabus**

**To be implemented from the Academic year 2024-2025 (NEP)**

**SEMESTER II**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
<b>UAEC2CSE</b>	<b>I Speaking Skills in English</b>	<ul style="list-style-type: none"> <li>• Introduction to Speaking Skills in English</li> <li>• Characteristics of an Effective Speech</li> <li>• Introducing Oneself in Various Context</li> <li>• Role Play</li> <li>• Group Discussion</li> </ul>	<b>02</b>	<b>15</b>
	<b>II Writing Skills in English</b>	<ul style="list-style-type: none"> <li>• Job Application Letter with Bio-data</li> <li>• Activity Report</li> <li>• Email of Invitation</li> <li>• Dialogue Writing</li> <li>• Blog Writing</li> </ul>		<b>15</b>
		<b>Activities:</b> <ul style="list-style-type: none"> <li>• <b>Role Play</b></li> <li>• <b>Speeches</b></li> <li>• <b>Writing Exercise</b></li> </ul>		

**Reference Books:**

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. F.Y.B.A. Communication Skills of English Syllabus 10
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.

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Verbal Communication (Semester I and II)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (30:20)
8	Status	
9	To be implemented from Academic year	2024-25

**Objectives of the Course:**

- To classify the difference between verbal and non-verbal communication
- To examine various dimensions of situational conversation in real life
- To decide various purposes of reading in academics
- To develop the skill of creative writing

**Course Outcome: After successful completion of the course the learner should be able:**

- To explain nature and features of oral communication
- To develop the skill of situational conversation
- To perceive importance of reading skill in communication
- To improve the paradigms of written communication

**F. Y. B. A. Verbal Communication**

For the subject of Verbal Communication there shall be two papers for 30 lectures each comprising of two units of 15 Lectures each.

**Semester-I**

1. Paper-I Unit-I will be on Basics of Oral Communication
2. Paper-I Unit-II will be on Oral Communication Skills

**Semester-II**

1. Paper-II Unit-I will be on Basics of Written Communication
2. Paper-II Unit-II will be on Written Communication

**Scheme of Examination for Each Semester:**

**Internal Evaluation: 20**

Sr.No.	Particular	Marks
01		20 Marks

**Semester End Examination: 30 Marks will be as follows -:**

I	<b>Theory:</b>	
	Each theory paper shall be of one hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I&II (Short Notes any Two out of Four) 10 Marks
	Q-2	From Unit – I (Essay having Internal Options.) 10 Marks
	Q-3	From Unit – II (Essay having Internal Options.) 10 Marks

**Choice Based Credit System (CBCS)**  
**F. Y. B. A. Skill Enhancement Course:**  
**Verbal Communication**  
**To be implemented from the Academic year 2024-25 (NEP)**  
**SEMESTER I**

Course Code	Unit	Topics	Credits	Lectures
USEC1CSE	I <b>Basics of Oral Communication</b>	<ul style="list-style-type: none"> <li>➤ <b>Oral Communication</b> <ul style="list-style-type: none"> <li>• Definition and importance of oral communication</li> <li>• Features of oral communication</li> <li>• Advantages and Disadvantages of oral communication</li> </ul> </li> <li>➤ <b>Listening Skills</b> <ul style="list-style-type: none"> <li>• Concept of Listening</li> <li>• Purpose of Listening</li> <li>• Academic Listening</li> </ul> </li> </ul>	<b>02</b>	<b>15</b>
	II <b>Oral Communication Skills</b>	<ul style="list-style-type: none"> <li>➤ <b>Spoken English</b> <ul style="list-style-type: none"> <li>• Importance of Spoken English</li> <li>• Asking for and Giving Information</li> <li>• Requesting and Responding to Request</li> <li>• Congratulating People on their Success</li> <li>• Expressing Condolences</li> <li>• Asking Questions and Responding Politely</li> <li>• Apologizing and Forgiving</li> </ul> </li> </ul>		<b>15</b>
		<ul style="list-style-type: none"> <li>➤ <b>Activities:</b> <ul style="list-style-type: none"> <li>• Speech</li> <li>• Situational Conversation</li> </ul> </li> </ul>		

- Documentary Listening

**Choice Based Credit System (CBCS)**  
**F. Y. B. A. Skill Enhancement Course:**  
**Verbal Communication**  
**To be implemented from the Academic year 2024-25 (NEP)**  
**SEMESTER II**

Course Code	Unit	Topics	Credits	Lectures
USEC2CSE	<b>I Basics of Written Communication</b>	<ul style="list-style-type: none"> <li>• <b>Written Communication</b></li> <li>• Definition and importance of Written communication</li> <li>• Features of Written communication</li> <li>• Advantages and Disadvantages of Written communication</li> <li>• <b>Reading Skills</b></li> <li>• Concept of Reading</li> <li>• Purpose of Reading</li> <li>• Academic Reading</li> </ul>	02	15
	<b>II Written Communication</b>	<ul style="list-style-type: none"> <li>• <b>Writing Skills</b></li> <li>• Drafting Notices</li> <li>• Essay Writing</li> <li>• Note – Making</li> <li>• Précis Writing</li> <li>• Dialogue Writing</li> </ul>		15
		<ul style="list-style-type: none"> <li>• <b>Activities:</b></li> <li>• Creative Writing</li> <li>• Paragraph Writing</li> <li>• Story Reading</li> </ul>		

**Reference Books:**

1 Balan, K.R. and Rayudu, C. S. (1996) Effective Communication, Beacon Books, New Delhi.

2. Bhargava and Bhargava (1971) Company Notices, Meetings and Regulations, Taxman New Delhi.
3. Bringing out the best in people, Aubrey Daniels, 2ndEdition, Mc Graw Hill, 1999
4. Communication skills, Sanjay Kumar, Pushpalata, 1stEdition, Oxford Press, 2011
5. Communication skills for professionals, Konar nira, 2ndEdition, New arrivals – PHI, 2011
6. Willey, Communication Skills Handbook, Summers Willey Pub. India
- 7.SharmaR Cand Krishna Mohan, Business Correspondence and Report Writing, 1994, Tata McGraw Hill, Delhi.

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Communication Skills in English paper I and II(Semester I and II)
2	Eligibility for Admission	12 <sup>th</sup> Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2024-25

### **Preamble of the Syllabus:**

Communication Skills in English paper plays crucial role in commercial world. It is regarded as the life blood of the internal and external activities performed in the business organizations. The growth of an organization directly or indirectly depends upon the effective methods of communication employed by all the stakeholders. Success and image building in the business arena is determined by different dimensions of communication. Therefore, all the corporate professionals should have command over oral and written communication.

Communication Skills in English is successful and effective only when all the elements of the communication process are actively involved in it. The desire to communicate is very natural and fundamental amongst all the human beings. Hence, corporate communication is intentional as well as unintentional. Action oriented communication is an amalgamation of verbal as well as non- verbal means of communication.

Communication Skills in English as a phenomenon has experienced tremendous transformation on account of advent of information technology and its application in all the spheres of business world. The information technology revolution which the world has experienced in the last decade has reformed Communication Skills in English consistently and made it techno-savvy. As a result, Communication Skills in English reaches across the world within seconds and all the business activities are performed digitally.

It is through the study of Communication Skills in English, the learners are empowered with the process of successful communication, effective use body language, presentation and interview

skills in the realm of commerce. It also makes them understand nuances of group discussion, meetings and conferences to be implemented in professional life. The students are meticulously trained in the process of drafting various business correspondences along with report writing needed in the commercial organizations.

The systematic learning of Communication Skills in English is capable of creating successful managers, accountants, entrepreneurs and businessmen with sound knowledge and skills needed in today's vibrant, competitive and digital business realm.

This syllabus has been designed in commensurate with skills enhancement emphasised in National Education Policy 2020.

### **Objectives of the Course:**

- To demonstrate the theory of communication in Business world
- To identify channels and methods of communication in commercial organization

### **Course Outcome: After successful completion of the course the learner should be able:**

- To explain the process of communication in business world
- To analyze verbal and non-verbal methods of communication in corporate world with illustrations
- To perceive importance of channels of communication
- To identify mechanism of conducting successful meeting

### **F. Y. B. Com Communication Skills in English**

For the subject of Communication Skills in English there shall be two papers for 30 lectures each comprising of two units of 15 Lectures each.

#### **Semester-I**

1. Paper-I Unit-I will be on Theory of Communication
2. Paper-I Unit-II will be on Group Communication

#### **Semester-II**

1. Paper-II Unit-I will be on Soft Skills for Business
2. Paper-II Unit-II will be on Business Correspondence

### **Scheme of Examination for Each Semester:**

Internal Evaluation: 20

Sr.No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks

Semester End Examination: 30 Marks will be as follows -:

I	<b>Theory:</b>	
	Each theory paper shall be of one hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I&II (Short Notes any Two out of Four) 10 Marks
	Q-2	From Unit – I (Essay having Internal Options.) 10 Marks
	Q-3	From Unit – II (Essay having Internal Options.) 10 Marks

**Choice Based Credit System (CBCS)**  
**F. Y. B. Com. Ability Enhancement Course:**  
**Communication Skills in English**  
**To be implemented from the Academic year 2024-25 (NEP)**  
**SEMESTER I**

Course Code	Unit	Topics	Credits	Lectures
UAEC1CSE	<b>I</b> <b>Theory of Communications and its Types</b>	<b>Concept of Communication:</b> <ul style="list-style-type: none"> <li>• Meaning and Definition of Communication</li> <li>• Process of Communication</li> <li>• Need of Communication</li> </ul> <b>Communication at the Workplace:</b> <ul style="list-style-type: none"> <li>• Channels of Communication- Formal and Informal, Vertical, Horizontal, Grapevine</li> <li>• Methods of Communication</li> <li>• Verbal and Non-verbal</li> </ul>	02	15
	<b>II</b> <b>Group Communications</b>	<b>Meetings:</b> <ul style="list-style-type: none"> <li>• Need and Importance of Meetings</li> <li>• Types of Meetings</li> <li>• Conduct of a Meeting</li> <li>• Drafting of Notice, Agenda and Resolutions</li> </ul>		15

		<p><b>Committees Conferences:</b></p> <ul style="list-style-type: none"> <li>• Importance and Types of Committees</li> <li>• Meaning &amp; Importance of Conference</li> <li>• Modern Methods of Conducting Conferences- Skype &amp; Webinar</li> </ul> <p><b>Public Relations:</b></p> <ul style="list-style-type: none"> <li>• Meaning of Public Relations (PR)</li> </ul>		
		<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Role Play</li> <li>• Mock meeting</li> <li>• Presentation</li> </ul>		

**Objectives of the Course:**

- To analyze salient characteristics of presentation and interview skills
- To formulate various business correspondences effectively

**Course Outcome: After successful completion of the course the learner should be able:**

- To explain the nature and significance of communication in business world
- To analyse importance of group discussion
- To perceive importance of presentation and interview skills in today's competitive and corporate worlds
- To design different types of commercial letters successfully

**Choice Based Credit System (CBCS)**  
**F. Y. B. Com. Ability Enhancement Course:**  
**Communication Skills in English**  
**To be implemented from the Academic year 2024-25 (NEP)**  
**SEMESTER II**

Course Code	Unit	Topics	Credits	Lectures
UAEC2CSE	I Soft Skills for Business	<p><b>Group Discussion</b></p> <ul style="list-style-type: none"> <li>• Importance of Group Discussion</li> <li>• Skills for Group Discussion</li> <li>• Guidelines for Group</li> </ul>	02	15

		<p>Discussion</p> <p><b>Interview</b></p> <ul style="list-style-type: none"> <li>• Purpose of Interview</li> <li>• Conduct of Interview</li> <li>• Preparations made by Interviewee and Interviewer</li> <li>• Types of Interviews Selection, Appraisal, Exit, Grievance, Online</li> </ul>		
	<p><b>II Business Correspondence</b></p>	<p><b>Theory of Business Letter Writing</b></p> <ul style="list-style-type: none"> <li>• Parts of a Business Letter</li> <li>• Layouts of a Business Letter</li> </ul> <p><b>Trade Letters</b></p> <ul style="list-style-type: none"> <li>• Job Application with Resume</li> <li>• Letter of Inquiry</li> <li>• Letter of Complaints,</li> <li>• Sales Letter</li> </ul>		<p><b>15</b></p>
		<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Group Discussion</li> <li>• Mock Interview</li> <li>• Report Writing</li> </ul>		

### Reference Books:

1. Agarwal, Anju D. (1989) A Practical Handbook for Consumers, India Book House, Mumbai.
2. Ashley, A. (1992) A Handbook Of Commercial Correspondence, Oxford University Press, New Delhi.
3. Aswalthapa, K. (1991) Organisational Behaviour, Himalayan Publications, Mumbai.
4. Atreya, N. and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
5. Bahl, J. C. and Nagamia S. M. (1974) Modern Business Correspondence and Minute Writing, N. M. Tripathi Pvt. Ltd. New Delhi.
6. Balan, K.R. and Rayudu, C. S. (1996) Effective Communication, Beacon Books, New Delhi.
7. Bangh, L.Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
8. Banerjee, Bani P. (2005) Foundation of Ethics in Management, Excel Books, New Delhi.
9. Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
- 10.

