

DIRECTION

No. 24/2017

Date : 13/7/2017

**Subject :-** Examinations leading to the Post Graduate Diploma (पदव्युत्तर पदविका), in English Communication Skills (One year), Direction 2017,

Whereas, Adult, Continuing Education & Extension Services Board was constituted in the University under provision of 39 of the Maharashtra Universities Act-1994 previously,

AND

Whereas, the nomenclature of the said Board has changed as the “Lifelong Learning & Extension Board” under the provision of section 45 of the Maharashtra Universities Act-2016, which has been implemented w.e.f. date of 1<sup>st</sup> march, 2016 in the state for non-Agricultural Universities,

AND

Whereas, the State Government has notified the change in nomenclature vide its letter no. म.सा.वि.अ.-२०१५/प्र.२३९९/विशि-४/दि. ६ मार्च २०१७,

AND

Whereas, the University has instituted the Board of Deptt. Of Lifelong Learning & Extension in the University instead of Adult, Continuing Education as per the Maharashtra Public Universities Act-2016 and the said notification of the State Government,

AND

Whereas, The University ought to have implemented the objects determined under the provision of section 45 of the Maharashtra Public Universities Act-2016,

AND

Whereas, The Board of Lifelong Learning & Extension in its meeting held on 14.10.2016 has resolved to introduce some courses in the University availing the facility of Lifelong Learning to the public,

AND

Whereas, The Board of Lifelong Learning & Extension in its meeting held on 14.10.2016 vide item no.9 has resolved to resume the Post Graduate Diploma course in the subject English Communication Skills (One year) and appointed a committee for structuring the Scheme of teaching & examinations & syllabi,

AND

Whereas, the Academic Council in its meeting held on 6.6.2017 vide item no. 66 has approved the draft syllabi & scheme of teaching & examinations leading to the the Post Graduate Diploma in Communication Skills in English (One year) under the faculty of Arts,

AND

Whereas, the Academic council in its meeting held on 6/6/2017 Vide item No. 39 has further resolved to distribute the existing Board of Studies under the Faculty of Social Sciences to the reconstituted Faculty of Interdisciplinary Studies and the Management Council has approved the said resolution of Academic Council in its meeting held on 20.06.2017 Vide item No. 108.

AND

Whereas, the Government of Maharashtra Vide its letter No. संकीर्ण-२०१७/प्र.क्र.२७९/विशी-३, दि. २२ जून, २०१७ has merged the Faculties defined under Maharashtra University Act, 1994 in the Faculties reconstituted by the Maharashtra Public Universities Act, 2016. It is therefore implied to merge the above said subject under the Faculty of Interdisciplinary Studies.

AND

Whereas, the Management Council in its meeting held on 20.6.2017 vide item no. 153 has resolved to institute the said Post Graduate Diploma course in the University under the Deptt. Of Lifelong Learning & Extension.

AND

Whereas, notification no. 65/2017 dated 29<sup>th</sup> June. 2017 implementation of syllabi of various course subjects as per semester and Credit Grade System in the Faculty of Humanities/ Interdisciplinary Studies from the session 2017-18 and onwards.

AND

Whereas, this matter is required to be regulated by the ordinance ,

AND

Whereas, making an ordinance in this respect is time consuming process,

AND

Now, therefore, I Dr. M.G. Chandekar, Vice-Chancellor, Sant Gadge Baba Amravati University, Amravati in exercise of powers conferred upon me under sub-section (8) of Section 12 of the Maharashtra Public Universities Act-2016 do hereby direct as under-

