



પરિપત્ર:

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટીની કોમર્સ એન્ડ મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમ ચલાવતી તમામ સંલગ્ન કોલેજોનાં આચાર્યશ્રીઓને સવિનય જણાવવાનું કે કોમર્સ વિદ્યાશાખા હેઠળનો NEP-૨૦૨૦ અંતર્ગતનો એબીલીટી એન્હાંસમેન્ટ કોર્સનો સેમેસ્ટર-૨ નો અભ્યાસક્રમ આ સાથે સામેલ છે. આ બાસ્કેટમાં કોમર્સનાં વિષયો આપવામાં આવેલ છે. તેમાંથી કોઈ પણ એક કોર્સ (પેપર) કોમર્સ એન્ડ મેનેજમેન્ટ વિદ્યાશાખાનાં વિદ્યાર્થીઓએ પસંદ કરવાની રહેશે.

માનનીય કુલપતિશ્રીની મંજૂરી અનુસાર સદર અભ્યાસક્રમ શૈક્ષણિક વર્ષ જુન, ૨૦૨૩થી અમલવારી કરવાની રહે છે. કોમર્સ એન્ડ મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમ ચલાવતી તમામ સંલગ્ન કોલેજો ધ્વારા તેની અમલવારી કરવા જણાવવામાં આવે છે.



[Signature]
21/6/2024
ખાસ ફરજ પરના અધિકારી
(એકેડેમિક)

ક્રમાંક/બીકેએનએમયુ/એકેડેમિક/૨૮૨/૨૦૨૪

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી,

સરકારી પોલીટેકનિક કેમ્પસ,

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ,

ખડીયા, જૂનાગઢ-૩૬૨૨૬૩

તા.૩૧/૦૧/૨૦૨૪

પ્રતિ,

- ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન કોમર્સ એન્ડ મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમો ચલાવતી તમામ કોલેજોના આચાર્યશ્રીઓ તરફ....

નકલ સાદર રવાના:-

- માન.કુલપતિશ્રી/કુલસચિવશ્રીનાં અંગત સચિવશ્રી.
- પરીક્ષા નિયામકશ્રી, ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

નકલ રવાના જાણ તથા યોગ્ય કાર્યવાહી અર્થે:

- સીસ્ટમ મેનેજરશ્રી, આઇ.ટી.સેલ વિભાગ (વેબસાઇટ ઉપર પ્રસિદ્ધ થવા અર્થે.)



Bhakta Kavi Narsinh Mehta University Junagadh



FACULTY OF COMMERCE SYLLABUS FOR ABILITY ENHANCEMENT COURSE BASKET FOR COMMERCE AND MANAGEMENT FACULTY (HONOURS) PROGRAMME (SEMESTER- II) EFFECTIVE FROM JUNE, 2023

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Sr.No	Topic	Page No.
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NEW SYLLABUS AS PER NEP
Effective from June, 2023
B.Com_ Semester-II_English

Semester 2		Bachelor of Commerce (BCOM)					NCrF Level 4.5
Course Title		ENGLISH LANGUAGE-2					
Name of Course	Type of Course	Paper Code	Total Teaching Hours	Weekly Credits	Internal Marks	External Marks	External Exam. Time
BCOM	AEC-1	AEC	30	2	25	25	1.00 Hrs.
COURSE OBJECTIVES AND COURSE OUTCOMES:							
Course Objectives: On successful completion of the course, the students will be able to: 1. To develop an ability in students for comprehending literary text with critical perspectives. 2. To enhance the skill of English as a language in students with a view to develop proficiency in English aiming employability. 3. To strengthen English language through grammar and composition practices. 4. To make students participate/conduct discussion/debate etc. Course Outcomes: On successful completion of the course, the students will be able to: 1. The students will be able to demonstrate the skills that enable them to comprehend the literary text with critical thinking 2. They will be able to develop proficiency in English aiming employability. 3. They will strengthen their grammar skill. They will participate and conduct discussion and debate.							
Teaching Pedagogy Classroom session, group discussion, seminar, case study, fieldwork, or any other suitable method.							