Basu, C. R. (1998) Business Organisation and Management, Tata McGraw-Hill, New Delhi.

**11.** Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.

**12.** Bhargava and Bhargava (1971) Company Notices, Meetings and Regulations, Taxman New Delhi.

**13.** Black, Sam (1972) Practical Public Relations, E.L.B.S. London.

**14.** Britt, Deborah. Improving Communication Skills in English Skills, Kendall Hunt Publishing Co. (1992) 26

**15.** Bovee Courtland, L. and Thrill, John V. (1989) Communication Skills in English Today, McGraw Hill, New York, Taxman Publication

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Communication Skills in English (Semester I and II)
2	Eligibility for Admission	12 <sup>th</sup> std. of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2024-25

### **Preamble of the Syllabus:**

Communication Skills in English plays crucial role in commercial world. It is regarded as the life blood of the internal and external activities performed in the business organizations. The growth of an organization directly or indirectly depends upon the effective methods of communication employed by all the stakeholders. Success and image building in the business arena is determined by different dimensions of communication. Therefore, all the corporate professionals should have command over oral and written communication.

Communication Skills in English is successful and effective only when all the elements of the communication process are actively involved in it. The desire to communicate is very natural and fundamental amongst all the human beings. Hence, corporate communication is intentional as well as unintentional. Action oriented communication is an amalgamation of verbal as well as non- verbal means of communication.

Communication Skills in English as a phenomenon has experienced tremendous transformation on account of advent of information technology and its

application in all the spheres of business world. The information technology revolution which the world has experienced in the last decade has reformed communication skills consistently and made it techno-savvy. As a result, Communication Skills in English reaches across the world within seconds and all the business activities are performed digitally.

It is through the study of Communication Skills in English, the learners are empowered with the process of successful communication, effective use body language, presentation and interview skills in the realm of commerce. It also makes them understand nuances of group discussion, meetings and conferences to be implemented in professional life. The students are meticulously trained in the process of drafting various business correspondences along with report writing needed in the commercial organizations.

This Ability Enhancement Course is an initiative as a part of National Education Policy-2020 for the inculcation of effective business communication skills for the purpose of providing skilled man power to the industry. The systematic learning of Communication Skills in English is capable of creating successful managers, accountants, entrepreneurs and businessmen with sound knowledge and skills needed in today's vibrant, competitive and digital business realm.

### **Objectives of the Course:**

- To demonstrate the theory of Communication in Business world
- To identify channels and methods of communication in commercial organization
- To analyze salient characteristics of presentation and interview skills
- To formulate various business correspondences effectively

### **Course Outcome:**

#### **After successful completion of the course the learner should be able:**

- To explain the nature and significance of communication in business world
- To analyse verbal and non-verbal methods of communication in corporate world with illustrations
- To perceive importance of presentation and interview skills in today's competitive and corporate world
- To design different types of commercial letters successfully

### **F. Y. B.M.S. Communication Skills in English**

For the subject of **Communication Skills in English** there shall be two papers for 30 lectures each comprising of two units of 15 Lectures each.

### Semester-I

1. Paper-I Unit-I will be on **Theory of Communication**
2. Paper-I Unit-II will be on **Listening and Presentations Skills**

### Semester-II

1. Paper-II Unit-I will be on **Group Communication**
2. Paper-II Unit-II will be on **Business Correspondence**

### Scheme of Evaluation:

#### 1. For Minor Courses/Value Education Courses (VEC)/ Ability Enhancement Courses (AEC)/Indian Knowledge System (IKS) ( 50 Marks)

The performance of the learners shall be evaluated into two components, as the first component by 'Continuous Internal Assessment (CIA)' with 40% marks and as the second component by conducting the 'Semester End Examinations (SEE)' with 60% marks. The allocation of marks for the Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) are as shown below:

#### A) Continuous Internal Assessment (CIA): 40 % 20 Marks

Sr. No.	Particular	Marks
01	One periodical class test / online examination to be conducted in the given semester	20 Marks

### *Question Paper Pattern (Periodical Class Test)*

Maximum Marks: 20

Duration: 40 Minutes

Questions to be set: 02

All Questions are Compulsory

Question No.	Particular	Marks
Q-1	Match the Column / Fill in the Blanks / Multiple Choice Questions/ Answer in One or Two Lines (Concept based Questions) ( 1 Marks / 2 Marks each)	10 Marks
Q-2	Answer in Brief (Attempt any Two of the Three) (5 Marks each)	10 Marks

#### B) Semester End Examination (SEE): 60 % 30 Marks

- Duration: The examination shall be of 1 hour's duration.

## ***Question Paper Pattern***

### **Theory question paper pattern**

1. There shall be two/three questions each of 15/10 marks.
2. All questions shall be compulsory with internal options.
3. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the unit.

### **Semester End Examination: 30 Marks will be as follows:**

I	<b>Theory:</b>	
	Each theory paper shall be of one hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I (Short Notes any Two out of Four) 10 Marks
	Q-2	From Unit – I&II (Essay having Internal Options 1 out of 2) 10 Marks
	Q-3	From Unit – I &II (Short Notes any Two out of Four) 10 Marks

**Choice Based Credit System (CBCS)**  
**F.Y.B.M.S. Ability Enhancement Course:**  
**Communication Skills in English-I**  
**To be implemented from the Academic Year 2024-25 (NEP)**

**SEMESTER-I**

Course Code	Unit	Topics	Credits	Lectures
UAEC1CSE	<b>I</b> <b>Theory of Communication</b>	<b>1. Concept of Communication</b> <ul style="list-style-type: none"> <li>• Meaning, Definition, Process, Need, Feedback,</li> <li>• Importance of Communication in Corporate world</li> </ul> <b>2. Channels of Communication:</b> <ul style="list-style-type: none"> <li>• Formal and Informal: Vertical, Horizontal and Grapevine.</li> </ul> <b>3. Methods and Modes of Communication</b> <ul style="list-style-type: none"> <li>• Methods: Verbal and Non-verbal,</li> <li>• Technology Enabled Communication: Email and Video Conferencing</li> </ul>	<b>02</b>	<b>15</b>
	<b>II</b> <b>Listening and Presentations Skills</b>	<b>1. Listening</b> <ul style="list-style-type: none"> <li>• Importance of Listening Skills,</li> <li>• Types of Listeners, Cultivating good Listening Skills</li> </ul> <b>2. Group Discussion</b> <ul style="list-style-type: none"> <li>• Nature and Importance of Group Discussion</li> <li>• Guidelines for effective group Discussion</li> </ul> <b>3. Presentations</b> <ul style="list-style-type: none"> <li>• Principles of Effective Presentation</li> <li>• Guidelines for Power-Point Presentation</li> </ul>	<b>02</b>	<b>15</b>
	<b>Activities</b>	<ul style="list-style-type: none"> <li>• Blog Writing:</li> <li>• Report Writing</li> <li>• Listening Comprehension</li> </ul>		

**Choice Based Credit System (CBCS)**  
**F.Y.B.M.S. Ability Enhancement Course:**  
**Communication Skills in English-II**  
**To be implemented from the Academic Year 2024-25 (NEP)**  
**SEMESTER-II**

Course Code	Unit	Topics	Credits	Lectures
UAEC2CSE	I Group Communication	<p><b>1. Interviews:</b></p> <ul style="list-style-type: none"> <li>• Need and Importance of Interview in Business Organization</li> <li>• Role of Interviewer and Interviewee</li> <li>• Types of Interview– Selection, Appraisal, Exit</li> </ul> <p><b>2. Meetings:</b></p> <ul style="list-style-type: none"> <li>• Need and Importance of Meeting</li> <li>• Role of the Chairperson and the Participants</li> <li>• Drafting of Notice, Agenda and Resolutions</li> </ul> <p><b>3. Public Relations:</b></p> <ul style="list-style-type: none"> <li>• Meaning and purpose of Public Relation</li> <li>• Functions of Public Relation Department</li> <li>• Measures of Internal and External Public Relation</li> </ul>	02	15
	II Business Correspondence	<p><b>1.Theory of Business Letter Writing</b></p> <ul style="list-style-type: none"> <li>• Parts and Layouts of Business Letter,</li> <li>• Principle for Effective Letter Writing,</li> </ul> <p><b>2. Personnel Correspondence</b></p> <ul style="list-style-type: none"> <li>• Job Application Letter and Resume</li> <li>• Letter of Acceptance of Job Offer</li> <li>• Letter of Resignation,</li> </ul>	02	15

		<b>3.Trade Letters:</b> <ul style="list-style-type: none"> <li>• Letter of Inquiry</li> <li>• Letter of Complaints</li> <li>• Letter of Sales Letters</li> </ul>		<b>15</b>
	<b>Activities</b>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Mock Interview</li> <li>• Group Discussion</li> </ul>		

### Reference Books:

1. Agarwal, AnjuD. (1989) A Practical Handbook for Consumers, India Book House, Mumbai.
2. Ashley, A. (1992) A Handbook Of Commercial Correspondence, Oxford University Press, New Delhi.
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6. Balan, K.R. and Rayudu, C. S. (1996) Effective Communication, Beacon Books,New Delhi.
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8. Banerjee, Bani P. (2005) Foundation of Ethics in Mangement, Excel Books,New Delhi.
9. Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Communication Skills in English (Semester I and II)
2	Eligibility for Admission	12 <sup>th</sup> std. of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2024-25

### **Preamble of the Syllabus:**

Communication Skills in English plays crucial role in commercial world. It is regarded as the life blood of the internal and external activities performed in the business organizations. The growth of an organization directly or indirectly depends upon the effective methods of communication employed by all the stakeholders. Success and image building in the business arena is determined by different dimensions of communication. Therefore, all the corporate professionals should have command over oral and written communication.

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Communication Skills in English as a phenomenon has experienced tremendous transformation on account of advent of information technology and its application in all the spheres of business world. The information technology revolution which the world has experienced in the last decade has reformed communication skills consistently and made it techno-savvy. As a result, Communication Skills in English reaches across the world within seconds and all the

business activities are performed digitally.

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### **Objectives of the Course:**

- To demonstrate the theory of Communication in Business world
- To identify channels and methods of communication in commercial organization
- To analyze salient characteristics of presentation and interview skills
- To formulate various business correspondences effectively

### **Course Outcome:**

#### **After successful completion of the course the learner should be able:**

- To explain the nature and significance of communication in business world
- To analyse verbal and non-verbal methods of communication in corporate world with illustrations
- To perceive importance of presentation and interview skills in today's competitive and corporate world
- To design different types of commercial letters successfully

## **F. Y. B.Com. (Accounting and Finance) Communication Skills in English**

For the subject of **Communication Skills in English** there shall be two papers for 30 lectures each comprising of two units of 15 Lectures each.