- 1) This Direction may be called "Examinations leading to the Post Graduate Diploma in English Communication Skills (One year), Direction 2017"
- 2) This Direction shall come into force w.e.f. the date of its issuance.
- 3) There shall be two examinations held in a year leading to the Post Graduate Diploma in English Communication Skills (One year), namely;  
The P.G. Diploma (one year) Semester-I & II at the end of each Semester.
- 4) The duration of each Semester shall be six months.
- 5) The subjects under this course of study shall be comprised in the faculty of Humanities.
- 6) This course of study shall be implemented from the session 2017-18.
- 7) This course shall be conducted by the Deptt. Of Lifelong Learning & Extension of the University and examinations related shall be conducted by the University.
- 8) An applicant for admission to an examination specified in paragraph 3) above shall prosecute regular course of study prescribed for the examinations concerned.
- 9) The Scheme of teaching & examinations & syllabi prescribed for this course is appended with this Direction by Appendix-"D" respectively.

Sd/-

Date- 13.7.2017

(Dr. M.G. Chandekar)  
Vice-chancellor,  
Sant Gadge Baba Amravati University

## Appendix-D

### Syllabus

The syllabus of the course has four core components:

- 1) Four Skills (LSRW) in Remedial Mode  
(On the basis of the acquired entry-level skills of the participants the module of Four Skills (LSRW) shall be implemented. The focus will be on bridging the gap between the required level of entry level skills for the program and the actual skills acquired by the participants.)
- 2) Comprehension  
(The module aims at developing an independent understanding of the prescribed text through reading, explanation and discussion.)
- 3) Composition  
(The composition-module aims at learning the application of basic structures in grammar through both guided and independent exercises.)
- 4) Phonetics  
(This module introduces the basic structure of phonetics. The module aims at making the participants familiar with the English sounds and their usage.)

#### Semester I

<b>Title Name:-</b>	<b>Communication Skills in English- Paper I</b>	<b>80 Marks</b>
	<b>(CSE-I)</b>	
Section I: Four Skills of Language Acquisition		20 Marks
	(Exercises aiming at testing the competency of the students in basic LSRW skills)	
Section II: Understanding the Text		25 Marks
	(Units: 1-9)	
Section III: Vocabulary and Grammar		20 Marks
	(Units: 1-9)	
Section IV: Phonetics I:		15 Marks
	(Phonetic alphabet, Speech mechanism, organs of speech, word transcription )	

#### Internal Assessments

	<b>20 Marks</b>
a) Talk on a given topic (5 Minutes)	10 Marks
b) Composition on a given topic (200 words)	10 Marks

Texts Prescribed:

1. B.K. Das and A. David, *A Remedial Course in English*, Book 2, C.I.E.F.L. (O.U.P.) 1980.
2. A.S. Hornby, *Oxford Advanced Learner's Dictionary of Current English* (O.U.P.)
3. A Textbook of English Phonetics for Indian Students by T. Balasubramanian

Reference Books:

1. English Pronouncing Dictionary by Daniel Jones
2. Balan, Jayashri, Spoken English, 2<sup>nd</sup> Edition (Tata McGraw Hill)

**Title Name:-** **Communication Skills in English- Paper II** **80 Marks**

**(CSE-II)**

Section I:	Grammar & Usage (Units 1 to 57): Tenses, Passives, Modals, Regular and Irregular Verbs, Negatives and Questions	30 Marks
Section II:	Comprehension of Unseen passage	10 Marks
Section III:	Report Writing-1 (General/Journalistic)	20 Marks
Section IV:	Report Writing-2 (Technical/Functional)	20 Marks

**Internal Assessments**

**20 Marks**

- |   |          |
|---|----------|
| a) Oral Presentation/Personal Interview                 | 10 Marks |
| b) Group Discussion/Dialogue between two on given topic | 10 Marks |

Text Prescribed: Raymond Murphy, *Essential English Grammar*, New Delhi: Cambridge University Press, 1992.

Reference Books: Lester, Mark, McGraw- Hill Handbook of English Grammar & Usage.  
Smalley, Regina L. Refining Composition Skills, Heinle ELT 2<sup>nd</sup> Edition.