COURSE CONTENTS:

Units	Title of the Unit and the Topics	No. of Lectures (Hours)
Unit 1	Short Stories:	15
	1. The Engine Troubles by R. K.. Narayan 2. Founder of Balaji Wafers Chandubhai Virani Inspiring Success Story. 3. The Role of Women in India's Economic Growth Story.	
Unit 2.	(A) Grammar - Modal Auxiliaries - Synthesis (B) Composition - Writing office/ formal emails - Cell phone conversation on commercial activities	15
		30

Note: -

SUGGESTED REFERENCES

Reference Books:

Online Resources for Text:

1. The Engine Troubles by R K.. Narayan
2. Founder of Balaji Wafers Chandubhai Virani Inspiring Success Story.
<https://www.vtvindia.com/Chandubhai-Virani--Inspiring-Success-Story>
- 3 The Role of Women in India's Econsomic Growth Story.
<https://www.ciiblog.in/the-role-of-women-in-indias-economic-growth-story/>

Books

1. Murphy's English Grammar. Cambridge University Press
2. Thomson and Martinet. A Practical English Grammar, 4th edi. Oxford University Press
3. Redman, Stuart. 1997, English Vocabulary in Use: Pre-intermediate and Intermediate. Cambridge University Press

Jones Daniel. English Pronouncing Dictionary, Cambridge University Press

Note: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

EVALUATION SCHEME AND DISTRIBUTION OF MARKS

(With Effect From December, 2023)

BCOM Semester-2

For 50-marks Course: With 2 (Two) Credits, and 2 (Two) Units

EXTERNAL ASSESSMENT BY UNIVERSITY

Ques. No.	Particulars	Marks
Q.1	(A) Answer the following questions in one line/sentence (5/7) (B) Answer the questions in brief (2/4) (A and B From Unit-1)	(05) (05)
Q.2	(A) Select the correct Modal Auxiliary from the bracket. (5/7) (From Unit-2-A) (B) Do as directed (5/7) (From Unit-2 (A)	(05) (05)
Q.3	(A) MCQs. (2/3) (From Unit-1) (B) Write an email on _____(From Unit-2-B) Or Write a cell-phone conversation on _____(From Unit-2-B)	(02) (03)
	Marks	25
	Total Marks (Internal and External)	50

Internal Assessment

Particulars	Marks
Mid-term Examination (Practical: Computer Practical Examination):	13
Any 4 (five) Components, each of 3 Marks:	12
(Note: Select the components from the Schedule 1, attached at the end of this syllabus.)	
Total	25
Passing Marks for Internal Assessment : 9 marks (36% of 50 marks)	

Total Passing Marks: The student shall obtain minimum **18 marks** (minimum 9 marks from Internal Assessment **Plus** minimum 9 marks from External Examination) out of **total 50** marks to pass course

Schedule 2:**Scheme for Internal Assessment (As per SOP by the Government)****For 2 (Two) Credit and 50-marks Course****INTERNAL EVALUATION SCHEME**

	Particulars	Marks
	Mid Semester Exam	13
	Any four Components from the Following list:	12
1.	Class Test	03
2.	Open book exam/test	03
3.	Open note exam/test	03
4.	Self-test/ Online test	03
5.	Essay/Article writing	03
6.	Quizzes/Objective test	03
7.	Class assignment	03
8.	Home assignment	03
9.	Reports Writing	03
10.	Research/Dissertation	03
11.	Case Studies	03
12.	Viva/Oral exam	03
13.	Group Discussion	03
14.	Role Play	03
15.	Paper presentation/Seminar	03
16.	Language Lab work	03
17.	Interview	03
18.	Craft work	03
19.	Co-curricular work	03
20.	Field Assignment	03
21.	Poster Presentation	03
22.	Attendance	03
	Total	25

Note: The student has to obtain 9 marks (36% marks out of total 25 marks) Marks for passing the Internal Examination