### **Semester-I**

3. Paper-I Unit-I will be on **Theory of Communication**
4. Paper-I Unit-II will be on **Listening and Presentations Skills**

### **Semester-II**

3. Paper-II Unit-I will be on **Group Communication**
4. Paper-II Unit-II will be on **Business Correspondence**

### **Scheme of Evaluation:**

#### **2. For Minor Courses/Value Education Courses (VEC)/ Ability Enhancement Courses (AEC)/Indian Knowledge System (IKS) ( 50 Marks)**

The performance of the learners shall be evaluated into two components, as the first component by 'Continuous Internal Assessment (CIA)' with 40% marks and as the second component by conducting the 'Semester End Examinations (SEE)' with 60% marks. The allocation of marks for the Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) are as shown below:

#### **A) Continuous Internal Assessment (CIA): 40 % 20 Marks**

<b>Sr. No.</b>	<b>Particular</b>	<b>Marks</b>
01	One periodical class test / online examination to be conducted in the given semester	20 Marks

### ***Question Paper Pattern*** ***(Periodical Class Test)***

Maximum Marks: 20

Duration: 40 Minutes

Questions to be set: 02

All Questions are Compulsory

<b>Question No.</b>	<b>Particular</b>	<b>Marks</b>
Q-1	Match the Column / Fill in the Blanks / Multiple Choice Questions/ Answer in One or Two Lines (Concept based Questions) ( 1 Marks / 2 Marks each)	10 Marks
Q-2	Answer in Brief (Attempt any Two of the Three) (5 Marks each)	10 Marks

**B) Semester End Examination (SEE): 60 %****30 Marks**

- Duration: The examination shall be of 1 hour's duration.

***Question Paper Pattern*****Theory question paper pattern**

4. There shall be two/three questions each of 15/10 marks.
5. All questions shall be compulsory with internal options.
6. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the unit.

**Semester End Examination: 30 Marks will be as follows:**

<b>I</b>	<b>Theory:</b>	
	Each theory paper shall be of one hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I (Short Notes any Two out of Four) 10 Marks
	Q-2	From Unit –I & II (Essay having Internal Options 1 out of 2) 10 Marks
	Q-3	From Unit – I & II (Short Notes any Two out of Four) 10 Marks

**Choice Based Credit System (CBCS)****F.Y.B.A.F. Ability Enhancement Course:****Communication Skills in English-I****To be implemented from the Academic Year 2024-25 (NEP)****SEMESTER-I**

Course Code	Unit	Topics	Credits	Lectures
<b>UAEC1CSE</b>	<b>I Theory of Communication</b>	<b>1. Concept of Communication</b> <ul style="list-style-type: none"> <li>• Meaning, Definition, Process, Need, Feedback,</li> <li>• Importance of Communication in Corporate world</li> </ul>	<b>02</b>	<b>15</b>

		<p><b>2. Channels of Communication:</b></p> <ul style="list-style-type: none"> <li>• Formal and Informal: Vertical, Horizontal and Grapevine.</li> </ul> <p><b>3. Methods and Modes of Communication</b></p> <ul style="list-style-type: none"> <li>• Methods: Verbal and Non-verbal,</li> <li>• Technology Enabled Communication: Email and Video Conferencing</li> </ul>		
	<p><b>II Listening and Presentations Skills</b></p>	<p><b>1. Listening</b></p> <ul style="list-style-type: none"> <li>• Importance of Listening Skills,</li> <li>• Types of Listeners, Cultivating good Listening Skills</li> </ul> <p><b>2. Group Discussion</b></p> <ul style="list-style-type: none"> <li>• Nature and Importance of Group Discussion</li> <li>• Guidelines for effective group Discussion</li> </ul> <p><b>3. Presentations</b></p> <ul style="list-style-type: none"> <li>• Principles of Effective Presentation</li> <li>• Guidelines for Power-Point Presentation</li> </ul>		<p><b>15</b></p>
	<p><b>Activities</b></p>	<ul style="list-style-type: none"> <li>• Blog Writing:</li> <li>• Report Writing</li> <li>• Listening Comprehension</li> </ul>		

**Choice Based Credit System (CBCS)**  
**F.Y.B.A.F. Ability Enhancement Course:**  
**Communication Skills in English-II**  
**To be implemented from the Academic Year 2024-25 (NEP)**  
**SEMESTER-II**

Course Code	Unit	Topics	Credits	Lectures
UAEC2CSE	<b>I Group Communication</b>	<p><b>1. Interviews:</b></p> <ul style="list-style-type: none"> <li>• Need and Importance of Interview in Business Organization</li> <li>• Role of Interviewer and Interviewee</li> <li>• Types of Interview– Selection, Appraisal, Exit</li> </ul> <p><b>2. Meetings:</b></p> <ul style="list-style-type: none"> <li>• Need and Importance of Meeting</li> <li>• Role of the Chairperson and the Participants</li> <li>• Drafting of Notice, Agenda and Resolutions</li> </ul> <p><b>3. Public Relations:</b></p> <ul style="list-style-type: none"> <li>• Meaning and purpose of Public Relation</li> <li>• Functions of Public Relation Department</li> <li>• Measures of Internal and External Public Relation</li> </ul>	<b>02</b>	<b>15</b>
	<b>II Business Correspondence</b>	<p><b>1.Theory of Business Letter Writing</b></p> <ul style="list-style-type: none"> <li>• Parts and Layouts of Business Letter,</li> <li>• Principle for Effective Letter Writing,</li> </ul> <p><b>2. Personnel Correspondence</b></p> <ul style="list-style-type: none"> <li>• Job Application Letter and Resume</li> <li>• Letter of Acceptance of Job Offer</li> </ul>		<b>15</b>

		<ul style="list-style-type: none"> <li>• Letter of Resignation,</li> </ul>		
		<b>3.Trade Letters:</b> <ul style="list-style-type: none"> <li>• Letter of Inquiry</li> <li>• Letter of Complaints</li> <li>• Letter of Sales Letters</li> </ul>		<b>15</b>
	<b>Activities</b>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Mock Interview</li> <li>• Group Discussion</li> </ul>		

### Reference Books:

1. Agarwal, Anju D. (1989) A Practical Handbook for Consumers, India Book House, Mumbai.
2. Ashley, A. (1992) A Handbook Of Commercial Correspondence, Oxford University Press, New Delhi.
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5. Bahl , J. C. and NagamiaS. M. (1974) Modern Business Correspondence and Minute Writing, N. M. Tripathi Pvt. Ltd .New Delhi.
6. Balan, K.R. and Rayudu, C. S. (1996) Effective Communication, Beacon Books,New Delhi.
7. Bangh, L.Sue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
8. Banerjee, Bani P. (2005) Foundation of Ethics in Mangement, Excel Books,New Delhi.
9. Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.

BOS: 12/04/2025, Item No: 01  
A.C.: 28/04/2025, Item No. - 05



**Janardan Bhagat Shikshan Prasarak Sanstha's  
CHANGU KANA THAKUR  
ARTS, COMMERCE & SCIENCE COLLEGE,  
NEW PANVEL (AUTONOMOUS)**

**Re-accredited 'A++' Grade by NAAC  
'College with Potential for Excellence' Status Awarded by UGC  
'Best College Award' by University of Mumbai**

**Program: B.A.**

**Revised Syllabus of S.Y.B.A. English Major I  
Choice Based Credit & Grading System (60:40)  
w.e.f. Academic Year 2025-2026**

**Details of the Course**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Indian Literature Paper I (Semester III and IV)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2025-2026

### **Preamble of the Syllabus:**

Indian Literature (Major I) is designed to introduce students to the diverse and rich literary traditions of India, spanning classical, medieval, and early modern periods. In alignment with the National Education Policy (NEP) 2020, the course emphasizes multilingualism, cultural rootedness, and holistic education. It promotes the study of literary texts from various Indian languages, both in original and in translation. Students will explore a wide range of themes such as dharma, love, heroism, devotion, and social reform reflected in India's literary heritage. The course fosters critical inquiry, interpretive skills, and aesthetic appreciation through the study of literary forms like poetry, drama, and prose. It encourages an interdisciplinary approach, drawing connections between literature, history, philosophy, and performing arts. NEP 2020's vision of flexible and experiential learning is reflected in the course's interactive methodology. It values the oral and performative dimensions of Indian literature, encouraging students to appreciate storytelling, folklore, and dramatic traditions. Special attention is given to the representation of marginalized voices, including those of women, tribal communities, and Bhakti and Sufi saints. By focusing on ethical, emotional, and cultural understanding, the course aims to shape responsible, sensitive, and informed individuals. It moves beyond rote learning to inspire creativity, empathy, and a deeper understanding of the self and society. Literature is positioned not only as an academic subject but also as a medium for social awareness and transformation. The course cultivates a sense of pride and connection to India's pluralistic heritage. It prepares students for academic progression as well as for civic and cultural engagement. Embracing the NEP's goals of equity, quality, and inclusivity, the course also incorporates skill development in reading, analysis, and communication. Students will learn to engage with texts in a comparative and critical manner.

*S.Y.B.A. Indian Literature (Major I) Syllabus*

The curriculum provides space for self-expression, reflection, and collaborative learning. It highlights the continuity and evolution of Indian literary thought across \_\_\_\_\_ time.

**Objectives of the Course:**

- To understand the key features To identify the prominent types of creative writing
- Identify major literary genres, movements, and representative authors from different Indian tradition
- Value literature as a tool for personal growth, ethical reflection, and social transformation.

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

- To explain the cultural, philosophical, and historical contexts of selected literary texts
- Compare and contrast different literary traditions across regions and languages.
- Appreciate the linguistic and cultural diversity of Indian literary traditions.

**Title of the Paper: Indian Literature  
S. Y. B. A. English Paper: I**

For the subject of English there shall be two papers for 45 lectures each comprising of three units of 15 Lectures each.

**Semester-III**

1. Paper-I Unit-I will be on Concepts/ Background Topics
2. Paper-I Unit-II will be on Poetry
3. Paper- I Unit-III will be on Short Stories

**Semester- IV**

1. Paper- I Unit-I will be on Terms
2. Paper- I Unit-II will be on poetry

3. Paper- I Unit-III will be on drama

**Scheme of Examination for Each Semester:**

Internal Evaluation: 40 %

Sr.No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks
02	Any two tools out of these (10 Marks each) 1. Group/individual Survey Project 2. Presentation and write up on the selected topics of the subjects 3. Case studies/Test based on tutorials 4. Book Review/Poetry Appreciation/ Open Book Test 5. Quiz	20 Marks

Semester End Examination: 60 Marks will be as follows -:

I	<b>Theory:</b>	
	Each theory paper shall be of two- and half-hour duration.	
	All questions are compulsory and will have internal options.All questions carry equal marks	
	Q-1	From Unit – I (Short Notes any Two out of Four) 15 Marks
	Q-2	From Unit – II (Essay having Internal Options.) 15 Marks
	Q-3	From Unit – III (Essay having Internal Options.) 15 Marks
	Q-4	From Unit – II (Short Notes any Two out of Four) 15 Marks

**Choice Based Credit Grading and Semester System (CBCGS)**  
**S. Y. B. A. English – Indian Literature Paper I Syllabus**  
**To be implemented from the Academic year 2025-2026**  
**SEMESTER III**

Course Code	Unit	Topics	Credits	Lectures
UIKS3IE G5	<b>Background and Concepts</b>  I	1. Bhakti Poets 2. The Rise of English Studies in India 3. Pre-independence Fiction 4. The Partition as Portrayed in the Novel 5. Women Writers in India before 1950's	03	15
	<b>Poetry</b> II	1. Henry Derozio: The Harp of India 2. Rabindranath Tagore: Freedom 3. Sarojini Naidu: Village Song 4. Kabir "It is needless to ask of a saint the caste to which he belongs" (santan jāt no pucho nirguniyan...) (From One Hundred Poems of Kabir translated by Rabindranath Tagore)		15