Semester 2		Bachelor of Commerce (BCOM)					NCrF Level 4.5
Course Title		GUJARATI GADYA SWARUPNO ABHYAS -ગુજરાતી ગદ્ય સ્વરૂપનો અભ્યાસ					
Name of Course	Type of Course	Paper Code	Total Teaching Hours	Weekly Credits	Internal Marks	External Marks	External Exam. Time
BCOM	AEC-1	AEC	30	2	25	25	1.00 Hrs.
COURSE OBJECTIVES AND COURSE OUTCOMES:							
Course Objectives: On successful completion of the course, the students will be able to: 1. વિદ્યાર્થીઓ ગુજરાતી ગદ્ય સ્વરૂપથી પરિચિત થાય. 2. વિદ્યાર્થીઓ ગુજરાતીના નવલિકા, નિબંધ અને આત્મકથા સ્વરૂપથી અવગત થાય. Course Outcomes: On successful completion of the course, the students will be able to: વિદ્યાર્થીઓમાં ગુજરાતી ગદ્ય સ્વરૂપથી પરિચિત થશે અને ગુજરાતીના નવલિકા, નિબંધ અને આત્મકથાને જાણશે.							

COURSE CONTENTS:

Units	Title of the Unit and the Topics	No. of Lectures (Hours)
Unit 1	ગદ્ય સ્વરૂપના પ્રકારો (પ્રાથમિક પરિચય) નવલિકા, નિબંધ, આત્મકથા	15
Unit 2.	ગુજરાતી પ્રશિષ્ટ નવલિકાઓ	15
	૧. ગોવિંદનું ખેતર-ધૂમકેતુ ૨. મુકુન્દરાય- રા.વિ.પાઠક ૩. માંજાવેલાનું મૃત્યુ-સુન્દરમ ૪. ઘાડ- જયંત ખત્રી ૫. જન્મોત્સવ- સુરેશ જોશી	
		30

Note: -

SUGGESTED REFERENCES

Reference Books:

ક્રમ	ગ્રંથ	લેખક -પ્રકાશક
૧	ગુજરાતી નવલકથા	રઘુવીર ચોધરી
૨	ગુજરાતી કથાવીધ	બાબુ દાવલપુરા અને નરેશ વેદ
૩	સ્વરૂપ સાન્નીધન	સુમન શાહ
૪	ગુજરાતી સાહિત્યનો ઇતિહાસ	ગુજરાતી સાહિત્ય પરિષદ
૫	અર્વાચીન ગુજરાતી સાહિત્યનો ઇતિહાસ	રમેશ ત્રિવેદી
૬	કથાચન	બાબુ દાવલપુરા
૭	આપણા પ્રમુખ નવલકથાકારો	રવીન્દ્ર ઠાકુર
૮	નવલકથા સ્વરૂપ	પ્રવીણ દરજી
૯	નવલકથા	શિરીષ પંચાલ
૧૦	ટૂંકીવાર્તા સાહિત્ય સ્વરૂપ શ્રેણી	વિજય શાસ્ત્રી
૧૧	ટૂંકીવાર્તા અભ્યાસ અને આકલન	બિપીન આશર
૧૨	અધિત: પર્વ-૩	જે.એમ.ચન્દ્રવાડીયા અને અન્ય
૧૩	પન્નાલાલ પટેલ વ્યક્તિત્વ અને વાંગ્મય	બાબુ દાવલપુરા
૧૪	સાંઠોતરી ગુજરાતી ટૂંકીવાર્તા	પાડુલ પ્રસાદ પ્રધાન
૧૫	ટૂંકીવાર્તામાં કથાનકેન્દ્ર	શિરીષ વીજળીવાળા
૧૬	સ્થિત્યન્તર	અજીત ઠાકોર
૧૭	વીણેલી નવલિકાઓ	પન્નાલાલ પટેલ

Note: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

EVALUATION SCHEME AND DISTRIBUTION OF MARKS

(With Effect From December, 2023)

BCOM Semester-2

For 50-marks Course: With 2 (Two) Credits, and 2 (Two) Units

Semester-End External Examination

Total marks: 25
Hrs

Time: 1.00

Unit and Question

Marks

Unit 1: Question 1 **OR** Question 1

10

Unit 2: Question 2 **OR** Question 2

10

Unit 1 & 2: Question 3 from Unit 1 **OR** Question 3 form Unit 2

5

Total

25

Passing Marks for External Examination: 9 Marks (36% of 25 Marks)

Internal Assessment

Particulars

Marks

Mid-term Examination (Practical: Computer Practical Examination):

13

Any 4 (five) Components, each of 3 Marks:

12

(Note: Select the components from the Schedule 1, attached at the end of this syllabus.)

Total

25

Passing Marks for Internal Assessment : 9 marks (36% of 50 marks)

Total Passing Marks: The student shall obtain minimum **18 marks** (minimum 9 marks from Internal Assessment **Plus** minimum 9 marks from External Examination) out of **total 50** marks to pass course

Schedule 2:

Scheme for Internal Assessment (As per SOP by the Government)

For 2 (Two) Credit and 50-marks Course

INTERNAL EVALUATION SCHEME

	Particulars	Marks
	Mid Semester Exam	13
	Any four Components from the Following list:	12
1.	Class Test	03
2.	Open book exam/test	03
3.	Open note exam/test	03

4.	Self-test/ Online test	03
5.	Essay/Article writing	03
6.	Quizzes/Objective test	03
7.	Class assignment	03
8.	Home assignment	03
9.	Reports Writing	03
10.	Research/Dissertation	03
11.	Case Studies	03
12.	Viva/Oral exam	03
13.	Group Discussion	03
14.	Role Play	03
15.	Paper presentation/Seminar	03
16.	Language Lab work	03
17.	Interview	03
18.	Craft work	03
19.	Co-curricular work	03
20.	Field Assignment	03
21.	Poster Presentation	03
22.	Attendance	03
	Total	25
Note: The student has to obtain 9 marks (36% marks out of total 25 marks) Marks for passing the Internal Examination		

Semester 2	Bachelor of Commerce (BCOM)	NCrF Level 4.5
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Course Title	कार्यालयी हिन्दी
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Name of Course	Type of Course	Paper Code	Total Teaching Hours	Weekly Credits	Internal Marks	External Marks	External Exam. Time
BCOM	AEC-2	AEC	30	2	25	25	1.00 Hrs.

COURSE OBJECTIVES AND COURSE OUTCOMES:

Course Objectives: On successful completion of the course, the students will be able to:

- छात्रों को शुद्ध शब्द उच्चारण ध्वनि निर्गम धैर्य तथा आत्मविश्वास एवं प्रवाह उत्साह के साथ बोलने के कौशल का विकास करना।
- छात्रों में सुंदर लेख, शुद्ध वर्तनी एवं व्याकरण संबंध वाक्य रचना के कौशल का विकास करना।
- छात्रों को भाषा के व्यवहारिक विश्लेषण में निपुण बनाना।
- छात्रों को व्यवहारिकता का ज्ञान कराना तथा कम्प्यूटर का अध्ययन कराना।
- छात्रों को जीवन के विभिन्न क्षेत्रों में प्रयुक्त होनेवाली हिन्दी के व्यावहारिक प्रयोग का ज्ञान प्राप्त कराना।

Course Outcomes: On successful completion of the course, the students will be able to:

- हिन्दी में शिक्षा को हासिल करना सरल है।
- हिन्दी भाषा पारंपरिक ज्ञान, प्राचीनतम सभ्यता ज्ञान और आधुनिक विकास के लिए एक अत्यंत आवश्यक भाषा हैं।
- अब हिन्दी केवल राजभाषा तक ही सीमित नहीं है, बल्कि वैश्विक बाजार में भी अपनी जगह बना रही है। चाहे वह अध्यापन का कार्य हो या कॉल सेंटर्स, टूरिज्म और इंटरप्रेटर का, सभी में अवसर हैं।
- इस पाठ्यक्रम के अध्ययन से छात्रों को विभिन्न कार्यालयों में कार्मिक के रूप में रोजगार पाने की प्रबल सम्भावना रहेगी।
- छात्र हिन्दी कम्प्यूटर ज्ञान के व्यावसायिक उद्देश्य से परिचित होंगे।

They will participate and conduct discussion and debate.