*S.Y.B.A. Indian Literature (Major I) Syllabus*

	III	Short Stories 1. Mulk Raj Anand, The Lost Child 2. S.H.Manto, Toba Tek Singh 3. Gurdial Singh Rahi, A Season of No Return' 4. Khushwant Singh, The Voice of God		15
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**Objectives of the Course:**

- To understand literary backgrounds and concepts of Indian Literature
- To identify different themes in Indian English poetry
- To analyze characteristics of Indian drama in English

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

- To explain different literary concerns of Indian English literature.
- To analyze characteristics of Indian Poetry
- To appreciate the distinctness of Indian English Literature on the line of NEP 2020

**Choice Based Credit Grading and Semester System (CBCGS)**  
**S. Y. B. A. English – Indian Literature Paper I Syllabus**  
**To be implemented from the Academic year 2025-2026**  
**SEMESTER IV**

Course Code	Unit	Topics	Credits	Lectures
UIKS4IEG8	I	Background and Concepts 1. Concept of Post colonialism 2. Women Novelists after Post-independence Era 3. Poetry after 1950's 4. Dalit Poetry 5. Modern Indian Drama in English and Translation	03	15
	II	Poetry 1. Dilip Chitre: Father Returning Home 2. Jayant Mahapatra: Hunger 3. Kamala Das: An Introduction 4. Hira Bansode: Slave 5. Meena Kandasamy: Eklavayan		15
	III	Drama 1. Vijay Tendulkar, Kannaydan OR 2. Mahesh Dattani : Dance Like a Man		15

**Reference Books:**

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BOS: 12/04/2025, Item No: 01  
A.C.: 28/04/2025, Item No. - 05



**Janardan Bhagat Shikshan Prasarak Sanstha's**  
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**NEW PANVEL (AUTONOMOUS)**

**Re-accredited 'A++' Grade by NAAC**  
**'College with Potential for Excellence' Status Awarded by UGC**  
**'Best College Award' by University of Mumbai**

**Program: B.A.**

**Revised Syllabus of S.Y.B.A. English Major II**  
**Choice Based Credit & Grading System (60:40)**  
**w.e.f. Academic Year 2025-2026**

**Details of the Course**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	American Literature Paper II (Semester III and IV)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2025-2026

### **Preamble of the Syllabus:**

The systematic and passionate study of English Literature plays an important role in the overall personality development of the learners. It becomes necessary to understand and appreciate various genres incorporated especially in the realm of American Literature. There is reflection of human life and its vicissitudes with the power of creative and imaginative faculty possessed by the writer. The salient personality traits of the people are communicated through the protagonist as well as an antagonist in literary masterpieces.

The learning of American Literature provides an insight into different perspectives of race, class, human values, materialism and spiritualism along with multiculturalism. It also empowers to the students to have an accurate perception about implications and applications of the so called “American Dream”. It also gives an opportunity to explore different facets of identity prevalent in an American environment.

The syllabus aims at inculcation of moral and social values, gender equality and annihilation racial discrimination in the mind of students and make them rise and shine and achieve success through the wings of American Literature in academic as well as professional arena in today’s digitization.

Bachelor of Arts (B.A.) in English is a under graduate course of department of English, Changu Kana Thakur Arts, Commerce & Science college, New Panvel (Autonomous) The Choice Based Credit and Grading System to be implemented through this curriculum would enable the students to examine various world classics belonging to American Literature and appreciate it for overall personality development in 21<sup>st</sup> century.

**Objectives of the Course:**

- To interpret literary terms in American Literature
- To discover thematic concerns reflected in prominent American short story
- To examine nature of racial conflicts in African American novel

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

- To discover various terms in American Literature
- To analyse various themes reflected in American short stories
- To perceive nature of gender and racial discrimination in novel

**Title of the Paper: American Literature  
S. Y. B. A. English Paper: II**

For the subject of English there shall be two papers for 45 lectures each comprising of three units of 15 Lectures each.

**Semester-III**

1. Paper-III Unit-I will be on Terms
2. Paper-III Unit-II will be on Short Stories
3. Paper- III Unit-III will be on novel

**Semester- IV**

1. Paper- III Unit-I will be on Terms
2. Paper- III Unit-II will be on poetry
3. Paper- III Unit-III will be on drama

**Scheme of Examination for Each Semester:**

Internal Evaluation: 40 %

Sr.No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks

**S.Y.B.A. English Major (Paper II) – American Literature Syllabus**

02	Any two tools out of these (10 Marks each) 1. Group/individual Survey Project 2. Presentation and write up on the selected topics of the subjects 3. Case studies/Test based on tutorials 4. Book Review/Poetry Appreciation/ Open Book Test 5. Quiz	20 Marks
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Semester End Examination: 60 Marks will be as follows -:

I	<b>Theory:</b>	
	Each theory paper shall be of two- and half-hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit – I (Short Notes any Two out of Four) 15 Marks
	Q-2	From Unit – II (Essay having Internal Options.) 15 Marks
	Q-3	From Unit – III (Essay having Internal Options.) 15 Marks
	Q-4	From Unit – II (Short Notes any Two out of Four) 15 Marks

**Choice Based Credit Grading and Semester System (CBCGS)  
S. Y. B. A. English – American Literature Paper II Syllabus  
To be implemented from the Academic year 2025-2026  
SEMESTER III**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
<b>UAR3E G4</b>	<b>I Terms</b>	i. Naturalism in 20 <sup>th</sup> Century American Fiction ii. African American Fiction iii. Jewish American Fiction iv. Literature of Chinese-American Diaspora v. Literature of Indian Diaspora in America	<b>03</b>	<b>15</b>
	<b>II Short Story</b>	i. <b>John Steinbeck:</b> The Chrysanthemums ii. <b>Alice Walker:</b> Everyday Use iii. <b>Amy Tan:</b> Two Kinds iv. <b>Bernard Malamud:</b> The German Refugee v. <b>Jhumpa Lahiri:</b> Unaccustomed Earth		<b>15</b>
	<b>III Novel</b>	• <b>Toni Morrison:</b> The Bluest Eye OR • <b>Herman Melville:</b> Moby-Dick		<b>15</b>

**Objectives of the Course:**

- To classify literary terms in American Literature
- To identify themes reflected in American poetry
- To analyze characteristics of American drama

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

- To discover various terms in American Literature
- To analyze characteristics of American poetry
- To perceive nature of American dream

**Choice Based Credit Grading and Semester System (CBCGS)**

**S. Y. B. A. English – American Literature Paper II Syllabus**

**To be implemented from the Academic year 2025-2026**

**SEMESTER IV**

Course Code	Unit	Topics	Credits	Lectures
<b>UAR4EG7</b>	<b>I Terms</b>	i. American Dream ii. Confessional Poetry iii. Expressionism in American Drama iv. African American Poetry of the 20 <sup>th</sup> century v. African American Drama of the 20 <sup>th</sup> Century	<b>03</b>	<b>15</b>
	<b>III Poetry</b>	i) <b>Langston Hughes:</b> Mother to Son Democracy Dream Deferred I Too Sing American ii) <b>Sylvia Plath:</b> Mirror I am Vertical Tulips Age		<b>15</b>

	<b>III Drama</b>	<ul style="list-style-type: none"><li>• <b>Arthur Miller:</b> Death of a Salesman</li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>• <b>James Baldwin:</b> Blues for Mister Charlie</li></ul>		<b>15</b>
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**Reference Books:**

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2. Baldick, Chris. *The Oxford Dictionary of Literary Terms*. Oxford: Oxford University Press, 2001.
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BOS: 12/04/2025, Item No: 01

A.C.: 28/04/2025, Item No. - 05



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**'Best College Award' by University of Mumbai**

**Program: B. A.**

**Revised Syllabus of S.Y.B.A. English Major III**  
**Basics of Creative Writing**  
**Choice Based Credit & Grading System (60: 40)**  
**w.e.f. Academic Year 2025-26**

**The Details of Course**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	<b>Poetry Appreciation</b> (Semester IV)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	One
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2024-25

**Objectives of the Course:**

- To discuss nature of meter in poetry
- To discover figurative language in poetry
- To examine poem at semantic and syntactical level

**Course Outcomes:**

**After successful completion of the course the learner should be able:**

- To identify important poetic devices
- To apply different techniques of poetry appreciation
- Analyze phonological elements in poetry

**F. Y. B. A. Verbal Communication**

For the subject of Voice Modulation there shall be two papers for 30 lectures each comprising of two units of 15 Lectures each.

**Semester-I**

1. Paper-I Unit-I will be on Terms
2. Paper-I Unit-II will be on Presentation Skills

**Semester-II**

1. Paper-II Unit-I will be on Nature of Accent
2. Paper-II Unit-II will be on Prosody

**Scheme of Examination for Each Semester:**

Internal Evaluation: 20

Sr.No.	Particular	Marks
01	Project / Assignment	20 Marks

**Semester End Examination: 30 Marks will be as follows:**

I	<b>Theory:</b>	
	Each theory paper shall be of one hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I & II (Short Notes any Two out of Four) 10 Marks
	Q-2	From Unit – I (Essay having Internal Options One out of Two) 10 Marks
	Q-3	From Unit – II (Essay having Internal Options One out of Two) 10 Marks

**Choice Based Credit System (CBCS)**

**S. Y. B. A. English Major III:**

**Poetry Appreciation**

**To be implemented from the Academic year 2025-26 (NEP)**

**SEMESTER IV**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
<b>UVSC3VM</b>	<b>I</b> <b>Terms</b>	<ul style="list-style-type: none"><li>• Nature of Poetry and Versification</li><li>• Role of Voice in Poetry Reading</li><li>• Scansion: Meters in English Poetry</li><li>• Figurative Language in Poetry</li><li>• Types of Diction in Poetry</li></ul>	<b>02</b>	<b>15</b>
	<b>II</b> <b>Poetry Appreciation</b>	<p>➤ <b>Poetry Appreciation</b></p> <ul style="list-style-type: none"><li>• Poetry Appreciation at Semantic Level</li><li>• Poetry Appreciation at Syntactical Level</li><li>• Poetry Appreciation at Phonological Level</li><li>• Poetry Appreciation at Ornamentative Level</li><li>• Guidelines for Appreciation of Unseen Poem</li></ul>		<b>15</b>
	<b>Activities:</b>	<p>➤ <b>Activities:</b></p> <ul style="list-style-type: none"><li>• Poetry Reading</li><li>• Screening of Poetry</li><li>• Voice Modulation</li></ul>		

**Reference Books:**

1. Alain, C. "The relation among fundamental frequency, intensity, and duration varies with accentuation," *J. Acoust. Soc. Am.* 1993.
2. Bänziger, T., and Scherer, K. R. "The role of intonation in emotional expressions," *Speech Commun* 2005.
3. Bauer, J. J., and Larson, C. R. "Audio-vocal responses to repetitive pitch-shift stimulation during a sustained vocalization: Improvements in methodology for the pitch-shifting technique," *J. Acoust. Soc. Am* 2003.
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9. Willey, *Communication Skills Handbook*, Summers Willey Pub. India

BOS: 12/04/2025, Item No: 01  
A.C.: 28/04/2025, Item No. - 05



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'College with Potential for Excellence' Status Awarded by UGC  
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**Program: B.A.**

**Revised Syllabus of S.Y.B.A. English  
Basics of Creative Writing (SEC)  
Choice Based Credit & Grading System (60: 40)  
w.e.f. Academic Year 2025-26**

**Details of the Course**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	<b>Basics of Creative Writing (SEC):</b> (Semester III)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	One
6	Level	U.G.
7	Pattern	Semester (60:40)
	Status	New
9	To be implemented from Academic year	2025-2026

### **Preamble of the Syllabus:**

Creative Writing is the art of expressing thoughts, emotions, and stories through imaginative language and Style. This subject introduces students to the important elements of creative writing, including poetry, fiction, and nonfiction. It aims to foster originality, critical thinking, and effective communication through written expression. Learners will explore narrative techniques, character development, and thematic depth. The course encourages observation, reflection, and transformation of personal experiences into creative content. Students will engage with both contemporary and classical texts to understand diverse writing styles. Regular writing exercises will help sharpen language skills and nurture individual voice. The subject emphasizes the importance of revision and constructive feedback in the writing process. It provides a platform for learners to experiment with form, tone, and structure. By understanding literary devices and storytelling methods, students become more confident writers. The course also enhances analytical reading, essential for critical appreciation of literature. Creative Writing prepares students for careers in media, publishing, and content creation. It also develops life skills such as empathy, clarity, and imaginative thinking. Ultimately, the subject empowers learners to discover and articulate their unique perspectives. Through creativity and discipline, students will learn to craft compelling and meaningful works.

### **Objectives of the Course:**

- To understand different fundamental skills of creative writing
- To identify the prominent types of creative writing
- To enable them to execute their skills in creative writing

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

- Apply knowledge in creative writing
- Able to distinguish different types of creative writing.
- Implement Basic skills of Creative Writing

**Title of the Paper: Basics of Creative Writing**  
**S. Y. B. A. English Paper: Skill Enhancement Course**

For the subject of English there shall be one paper for 30 lectures comprising of two units of 15 Lectures each.

**Semester-III**

1. Unit-I will be on Fundamentals of Creative Writing
2. Unit-II will be on Functional Skills and Practice of Writing

**Scheme of Examination for Each Semester:**

Internal Evaluation: 40 %

<b>Sr.No.</b>	<b>Particulars</b>	<b>Marks</b>
01	Any two tools out of these (10 Marks each) 1. Filed Work/Practical	20 Marks

**Semester End Examination: 30 Marks will be as follows -:**

I	<b>Theory:</b>	
	Each theory paper shall be of 1 hour duration.	
	All questions are compulsory and will have internal options.All questions carry equal marks	
	Q-1	From Unit – I (Short Notes any Two out of Four) 10 Marks
	Q-2	From Unit – I &II (Essay having Internal Options.) 10 Marks
Q-3	From Unit – II (Essay having Internal Options.) 10 Marks	

**Choice Based Credit Grading and Semester System (CBCGS)  
S. Y. B. A. English – Basics of Creative Writing (SEC) Syllabus  
To be implemented from the Academic year 2025-2026  
SEMESTER III**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
UVSC4BCW	I	Fundamentals of Creative Writing <ul style="list-style-type: none"> <li>• Meaning and Significance of Creative Writing;</li> </ul> Genres of Creative Writing: <ul style="list-style-type: none"> <li>• Poetry</li> <li>• Fiction</li> <li>• Non-fiction</li> <li>• Drama and other forms.</li> </ul>	02	15
	II	Functional Skills and Practice of Writing <ul style="list-style-type: none"> <li>• Steps and phases in the process of writing: Prompts, Story Ideas and Hints.</li> <li>• Outline of the Story</li> <li>• Developing scenes from newspaper</li> <li>• Essay writing</li> <li>• Travelogues</li> <li>• Blog Writing/ Script Writing</li> </ul>		15
	Activities:	Activities: <ul style="list-style-type: none"> <li>• Story Writing</li> <li>• News Report Writing</li> </ul>		

**References:**

1. Ayn Rand *The Art of Fiction: A Guide for Writers and Readers*
2. Bret Anthony Johnston (Editor) *Naming the World and Other Exercises for the Creative Writer*
3. Colum McCann , *Letters to a Young Writer*
4. Erik Bork , *The Idea: The Seven Elements of a Viable Story*
5. Francine Prose, *Reading Like a Writer*
6. Gardner, John, *The Art of Fiction*
7. Hamand, Maggie, *Creative Writing for Dummies*
8. Imran Siddiq, *The Simple Creative Writing Book*
9. Jessica Brody, *Save the Cat! Writes a Novel*
10. King, Stephen, *On Writing: A Memoir of the Craft*
11. Lamott, Anne, *Bird by Bird: Some Instructions on Writing and Life*
12. Maggie Smith, *The Quick and Dirty Guide to Writing Short Stories*
13. Natalie Goldberg , *Writing Down the Bones*
14. Olen Butler, Robert *From Where You Dream: The Process of Writing Fiction.*
15. Peter Elbow, *Writing Without Teachers*
16. Quentin Bell, *On Human Finery (metaphorical use of storytelling and cultural expression).*
17. Roy Peter Clark, *Writing Tools: 55 Essential Strategies for Every Writer*
18. Strunk Jr. & White, *The Elements of Style*
19. Truby, John, *The Anatomy of Story: 22 Steps to Becoming a Master Storyteller.*
20. Ursula K. Le Guin *Steering the Craft*
21. Vonnegut, Kurt, *Palm Sunday: An Autobiographical Collage*
22. Wooldridge, Susan Goldsmith, *Poemcrazy: Freeing Your Life with Words*
23. Young, Toby, *How to Lose Friends and Alienate People*
24. Ray Bradbury (Z for Zen) *Zen in the Art of Writing*

BOS: 12/04/2025, Item No: 01  
A.C.: 28/04/2025, Item No. - 05



**Janardan Bhagat Shikshan Prasarak Sanstha's  
CHANGU KANA THAKUR  
ARTS, COMMERCE & SCIENCE COLLEGE,  
NEW PANVEL (AUTONOMOUS)**

**Re-accredited 'A++' Grade by NAAC  
'College with Potential for Excellence' Status Awarded by UGC  
'Best College Award' by University of Mumbai**

**Program: B.A.**

**Revised Syllabus of S.Y.B.A. English  
Indian Knowledge System: Indian Classical Drama  
Choice Based Credit & Grading System (60: 40)  
w.e.f. Academic Year 2025-26**

**Details of the Course**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	<b>Indian Classical Drama (IKS):</b> (Semester III)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	One
6	Level	U.G.
7	Pattern	Semester (60:40)
	Status	New
9	To be implemented from Academic year	2025-2026

**Preamble of the Syllabus:**

Indian Classical Drama, rooted in the ancient traditions of Nāṭyaśāstra and enriched over centuries by diverse regional and linguistic contributions, stands as a profound expression of India's intellectual, aesthetic, and cultural heritage. This course aims to explore Indian Classical Drama not merely as a literary or performance tradition, but as a dynamic Indigenous Knowledge System (IKS) one that integrates philosophy, ethics, poetics, performance, ritual, and pedagogy. The syllabus is designed to introduce students to the foundational texts, such as Bharata's Nāṭyaśāstra and Bhasa, Kalidasa, and Bhavabhuti's plays, while also reflecting on the broader cultural and philosophical contexts in which these dramas emerged. Through textual analysis, performance studies, and interdisciplinary perspectives, learners will understand how Indian Classical Drama functioned as a medium of social instruction, spiritual elevation, and emotional refinement (rasa). Recognizing drama as both a shastric and lokadharmi practice, this course emphasizes the continuity of IKS through traditional theatre forms (like Kutiyattam, Yakshagana, and Sanskrit theatre) and the relevance of these forms in contemporary times. The course encourages critical engagement with the epistemologies embedded in these dramatic traditions, fostering appreciation for their holistic, integrative knowledge that transcends disciplinary boundaries. By the end of the course, students will be equipped to appreciate Indian Classical Drama not just as performance or literature, but as a living repository of indigenous wisdom, reflecting India's pluralistic cultural identity and its deep-rooted commitment to aesthetic experience (rasa), moral inquiry (dharma), and societal harmony.

**Objectives of the Course:**

- To understand the historical evolution and philosophical foundations of Indian Classical Drama
- To analyze key classical plays and theatrical the embedded with cultural, aesthetic, and ethical values.
- To evaluate Indian Classical Drama as an Indigenous Knowledge System (IKS), and its interdisciplinary relevance in contemporary academic and performance contexts

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

- To explain the principles of Nāṭyaśāstra and major themes in Indian Classical Drama.
- Critically analyze classical plays and performance practices to interpret their philosophical, moral, and socio-cultural dimensions.
- Justify the classification of Indian Classical Drama as an Indigenous Knowledge System by comparing it with Western dramatic traditions and modern knowledge systems.

**Title of the Paper: Indian Classical Drama**

**S. Y. B. A. English Paper: Indian Knowledge System**

For the subject of English there shall be one paper for 30 lectures comprising of two units of 15 Lectures each.

**Semester-III**

1. Unit-I will be on Concepts/ Background Topics
2. Unit-II will be on Classical Drama

**Scheme of Examination for Each Semester:**

Internal Evaluation: 40 %

<b>Sr.No.</b>	<b>Particular</b>	<b>Marks</b>
01	One periodical class test/online examination to be conducted in the given semester	20 Marks

**Semester End Examination: 30 Marks will be as follows -:**

<b>I</b>	<b>Theory:</b>	
	Theory paper shall be of 1 hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit – I (Short Notes any Two out of Four) 10 Marks
	Q-2	From Unit – I &II (Essay having Internal Options.) 10 Marks
	Q-3	From Unit – II (Essay having Internal Options.) 10 Marks

**Choice Based Credit Grading and Semester System (CBCGS)**  
**S. Y. B. A. English – Indian Classical Drama (IKS) Syllabus**  
**To be implemented from the Academic year 2025-2026**  
**SEMESTER III**

<b>Course Code</b>	<b>Unit</b>	<b>Concepts/ Back ground Topics</b>	<b>Credits</b>	<b>Lectures</b>
UIKS3IEG 5	I Concepts/ Back ground Topics	i. Origin of Indian Classical Drama ii. Elements of Indian Classical Drama iii. Types of Rasas iv. Indian Classical playwrights v. Significance of Indian Classical Drama and Indian knowledge system vi. Adaptations and Indian Classical drama	02	15
	II Classical Drama	Śudraka : Mricchakatika (The Little Clay Cart) OR Nagarjuna: Ratnavali		15

**References:**

1. Diraja, A. (translation) – Introduction to Bharata’s Nāṭya-Śāstra by Adya Rangacharya
2. Anupa Pande – The Nāṭyaśāstra Tradition and Ancient Indian Society
3. Ananda Coomaraswamy – Introduction to Indian Art and The Dance of Siva
4. Bharata Muni – Nāṭyaśāstra (foundational text, often with commentary like Abhinavabhāratī)
5. Ganesh, R. – “Musings on Indian Aesthetics,” Prekṣā: A Journal of Culture and Philosophy
6. Hiriyanna, M. – Art Experience
7. Kapil Kapoor – Literary Theory: Indian Conceptual Framework (1998) and Indian Knowledge Systems (2005)
8. Kireet Joshi – Philosophy of Indian Art
9. Madhusudan Shastri – Nāṭyaśāstra of Bharata Muni with Abhinava Bharati (3 vols in Sanskrit & Hindi)
10. Manmohan Ghosh – The Nāṭyaśāstra (English translation)
11. Natalia Lidova – Commentary on Nāṭyaśāstra as social, aesthetic, and cultural text
12. Pande, Anupa – Abhinavabhāratī (on Nāṭyaśāstra commentary)
13. Raghavan, V. – Sanskrit Drama: Its Aesthetics and Production; The Rāmāyaṇa Tradition in Asia
14. S. P. Gupta – Elements of Indian Art
15. S. P. Vatsyayan (Kapila Vatsyayan) – The Square and the Circle of the Indian Arts
16. T N. Sreekantaiyya – Indian Poetics (trans. by N. Balasubrahmanya) and Imagination in Indian Poetics and Other Literary Studies
17. Raghavan (again) – see above; included for completeness under “V”
18. A. K. Warder – Indian Kavya Literature (multi-volume)

BOS: 12/04/2025, Item No: 01  
A.C.: 28/04/2025, Item No. - 05



Janardan Bhagat Shikshan Prasarak Sanstha's  
**CHANGU KANA THAKUR**  
**ARTS, COMMERCE & SCIENCE COLLEGE,**  
**NEW PANVEL (AUTONOMOUS)**

Re-accredited 'A++' Grade by NAAC  
'College with Potential for Excellence' Status Awarded by UGC  
'Best College Award' by University of Mumbai

Program: B. A.