Teaching Pedagogy Classroom session, group discussion, seminar, case study, fieldwork, or any other suitable method.

COURSE CONTENTS:

Units	Title of the Unit and the Topics	No. of Lectures (Hours)
Unit 1	कार्यालयी हिंदी की भाषिक प्रकृति	15
	हिंदी की प्रशासनिक शब्दावली और अभिव्यक्ति	
	प्रशासनिक पत्राचार के विविध रूप	
Unit 2.	टिप्पणी लेखन	15
	मसौदा लेखन	
	संक्षेपन / सार लेखन	
		30

Note: -

SUGGESTED REFERENCES

Reference Books:

1. कार्यालयीय हिंदी, डॉ कैलाशनाथ पांडेय, ज्ञानगंगा प्रकाशन, नई दिल्ली।
2. कार्यालयीय हिंदी और कंप्यूटर, श्री एस फौजदार और डॉ पुष्पलता, साहित्य प्रकाशन, दिल्ली।
3. कार्यालयीय हिंदी की प्रकृति , चंद्रपाल शर्मा , समता प्रकाशन , दिल्ली।
4. https://hi.wikibooks.org/wiki/%E0%A4%95%E0%A4%BE%E0%A4%B0%E0%A5%8D%E0%A4%AF%E0%A4%BE%E0%A4%B2%E0%A4%AF%E0%A5%80_%E0%A4%B9%E0%A4%BF%E0%A4%82%E0%A4%A6%E0%A5%80
5. कार्यालयीय हिंदी सहायिका, रमेश चंद्र, ज्ञानवर्धन प्रकाशन , दिल्ली।

Note: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

EVALUATION SCHEME AND DISTRIBUTION OF MARKS

(With Effect From December, 2023)

BCOM Semester-2

For 50-marks Course: With 2 (Two) Credits, and 2 (Two) Units

Semester-End External Examination

Total marks: 25 **Time: 1.00 Hrs**

Unit and Question	Marks
Unit 1: Question 1 OR Question 1	10
Unit 2: Question 2 OR Question 2	10
Unit 1 & 2: Question 3 from Unit 1 OR Question 3 form Unit 2	5
Total	25
Passing Marks for External Examination: 9 Marks (36% of 25 Marks)	

Internal Assessment

Particulars	Marks
Mid-term Examination (Practical: Computer Practical Examination):	13
Any 4 (five) Components, each of 3 Marks:	12
(Note: Select the components from the Schedule 1, attached at the end of this syllabus.)	
Total	25
Passing Marks for Internal Assessment : 9 marks (36% of 50 marks)	

Total Passing Marks: The student shall obtain minimum **18 marks** (minimum 9 marks from Internal Assessment **Plus** minimum 9 marks from External Examination) out of **total 50** marks to pass course

Schedule 2:

Scheme for Internal Assessment (As per SOP by the Government)

For 2 (Two) Credit and 50-marks Course

INTERNAL EVALUATION SCHEME

	Particulars	Marks
	Mid Semester Exam	13
	Any four Components from the Following list:	12
1.	Class Test	03
2.	Open book exam/test	03
3.	Open note exam/test	03
4.	Self-test/ Online test	03
5.	Essay/Article writing	03

6.	Quizzes/Objective test	03
7.	Class assignment	03
8.	Home assignment	03
9.	Reports Writing	03
10.	Research/Dissertation	03
11.	Case Studies	03
12.	Viva/Oral exam	03
13.	Group Discussion	03
14.	Role Play	03
15.	Paper presentation/Seminar	03
16.	Language Lab work	03
17.	Interview	03
18.	Craft work	03
19.	Co-curricular work	03
20.	Field Assignment	03
21.	Poster Presentation	03
22.	Attendance	03
	Total	25
Note: The student has to obtain 9 marks (36% marks out of total 25 marks) Marks for passing the Internal Examination		