Revised Syllabus of T.Y.B.A. English Literature  
Choice Based Credit & Grading System (60:40)  
w.e.f. Academic Year 2025-2026

  
Dr. R.V. Yeole  
Head,  
Department of U.G.,  
P. G. and Research  
Centre in English



  
Principal  
CHANGU KANA THAKUR  
ARTS, COMMERCE & SCIENCE COLLEGE  
NEW PANVEL, RAIGAD.

BOS: 12/04/2025, Item No: 01  
A.C.: 28/04/2025, Item No. - 05



**Janardan Bhagat Shikshan Prasarak Sanstha's  
CHANGU KANA THAKUR  
ARTS, COMMERCE & SCIENCE COLLEGE,  
NEW PANVEL (AUTONOMOUS)**

**Re-accredited 'A++' Grade by NAAC  
'College with Potential for Excellence' Status Awarded by UGC  
'Best College Award' by University of Mumbai**

**Program: B. A.**

**Revised Syllabus of T.Y.B.A. English Literature  
Choice Based Credit & Grading System (60:40)  
w.e.f. Academic Year 2025-2026**

**Preamble of the Syllabus:**

English Literature is a perennial source of honing of new horizons depicted in life as well as society. The strategic and passionate study of English Literature plays an important role in the overall personality development of the learners. Literature has been an epitome of human life with its fluctuations, uncertainties and unpredictability since time immemorial. Therefore, it is inevitable to understand and appreciate various genres incorporated especially in the realm of English Literature. There is a strong desire to learn English literature in the mind of students on account of its international significance in today's digital arena.

There is reformation and transformation in the identity and personality of the students through the systematic understanding of characters especially protagonist as well as an antagonist represented in literary masterpieces.

The passionate delving of English Literature provides an insight into different perspectives humanity, materialism and spiritualism along with multiculturalism. It also empowers to the students to have an accurate perception about implications and applications of the so called "To be or not to Be, Analysis and Evaluation of Literary Texts, Word Classes, Phrases and Clauses, Romanticism, Classicism, Victorian epoch and Modernism".

The syllabus aims at inculcation of moral, social, ethical values, close reading of literary text, gender, class and race inequality and eradication of racial discrimination in the mind of students and make them awake and arise to accomplish incredible and commendable success through the wings of English Literature in academic as well as professional world.

Bachelor of Arts (B.A.) in English Literature is a under graduate course of department of English, Changu Kana Thakur Arts, Commerce & Science college, New Panvel (Autonomous) The Choice Based Credit and Grading System to be implemented through this curriculum would enable the students to examine various world classics belonging to English Literature and appreciate it for overall personality development in 21<sup>st</sup> century.

**Details of the Course**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	British Literature I
2	Eligibility for Admission	
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2025 - 2026

**Objectives of the Course:**

- To explain salient literary movements from Elizabethan age to Neo-classical period
- To identify characteristics of Elizabethan age to Neo-classical period poetry
- To analyse characters, themes and dramatic devices in the world-famous tragedy of Shakespeare
- To perceive depiction of human values incorporated in different genres of English literature during 16th century

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

- To illustrate features of Elizabethan age to Neo-classical period
- To distinguish the themes between Elizabethan and New-classical poetry
- To examine human values reflected in William Shakespeare's play
- To analyse struggle for survival in nature

**Title of the Paper: British Literature**

**T. Y. B. A. English Paper:**

For the subject of English, there shall be two papers for 60 lectures each comprising of four units of 15 Lectures each.

**Semester- V**

Unit-I will be on Terms

Unit-II will be on poetry

Unit-III will be on Drama

Unit-III will be on Novel

**Semester- VI**

Unit-I will be on Terms

Unit-II will be on poetry

Unit-III will be on Drama

Unit-III will be on Novel

**Scheme of Examination for Each Semester:**

**Internal Evaluation: 40 %**

Sr.No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks
02	Any two tools out of these (10 Marks each) 1. Group/individual Survey Project 2. Presentation and write up on the selected topics of the subjects 3. Case studies/Test based on tutorials 4. Book Review/Poetry Appreciation/ Open Book Test	15 Marks
03	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibitions of leadership qualities in organizing related academic activities	05 Marks

**Semester End Examination: 60 Marks will be as follows -:**

Duration: the examination shall be of 2 hour's duration.

**Theory Question Paper Pattern**

1. There shall be four/five questions each of 15/12 marks (with internal options)
2. All questions shall be compulsory with internal options.
3. Questions may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the unit.

**Choice Based Credit Grading and Semester System (CBCGS)**  
**T. Y. B. A. English - British Literature (Major) Syllabus**  
**To be implemented from the Academic year 2025-2026**  
**SEMESTER V**

Course Code	Unit	Topics	Credits	Lectures
<b>UAR5 EG9</b>	<b>I Terms</b>	<ul style="list-style-type: none"> <li>• <b>The Elizabethan Age (1550-1603)</b></li> <li>i. Elizabethan Poetry - Sonnet</li> <li>ii. Elizabethan Drama</li> <li>• <b>The Jacobean Period(1603-1650)</b></li> <li>i. Metaphysical Poetry</li> <li>ii. Jacobean Drama- Revenge Tragedy</li> <li>• <b>Neo-Classical Period (1700-1798)</b></li> <li>i) Neo- Classical/ Augustan Age</li> <li>iii. Rise of Novel</li> </ul>	<b>04</b>	<b>15</b>
	<b>II Poetry</b>	<p><b>William Shakespeare</b></p> <ul style="list-style-type: none"> <li>i. Sonnet No. 18 Shall I Compare Theeto a Summer’s Day</li> <li>ii. Sonnet No. 130 My Mistress Eyes are Nothing Like the Sun</li> </ul> <p><b>John Donne</b></p> <ul style="list-style-type: none"> <li>i. The Sunne Rising</li> <li>ii. Death Be Not Proud</li> </ul> <p><b>John Dryden</b></p> <ul style="list-style-type: none"> <li>i) Alexander’s Feast</li> <li>ii) Can Life be a Blessing</li> </ul>		<b>15</b>
	<b>III Drama</b>	<p><b>William Shakespeare: Hamlet</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>John Dryden: All for Love</b></p>		<b>15</b>
	<b>IV Novel</b>	<ul style="list-style-type: none"> <li>• <b>Daniel Defoe: Robinson Crusoe</b></li> <li style="text-align: center;">Or</li> <li>• <b>Henry Fielding: Joseph Andrews</b></li> </ul>		<b>15</b>

**Objectives of the Course:**

- To explain salient literary movements from Romantic age to Modern period
- To identify characteristics of Romantic and Modern poetry
- To analyse characters, themes and dramatic devices in the modern drama
- To perceive depiction of Victorian values in the novel

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

- To illustrate features of Romantic age to Modern period
- To distinguish the themes between Romantic and Modern poetry
- To examine human values reflected in modern plays
- To analyse the relation between literature and society

**Choice Based Credit Grading and Semester System (CBCGS)  
T. Y. B. A. English – British Literature (Major) Syllabus  
To be implemented from the Academic year 2025-2026  
SEMESTER VI**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
<b>UAR6EG1 2</b>	<b>I Terms</b>	<ul style="list-style-type: none"> <li>• Features of Romanticism</li> <li>• The Gothic Revival</li> <li>• Victorian Concept of Morality</li> <li>• Bildungsroman and the Victorian Novel</li> <li>• Modernism</li> <li>• Theatre of the Absurd</li> </ul>	<b>04</b>	<b>15</b>
	<b>II Poetry</b>	<ul style="list-style-type: none"> <li>• <b>William Wordsworth:</b> Solitary Reaper I Wondered Lonely as a Cloud</li> <li>• <b>T.S. Eliot:</b> Hippopotamus Journey of Magi</li> <li>• <b>W.H. Auden:</b> The Unknown Citizen Funeral blues</li> </ul>		<b>15</b>
	<b>III Drama</b>	<ul style="list-style-type: none"> <li>• <b>Samuel Beckett:</b> Waiting for Godot OR</li> <li>• <b>John Osborne:</b> Look Back in Anger</li> </ul>		<b>15</b>
	<b>IV Novel</b>	<ul style="list-style-type: none"> <li>• <b>Charles Dickens:</b> Oliver Twist OR</li> <li>• <b>Irish Murdoch :</b> The Black Prince</li> </ul>		<b>15</b>

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9. Bradbury, Malcolm. *The Penguin Book of Modern British Short Stories*. London: Penguin (UK), 1988. Print.
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**Details of the Course:**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Literature of Protest (Semester V)
2	Eligibility for Admission	12 Std
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2025-2026

**Objectives of the Course:**

- To explore voices of discord, rhetoric and cultural contexts.
- To compare and contrast the artistic manoeuvres.
- To examine the protest spectrum in literature.
- To bring in panoramic understanding of global protest literature and ideologies.
- To learn the historical links between forms of protest and meanings of literature

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

- To read and interpret cross cultural texts.
- To understand protest literature.
- To get sensitized towards global issues.
- To learn to look into past, correlate it to present and future.
- To understand the historicity of protest literature.

**Title of the Paper: Literature of Protest**

**T. Y. B. A. Literature of Protest**

For the subject of English, there shall be six papers for 60 lectures each comprising of four units of 15 Lectures each.

**Semester- V**

1. Unit-I will be on Terms
2. Unit-II will be on Memoir
3. Unit-III will be on Short Stories
4. Unit IV will be on Autobiography

**Semester VI**

1. Unit-I will be on Terms
2. Unit-II will be on Autobiography
3. Unit-III will be on Poetry
4. Unit IV will be on Play

**Scheme of Examination for Each Semester:**

**Internal Evaluation: 40 %**

Sr.No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks
02	Any two tools out of these (10 Marks each) 5. Group/individual Survey Project 6. Presentation and write up on the selected topics of the subjects 7. Case studies/Test based on tutorials 8. Book Review/Poetry Appreciation/ Open Book Test	15 Marks
03	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibitions of leadership qualities in organizing related academic activities	05 Marks

**Semester End Examination: 60 Marks will be as follows -:**

Duration: the examination shall be of 2 hour's duration.

**Theory Question Paper Pattern**

4. There shall be four/five questions each of 15/12 marks (with internal options)
5. All questions shall be compulsory with internal options.
6. Questions may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the unit.