Semester 2		Bachelor of Commerce (BCOM)					NCrF Level 4.5
Course Title		SANSKRIT LANGUAGE AND NATAK					
Name of Course	Type of Course	Paper Code	Total Teaching Hours	Weekly Credits	Internal Marks	External Marks	External Exam. Time
BCOM	AEC-1	AEC	30	2	25	25	1.00 Hrs.
COURSE OBJECTIVES AND COURSE OUTCOMES:							
Course Objectives: On successful completion of the course, the students will be able to: This course aims to get the students acquainted with the outline of Sanskrit Natyashastra including the text readings of the 'karnbharam'. ➤ General Introduction of Origin and Development Of Sanskrit Sambhashanam. ➤ To give the moral and ethical values through the interesting medium of stories. Learning Outcomes: On successful completion of the course, the students will be able to: ➤ Ability to embraces moral/ethical values in conducting his/her life. ➤ Capable of demonstrating the ability to identify ethical issues related to one's work. ➤ Avoid unethical behavior							
Teaching Pedagogy Classroom session, group discussion, seminar, case study, fieldwork, or any other suitable method.							

COURSE CONTENTS:

Units	Title of the Unit and the Topics	No. of Lectures (Hours)
Unit 1	મહાકવિનું ભાસનું જીવન, કવન, સમય, નાટ્ય સાહિત્ય, ઉદ્ભવ અને વિકાસ વ્યવહારસાહસત્રી (Lesson 1 to 10)	15
Unit 2.	કર્ણભારમ્ એવં વ્યવહારસાહસત્રી (૧૧ તઃ ૧૬પાઠઃ) (અનુવાદ અને સંદર્ભ અપેક્ષિત નથી)	15
		30

Note: -

SUGGESTED REFERENCES

Reference Books:

1. કર્ણભારમ્, ચૌખમ્ભા વિધ્યભવન વારાણસી
2. વ્યવહારસાહસત્રી, સંસ્કૃતભારતી
3. ભારત રાષ્ટ્રરત્નમ્, યગ્નેશ્વર શર્મા શાસ્ત્રી, સાહિત્ય ભંડાર, મેરઠ-૧૯૭૩
4. મહાભારત (સમ્પૂર્ણ) - મહર્ષિ વેદ વ્યાસ, ગીતા પ્રેસ, ગોરખપુર -૧૯૧૨
5. www.archiv.com

EVALUATION SCHEME AND DISTRIBUTION OF MARKS

(With Effect From December, 2023)

BCOM Semester-2

For 50-marks Course: With 2 (Two) Credits, and 2 (Two) Units

Semester-End External Examination

Total marks: 25

Time: 1.00 Hrs

Total Passing Marks: The student shall obtain minimum **18 marks** (minimum 9 marks from Internal Assessment **Plus** minimum 9 marks from External Examination) out of **total 50** marks to pass course

INTERNAL EVALUATION SCHEME

NO	Particulars	Marks
1	Mid Semester Exam	13
2	Class Assignments	03
3	Home Assignments	03
4	Attendance	03
5	Seminar/Objective test	03
	Total	25

EXTERNAL ASSESSMENT BY UNIVERSITY

Que. No.	Particulars	Marks
Que-1	Essay Type Question. (From Unit 1)	(10)
	OR	
Que-1	Essay Type Question. (From Unit 1)	(10)
Que-2	Essay Type Question. (From Unit 2)	(10)
	OR	
Que-2	Essay Type Question. (From Unit 2)	(10)
Que-3	Short Notes. (all units) (2/1)	(05)
	Total	25

Course Title: Business English-1

Name of Course	Type of Course	Paper Code	Total Teaching Hours	Credits	Internal Marks	External Marks	External Exam. Time
BBA	AEC	206	30	2	25	25	1 Hour

COURSE OBJECTIVES:

- To develop basic proficiency in English language for routine communication
- To motivate students in enhancing their speaking skills through interesting exercises
- To aware the students about fundamental aspects of grammar and its application

COURSE OUTCOMES:

- Student will learn about business oriented English and its relevance.
- Student will practise the knowledge acquired in routine situations.
- Student will build confidence in producing accurate language through exposure of grammar.