**Choice Based Credit Grading and Semester System (CBCGS)**  
**T. Y. B. A. English – Literature of Protest (Major) Syllabus**  
**To be implemented from the Academic year 2025-2026**  
**SEMESTER V**

Course Code	Unit	Topics	Credits	Lectures
<b>UAR5EG 10</b>	<b>I Background Topics</b>	i. Literature and Protest ii. Politics and Language of Protest iii. Translation and Literature of Protest iv. Concept of Caste, Varna Theory and Division of Labour v. Concept of Race and Discrimination vi. Protest in African American, Dalit and Tribal Literature	<b>04</b>	<b>15</b>
	<b>II Autobiography</b>	<b>Urmila Pawar:</b> The Weave of My Life:(Translated by Maya Pandit) <b>OR</b> <b>Barack Obama:</b> Dreams from MyFather		<b>15</b>
	<b>III Short Stories</b>	i. Death of a Rich Man ii. When the Sun God Refused to Set iii. Loneliness of An Ex-soldier iv. Confessions of a Graveyard Keeper (The stories are from Desperate Men and Women: Ten Dalits Short Stories from India, edited by Rangarao, B., Kalpaz Publications, 2013)		<b>15</b>
	<b>IV Autobiography</b>	<b>Vasant Moon:</b> Growing up Untouchable in India <b>OR</b> <b>Joseph Macwan:</b> The Stepchild (Angaliyat)		<b>15</b>

### **Objectives of the Course**

- To understand nature of different movements in framing protest literature
- To Identify the regional development of protest literature in India
- To learn the historical links between forms of protest and meanings of literature

### **Course Outcome: By the end of the course, a student should develop the Ability:**

- To learn to look into past, correlate it to present and future.
- To understand the historicity of protest literature.
- To appreciate the protest literature as means of weapon

**Choice Based Credit Grading and Semester System (CBCGS)**  
**T. Y. B. A. English – Literature of Protest (Major) Syllabus**  
**To be implemented from the Academic year 2025-2026**  
**SEMESTER VI**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
<b>UAR6EG13</b>	<b>I</b> <b>Back</b> <b>ground</b> <b>Topics</b>	i. Marathi Literature ii. Tamil Literature iii. Gujrati Literature iv. Kannada Literature v. Hindi Literature vi. Bengali Literature		<b>15</b>
	<b>II</b> <b>Novel</b>	<b>Harriet Beecher Stowe:</b> Uncle Tom's Cabin- <b>OR</b> <b>Y.B.Satyanarayana:</b> My Father Baliah	<b>04</b>	<b>15</b>

**T.Y.B.A. English Literature Syllabus**

	<b>III Poetry</b>	<b>Kamala Das:</b> i. The Looking Glass ii. An Introduction <b>Meena Kandaswamy's:</b> i. Advaita: The Ultimate Question, ii. The Gods Wake Up <b>Jyoti Lanjewar:</b> i. The Nameless Ones (anamikas), ii. Caves,	<b>15</b>
	<b>Play IV</b>	<b>Mahatma Phule:</b> Third Gem (Tritiya Ratna) <b>OR</b> <b>August Wilson:</b> Fences	<b>15</b>

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**Details of the Course:**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
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**T.Y.B.A. English Literature Syllabus**

1	Title of Course	Translation Studies (Semester V)
2	Eligibility for Admission	
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2025-2026

Translation Studies is an interdisciplinary field that explores the theory, practice, and analysis of translating texts from one language into another. It serves as a bridge between cultures, facilitating communication and understanding across linguistic boundaries. As the world becomes increasingly interconnected, the importance of translation in areas such as literature, law, science, business, and diplomacy continues to grow. Translation is not merely the mechanical replacement of words but involves complex processes of interpretation, cultural adaptation, and meaning-making. This discipline examines various translation techniques, ranging from literal to free translation, and investigates how translators negotiate linguistic and cultural differences to produce texts that resonate with target audiences. It also studies the role of technology in translation, including computer-assisted translation and machine translation, and their impact on the profession. Translation Studies draws on linguistics, cultural studies, sociology, and communication theory to understand how meaning is transferred and transformed. Moreover, the field addresses ethical considerations, such as fidelity to the original text versus the need for cultural relevance. It trains translators to be both language experts and cultural mediators, emphasizing accuracy, creativity,

and sensitivity. As globalization advances, Translation Studies plays a crucial role in fostering cross-cultural dialogue, preserving literary heritage, and supporting international collaboration. In essence, Translation Studies is vital for promoting global understanding and ensuring that knowledge, art, and information can be shared beyond language barriers

**Objectives of the Course:**

- To recall and define essential terms and concepts in translation studies, such as equivalence, source language, target language, and translation strategies.
- To explain the basic principles and theories of translation, including differences between literal and free translation, and the role of cultural context.
- To apply fundamental translation techniques to translate simple texts from a source language to a target language accurately.

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

- **Demonstrate comprehension** by explaining the differences between literal and free translation and the importance of cultural context in translation.
- Students will **successfully translate** simple sentences or short paragraphs using basic translation strategies, applying knowledge of source and target languages.

**T.Y.B.A. English Literature Syllabus**

For the subject of English, there shall be six papers for 30 lectures each comprising of two units of 15 Lectures each.

**Semester- V**

1. Unit-I will be on Terms
2. Unit-II will be on translated play in English

**Scheme of Examination for Each Semester:**

**Internal Evaluation: 40 %**

Sr.No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks

**Semester End Examination: 30 Marks will be as follows -:**

Duration: the examination shall be of 1 hour's duration.

<b>Theory Question Paper Pattern</b>
<p>7. There shall be 3 questions each of 10 marks (with internal options)</p> <p>8. All questions shall be compulsory with internal options.</p> <p>9. Questions may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the unit.</p>

**Choice Based Credit Grading and Semester System (CBCGS)**  
**T. Y. B. A. English – Translation Studies (Major)**  
**Syllabus To be implemented from the**  
**Academic year 2025-2026**  
**SEMESTER V**

Course Code	Unit	Concepts/ Back ground Topics	Credits	Lectures
<b>UAR5E G11</b>	<b>I Terms</b>	vii. History of Translation viii. Nature and Scope of Translation ix. Translation as a creative writing x. Role of Translator xi. Types of Translation xii. Translation and regional literature	<b>02</b>	<b>15</b>
	<b>II Drama</b>	<b>Mohan Rakesh: Halfway House</b> <b>OR</b> <b>Mahesh Elkunchwar: Old Stone</b> <b>Mansion)</b>		<b>15</b>

**References:**

- Bassnett, Susan, and Harish Trivedi, editors. *Postcolonial Translation: Theory and Practice*. Routledge, 1999.
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**Details of the Course:**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
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**T.Y.B.A. English Literature Syllabus**

1	Title of Course	Gender Studies (Semester VI)
2	Eligibility for Admission	
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2025-2026

**Objectives of the Course:**

- To Identify nature of Gender Study in literature
- To analyse nature of gender discrimination in text and life

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

**Ability:**

- To illustrate gender roles in patriarchy
- To examine reflection of gender and patriarchy in the text.

**T. Y. B. A. Translation Studies**

For the subject of English, there shall be six papers for 30 lectures each comprising of two units of 15 Lectures each.

**Semester- V**

1. Unit-I will be on Terms
2. Unit-II will be on translated play in English

**Scheme of Examination for Each Semester:**

**Internal Evaluation:** 40 %

Sr.No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks

**Semester End Examination: 30 Marks will be as follows -:**

Duration: the examination shall be of 2 hour's duration.

<b>Theory Question Paper Pattern</b>
10. There shall be 3 questions each of 10 marks (with internal options) 11. All questions shall be compulsory with internal options. 12. Questions may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the unit.

**T. Y. B. A. English – Gender Studies (Major)**  
**Syllabus to be implemented from the Academic year 2025-**  
**2026**  
**SEMESTER VI**

Course Code	Unit	Concepts/ Back ground Topics	Credits	Lectures
<b>UAR6E G14</b>	<b>I</b> <b>Concepts/ Back ground Topics</b>	i. Scope of Gender Studies ii. Concept of Patriarchy iii. Gender roles iv. Gender Discrimination v. History of Feminism vi. Recent trends in Feminism	<b>02</b>	<b>15</b>
	<b>II</b> <b>Novel</b>	<b>Kamala Markandaya: <i>Nectar in Sieve</i></b> <b>OR</b> <b>Chimamanda Ngozi Adichie: <i>Purple Hibiscus</i>.</b>		<b>15</b>

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- **Rakesh, Mohan.** *Halfway House: A Play*. Translated by Bindu Batra, Macmillan, 2007.
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### **Details of the Course:**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Literary Criticism – Elective (Semester V and VI)
2	Eligibility for Admission	
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2025-2026

**Objectives of the Course:**

- To define critical terms with suitable examples belonging to English literature
- To identify the relationship between literature and literary criticism
- To evaluate nature, features and functions of literary criticism
- To develop the skill of identification of meter used in English prosody

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

- To demonstrate literary movements with suitable illustrations through literary text
- To experiment with New criticism as a critical approach
- To analyse nature, features and growth of feminism and its application to literature
- To develop the technique of appreciation of a poem on the basis of practical criticism

**Title of the Paper: Literary Criticism**

**T. Y. B. A. English Paper: V**

For the subject of English, there shall be two papers for 45 lectures each comprising of three units of 15 Lectures each.

**Semester- V**

1. Paper- V Unit-I will be on Critical Terms
2. Paper- V Unit-II will be on Nature of Literature
3. Paper- V Unit-III will be on Functions of Literary Criticism
4. Paper- V Unit- IV will be on Scansion

**Semester- VI**

1. Paper- V Unit-I will be on Literary Terms
2. Paper- V Unit-II will be on Critical Approaches
3. Paper- V Unit-III will be on Critical Approaches
4. Paper- V Unit- IV will be on Practical Criticism

**Scheme of Examination for Each Semester:**

Internal Evaluation: 40 %

Sr.No.	Particular	Marks
01	One periodical class test/online examination to be conducted in the given semester	20 Marks
02	Any two tools out of these (10 Marks each) 9. Group/individual Survey Project 10.Presentation and write up on the selected topics of the subjects 11.Case studies/Test based on tutorials 12.Book Review/Poetry Appreciation/ Open Book Test	15 Marks
03	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibitions of leadership qualities in organizing related academic activities	05 Marks

**Semester End Examination: 60 Marks will be as follows -:**

Duration: the examination shall be of 2 hour's duration.

<b>Theory Question Paper Pattern</b>
13. There shall be four/five questions each of 15/12 marks (with internal options) 14. All questions shall be compulsory with internal options. 15. Questions may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the unit.

**Choice Based Credit Grading and Semester System (CBCGS)**  
**T. Y. B. A. English –Literary Criticism (Elective)**  
**Syllabus To be implemented from the Academic year**  
**2025-2026**  
**SEMESTER V**

Course Code	Unit	Topics	Credits	Lectures
<b>UAR5E GE1</b>	<b>I Terms</b>	<ul style="list-style-type: none"> <li>• <b>Critical Terms:</b></li> <li>i. Simile</li> <li>ii. Imagery</li> <li>iii. Symbol</li> <li>iv. Paradox</li> <li>v. Myth</li> </ul>	<b>04</b>	<b>15</b>
	<b>II Nature of Literature</b>	<ul style="list-style-type: none"> <li>• <b>Nature and Function of Literature</b></li> <li>i. Literature as Imitation (Plato-Aristotle debate)</li> <li>ii. Literature and Imagination (the Romantic Idea of the Imagination)</li> <li>iii. Literature as an expression of the writer's personality</li> </ul>		<b>15</b>
	<b>III Nature and Functions of Literary Criticism</b>	<ul style="list-style-type: none"> <li>• <b>Nature and function of Literary Criticism</b></li> <li>i. Nature of Literary Criticism</li> <li>ii. Functions of Literary Criticism (Explication, Analysis, Interpretation, Evaluation, Theorizing)</li> <li>Qualification / Role of a Critic</li> </ul>		<b>15</b>
	<b>IV Scansion</b>	<ul style="list-style-type: none"> <li>• <b>Practical Criticism: Scansion</b></li> </ul> <p>Two short passages of poetry (6 to 10 lines each) will be set for scansion. Students should scan the poem, identify the base metre (iamb, trochee), variations (pyrrhic, spondee, anapaest, dactyl, cretic, etc.), rhyme scheme, stanza forms if any, and</p>		<b>15</b>

		the metrical peculiarities such as end-stopped lines, run-on lines, caesura and other basic concepts of versification. (5 marks for scanning and identifying the base metre, 4 marks for identifying modulations and other metrical peculiarities and 1mark for rhyme scheme)		
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**Objectives of the Course:**

- To define critical terms with suitable examples belonging to English literature
- To examine various critical approaches to the study of literature
- To analyse identity women in literature and society
- To develop the skill of appreciation of the poem

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

- To demonstrate literary movements with suitable illustrations through literary text
- To experiment with literary text and approach
- To analyse the principles of Feminism, Marxism and Eco criticism
- To develop the mechanism of practical criticism amongst the students

**Choice Based Credit Grading and Semester System (CBCGS)**

**T. Y. B. A. English –Literary Criticism (Elective)  
Syllabus To be implemented from the Academic year  
2025-2026**

## SEMESTER VI

Course Code	Unit	Topics	Credits	Lectures
UAR6E GE2	I Terms	<ul style="list-style-type: none"> <li>• <b>Literary Movements:</b></li> <li>i. Classicism</li> <li>ii. Romanticism</li> <li>iii. Realism</li> <li>iv. Naturalism</li> <li>v. Aestheticism</li> </ul>	04	15
	II Critical Approach es	<ul style="list-style-type: none"> <li>• <b>Critical Approaches:</b></li> <li>i. New Criticism</li> <li>ii. Structuralism</li> <li>iii. Psychoanalytic Criticism</li> </ul>		15
	III Critical Approach es	<ul style="list-style-type: none"> <li>• <b>Critical Approaches</b></li> <li>i. Feminist Criticism</li> <li>ii. Marxist Criticism</li> <li>iii. Eco Criticism</li> </ul>		15
	IV Practical Criticism	<p><b>Practical Criticism:</b> Critical Appreciation of an unseen poem: A short poem of about 20 lines will be set for appreciation. The title of the poem will be given. The unit will test the students' responsiveness to the poem and their linguistic ability in analysing the poem. Students are expected to mobilize the techniques of close reading and their understanding of literary devices like imagery, metaphor and other poetic devices while learning this unit.)</p>		15

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  7. Drew, Elizabeth. *Understanding Poetry*. New York: Norton, 1959.
  8. Dutton, Richard. *Introduction to Literary Criticism*. London: Longman, 1984.
  9. Eagleton, Terry. *Literary Theory*. London: Basil Blackwell, 1983.
  10. Enid, Hamer. *The Metres of English Poetry*. Books way, 2014
  11. Garrard, Greg. *Ecocriticism*. New York: Routledge, 2012.
  12. Garrard, Greg, ed. *The Oxford Handbook of Ecocriticism*. New York: OUP, 2014.
  13. Guerin, Wilfred et al. *A Handbook of Critical Approaches to Literature*. Oxford: OUP, 1999.
  14. Enright, D.J. and Chickera, E. *English Critical Texts*. Delhi: Oxford University Press, 1962.
  15. Fowler, Roger (ed.) (rev.) *A Dictionary of Modern Critical Terms*. London: Routledge & Kegan Paul, 1987.
  16. Frye, Northrop. "The Archetypes of Literature." *The Norton Anthology: Theory and Criticism*. Ed. Vincent B. Leitch. New York: Norton, 2001.
  17. Habib, M.A.R. *A History of Literary Criticism: From Plato to the Present*. London: Blackwell, 2005.
  18. Hudson, William Henry. *An Introduction to the Study of Literature*. New Delhi: Atlantic, 2007.
  19. Jump, John (ed.) *Critical Idiom Series*. Methuen. Lentriccia, Frank. *After the New Criticism*. Chicago: Chicago UP, 1980.
  20. Lodge, David (Ed.) *Twentieth Century Literary Criticism*. London: Longman, 1972.

**T.Y.B.A. English Literature Syllabus**

21. Lodge, David, with Nigel Wood. *Modern Criticism and Theory: A Reader*. 2nd Ed. London: Longman, 1988.
22. Nagarajan M. S. *English Literary Criticism and Theory: An Introductory History*. Hyderabad, Orient Black Swan, 2006.
23. Ramamurthi, Lalitha. *An Introduction to Literary Theory*. Chennai: University of Madras, 2006.
24. Richards, I. A. *Practical Criticism*. London: Kegan Paul, 1930.
25. Said, Edward. *Orientalism*. New York: Pantheon, 1978.
26. Schreiber, S. M. *Introduction to Literary Criticism*. Oxford: Pergamon Press, 1965.
27. Selden, Raman and Widdowson, Peter. *A Reader's Guide to Contemporary Literary Theory*. 3rd ed. Lexington: University of Kentucky Press, 1993.
28. Selden, Raman. *A Reader's Guide to Contemporary Literary Theory*. London: Harvester Press, 1985.
29. Scott, Wilbur. *Five Approaches to Literary Criticism*. London: Longman, 1984.
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31. Wolfreys, Julian. (ed.) *Introducing Literary Theories: A Guide and Glossary*. Edinburgh: Edinburgh University Press, 2003

**Details of the Course:**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
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***T.Y.B.A. English Literature Syllabus***

1	Title of Course	Grammar and Art of Writing (Semester V)
2	Eligibility for Admission	12 STD
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (60:40)
8	Status	New
9	To be implemented from Academic year	2025-2026

**Objectives of the Course:**

- To identify vowel, consonants and morpheme of the English language
- To classify word classes and different phrases of English language
- To evaluate nature of mode, tenor and domain of language
- To develop the mechanics of print media

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

- To identify structures of English language
- To use the correct grammatical structures of English language
- To analyse various rhetorical devices in English language
- To design advertisement through effective use of language

**Title of the Paper: Grammar and Art of Writing  
T. Y. B. A. English**

For the subject of English, there shall six papers for 45 lectures each comprising of three units of 15 Lectures each.

**Semester-V**

1. Paper-VI Unit-I will be on Phonetics and Morphology
2. Paper-VI Unit-II will be on Words and Phrases
3. Paper - VI Unit-II will be on Clauses and Sentences
4. Paper- VI Unit-III will be on Art of Writing

**Scheme of Examination for Each Semester:**

**Internal Evaluation: 40 %**

Sr.No.	Particular	Marks
01	Workbook/ Journal/ Lab book/ Viva Voce	10 Marks
02	Field work/ Practical / Laboratory work	30 Marks

**Semester End Examination:** 60 Marks will be as follows -:

Duration: the examination shall be of 2<sup>1/2</sup> hour's duration.

***Question Paper Pattern***

<b>Theory Question Paper Pattern</b>
16. There shall be four/five questions each of 15/12 marks (with internal options) 17. All questions shall be compulsory with internal options. 18. Questions may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the unit.

**Choice Based Credit Grading and Semester System (CBCGS)**  
**T. Y. B. A. English – Grammar and Art of Writing (VSC) Syllabus**  
**To be implemented from the Academic year 2025-2026**  
**SEMESTER V**

Course Code	Unit	Topics	Credits	Lectures
<b>UVSC 5GAW</b>	<b>I</b>	<p><b>A. Phonetics</b></p> <p>i. English Vowels and Consonants (Difference between BRP and Indian English)</p> <p>ii. Diphthongs</p> <p><b>B. Morphology</b></p> <p>i. Free and Bound Morphemes</p> <p>ii. Root and stem</p> <p>iii. Inflection and Derivation</p> <p>iv. Morphological Analysis</p>	<b>04</b>	<b>15</b>
	<b>II</b>	<ul style="list-style-type: none"> <li>• <b>Open word classes:</b> nouns, adjectives, verbs, adverbs</li> <li>• <b>Closed word classes:</b> pronouns, determiners, operator verbs, prepositions, enumerators, interjections, conjunctions</li> <li>• Noun Phrase, Genitive Phrase, Prepositional Phrase, Adjective Phrase and Adverb Phrase and Verb Phrase</li> </ul>		<b>15</b>
	<b>III</b>	<p><b>i. Clauses:</b></p> <p>Clause elements and subject –verb concord</p> <p>Basic clause patterns</p> <p>Types of clauses: finite – non-finite (tensed – tenseless), independent – dependent (Main –Subordinated)</p> <p>Kinds of subordinate clause: Noun clause, Prepositional Clause, Relative clause, Adverb Clause, Comparative Clause</p> <p>Co-ordinated Clauses</p> <ul style="list-style-type: none"> <li>• <b>Sentences:</b></li> <li>i. Basic and Derived structures Following</li> </ul>		<b>15</b>

**T.Y.B.A. English Literature Syllabus**

	<p>rules to be studied – Fronting, Inversion, Substitution of PP for Indirect Object, Tag Questions, Postponement of the post modifier, Cleft Sentence,</p> <p>iii. Existential Sentence</p>	
<b>IV</b>	<ul style="list-style-type: none"> <li>• <b>Discourse Analysis</b> <ul style="list-style-type: none"> <li>i. Tenor</li> <li>ii. Mode</li> <li>iii. Domain</li> </ul> </li> <li>• <b>Mechanics of Writing</b> <ul style="list-style-type: none"> <li>i. Understanding paragraph divisions and topic sentences of paragraphs</li> </ul> </li> <li>• <b>Writing for Print Media</b> <ul style="list-style-type: none"> <li>i. Print – News Report</li> </ul> </li> </ul>	<b>15</b>

**Reference Books:**

1. Payne, Lucile Vaughan. *The Lively Art of Writing*. New York: Mentor, 1969
2. Kleiser, Grenville. *The Art of Writing*. New Delhi: A P H, 2011
3. Trimble, John R. *Writing with Style, Conversations on the Art of Writing*. New Jersey: Prentice Hall, 1975
4. Bailey, Stephen. *Academic Writing: A Handbook for International Students*. New York: Routledge, 2011
5. Huddleson, Rodney and Pullum, Geoffrey. *A Student's Introduction to English Grammar*. New Delhi: Cambridge University Press, 2005
6. Leech, Geoffrey and Svartvik, Jan. *A Communicative Grammar of English*. New York: Routledge, 1975
7. Singh Sukhdev and Singh Balbir. *Grammar of the Modern English Language: A Resource Book*. New Delhi: Cambridge University Press India Pvt. Ltd., 2012
8. Turton, Nigel D. *A B C of Common Grammatical Errors*. New Delhi: Macmillan India Ltd., 1996
9. Sethi, J. and Dhamija, P.V. *A Course in Phonetics and Spoken English*. New Delhi: Prentice-Hall of India Private Ltd., 2006

**T.Y.B.A. English Literature Syllabus**

10. Jones, Daniel. *Everyman's English Pronunciation Dictionary the English Language Books Society*, ELBS
11. Gimson, A. C. *An Introduction to the Pronunciation of English*. ELBS
12. Rahman, Tariq. *A General Introduction to Linguistics*. Orient Black swan
13. Crystal, David. *The Cambridge Encyclopaedia of Language*. Cambridge University Press
14. Crystal, David. *A Little Book of Language*. Orient Black swan.
15. Sreedharan, V. *How to Write Correct English*. New Delhi: Goodwill Publishing House
16. Lowe, Michelle and Graham, Ben. *Language and Power: A Resource Book for Students*. Orient Longman, 1998
17. Simpson, Paul and Mayr, Andrea. *Language and Power: A Resource Book for Students*. Routledge, Taylor & Francis Group, 2010
18. Mohan, Krishna and Raman, Meenakshi. *Advanced Communicative English: A Comprehensive Course for Undergraduate Learners*. New Delhi: Tata McGraw Hill Education Private Limited, 2010
19. Gurman, Pamela J. *Strategies for Successful Writing: Written Communication in the Modern World*. Pearson Custom Publishing.
20. *Grammar Handbook* (Capella University) available in pdf format at <http://www.capella.edu/interactivemedia/onlinewritingcenter/downloads/grammar.pdf>
21. Brighton, Laurel J. *The Structure of Modern English: A Linguistic Introduction* available in pdf format at [http://npu.edu.ua/~e-8book/book/djvu/A/iif\\_kgpm\\_The%20Structure%20of%20Modern%20English.pdf](http://npu.edu.ua/~e-8book/book/djvu/A/iif_kgpm_The%20Structure%20of%20Modern%20English.pdf)
22. *A Course in English Phonetics for English EFL Students* available in pdf format at [file:///C:/ADMIN/Desktop/A\\_Course\\_in\\_English\\_Phonetics%20\(1\).pd](file:///C:/ADMIN/Desktop/A_Course_in_English_Phonetics%20(1).pd)

## **On Job Training (OJT)**

### **For 4 Credits On Job Training (OJT) / Internship Program (100 Marks) Evaluation Pattern**

The Internship/OJT program has the two examinable units that the students are supposed to undertake and be examined in. The whole exercise is marked out of 100 marks. Evaluation will be done by Examiner and Mentor. The marks distribution will be as follows:

➤ **OJT/Internship performance: 50 marks,**

Marks will be given based on

- Remark by the supervisor
- OJT/Internship completion certificate

➤ **Institute supervisor 50 marks with following break up**

- Internship/OJT Report: 20 marks
- Log Book 10 marks and
- Presentation/Viva-Voce: 20 marks

N.B.: For details, refer the guidelines given by the College.