Teaching Pedagogy: Chalk & Talk, Translation, Direct/Indirect Method, Role-play, Group Discussion, Seminar, Case Study, Presentation, CALL, MALL, TALL

COURSE CONTENTS:

Units	Title of the Unit and the Topics	No. of Lectures
Unit 1.	Business English	15
	▪ Dialogue writing (college, bank, café, library, hotel) ▪ Business letter: introduction, importance, formats, parts of business letter (enquiry, reply, order letters understanding and practice) ▪ Reading comprehension (unseen paragraph) (New words, phrases, idioms and other linguistics aspects can be discussed while teaching above topics to enrich the language of students)	

Unit 2.	Grammar & Vocabulary	15
	▪ Tenses: introduction, verbs forms-regular/irregular ▪ Auxiliaries: primary & modal ▪ One word substitute (list is prescribed)	

Notes:

1. Information of MOOC courses can be introduced as per UGC Guidelines for upgrading and acquiring advanced levels in English language and Communication
2. Relevant resources can be suggested to generate interest among students as well as develop positive attitude towards English language
3. Special Work Books/Manuals can be prepared for more practice of developing primary skills of language i.e. listening, speaking, reading and writing.

REFERENCES

Books

1. Business Communication by Urmila Rai and S.M. Rai. Himalaya Publishing House
2. Effective Technical Communication by M Ashraf Rizvi. Tata Mc Graw hill
3. Spoken English: A Foundation Course by Kamlesh Sadanand and Susheela Punitha (Part I and Part II)
4. Intermediate English Grammar: Reference and Practice for South Asian Students by Raymond Murphy. Cambridge University Press

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03

19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 23. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam.

EXTERNAL ASSESSMENT BY UNIVERSITY		25 Marks
Ques. No.	Particulars	Marks
Q.1	(a) Attempt any one dialogue(1/2) (From Unit-1) (b) Attempt any one letter (1/2) (From Unit-1)	(05) (05)
Q.2	Do as directed (From Unit-2) Tenses: (Fill in the blanks with appropriate verb form with the verb given in the bracket- 05 marks)(5/5)) Auxiliaries: (From Unit-2) (Fill in the blanks from given options- 05 marks)(5/5)	(10)
Q.3	(A) Read the above paragraph and answer the questions given below (Reading Comprehension) (From Unit-1) (B) One word substitute: (4/5) (From Unit-2) (Define the word or give one word substitute- 02 marks)	(03) (02)
	Total Marks	25

Note: Student should secure 09 Marks for passing in External Exam.

Annexure-1: One word substitute

Sr. No.	Definition	Word
1.	A short but amusing story	Anecdote
2.	An unknown person	Anonymous
3.	At the same time	Contemporary
4.	Award given after death	Posthumous
5.	Borrow ideas and steal others words	Plagiarism
6.	Favoring own kith and kin	Nepotism
7.	Fear of speaking	Lalophobia
8.	Language difficult to understand	Jargon
9.	Longing for something	Nostalgia
10.	One who compiles dictionary	Lexicographer

11.	One who has many talents	Versatile
12.	One who is the most powerful	Omnipotent
13.	One who is very careful and particular	Meticulous
14.	Person with a beautiful handwriting	Calligrapher
15.	Speech without preparation	Extempore
16.	Using of new words	Neology
17.	The arrangement of events or dates in the order of their occurrence	Chronology
18.	Safe to drink	Potable
19.	A thing that is kept as a reminder of a person, place, or event	Souvenir
20.	A large bedroom for a number of people in a school or institution	Dormitory
21.	One who studies the evolution of mankind	Anthropologist
22.	A person who is trained to travel in a spacecraft	Astronaut
23.	A person employed to drive a private or hired car	Chauffeur
24.	A disease which attacks many people in a particular area in one time	Epidemic
25.	A place for feet or a speaker's platform	Podium
26.	former student or pupil of a school, college, or university	alumni
27.	Someone who loves collecting books	Bibliophile
28.	One who loves his country	Patriot
29.	Open to more than one interpretation	Ambiguous
30.	Cure for all diseases	Panacea