**Semester II**

**Title Name:-** **Communication Skills in English- Paper III** **80 Marks**

**(CSE-III)**

Section I:	Comprehension questions from the prescribed text (Units 5 – 9)	25 Marks
Section II:	Vocabulary and Grammar questions based on the prescribed text (Units 5-9)	25 Marks
Section III:	Dialogue Writing	15Marks
Section IV:	Paragraph Writing	15 Marks

**Internal Assessments**

**20 Marks**

- |   |          |
|---|----------|
| a) Preparing a written Transcript of the given Audio-Recording/ Presentation on given topic | 10 Marks |
| b) Summarizing a given piece of drama in speech/ Role play in the given situation           | 10 Marks |

Text prescribed:

B.K. Das and A. David, *A Remedial Course in English*, Book 2, C.I.E.F.L.  
(O.U.P.) 1980

**Reference Books:**

- : Matsnda, Paul Kei, Second Language Writing in the Composition Classroom: A Critical Source book, Bedford/St. Martin's.
- : Green, Devid, Contemporary English Grammar: Structures & Composition 1<sup>st</sup> Edition.

**Semester II**

<b>Title Name:-</b>	<b>Communication Skills in English- Paper IV (CSE-IV)</b>	<b>80 Marks</b>
Section I:	Exercises in Grammar and Usage (Units 58-114): Nouns, Pronouns, Adjectives, Adverbs, Prepositions, Relative Clauses.	25 Marks
Section II:	English in situations (at the post office, bank, railway station, customer care etc.)	20 Marks
Section III:	Guided Composition	15 Marks
Section IV:	Phonetics II: Syllable, word stress and word accent and intonation, word transcription)	20 Marks

**Internal Assessments**

**20 Marks**

- Defending a given view-point or position in a debate-situation. (3 minutes) 10 Marks
- Reading a given piece of literature with proper intonation  
10 Marks

Prescribed texts:

- Raymond Murphy, *Essential English Grammar*, (Cambridge University Press) 1992
- A.S. Hornby, *Oxford Advanced Learner's Dictionary of Current English* (O.U.P.)
- A Textbook of English Phonetics for Indian Students by T. Balasubramanian

**Reference Books:** Bansal, R.K., Harrison, J.B., Spoken English, Sangam books Ltd. 1998.

: Bansal, R.K., Harrison, J.B., Spoken English: A Manual of Speech & Phonetics, 4<sup>th</sup> Edition, Orient Blackswan

**Project Presentation-Viva (PPV)**

**100 Marks**

(PPV examination consists of a short-project work & presentation on a given topic having potential for testing the examinee in LSRW thoroughly. During the interaction, the examiner may focus on creating an atmosphere where the examinee responds in a stress-free and natural manner. The marks may be awarded keeping in mind the nuances of language-use, the understanding and independent thinking.)

**Project Presentation-Viva (PPV)**

**Structure for PPV-**

**1.1) Short project (SP)/ field work (FW)**

**40 Marks**

SP/FW can be assigned on pre-declared topics/ideas at the beginning of the course.  
Sample topics (ideas for SP/FW):-

- Compilation of news paper articles/Magazine articles on some current topic/issue coupled with an independent summary analysis.

b) Preparing a Questionnaire for High-School/College students on the issue related to English as second /Third language; presenting the analysis of the same.

c) Preparing a book review based on the interview conducted of the reader of the book; presenting an independent analysis/summary of the same.

**1.2) Oral Presentation/PPT:-**

Presentation of about 10 minutes on his/her SP/FW **30 Marks**

**1.3) Personal Interview**

**30 Marks**

Questions may be asked on the issues that would test the LSRW skills. Questions also may be asked on the SP/FW done by the student.

**Total 500 Marks**

**The Structure :-**

The course will be of one year duration divided into two Semesters. It will consist of 500 marks out of which 100 marks will be allotted to each of the four papers of semester I & II and 100 marks will be reserved for Viva voce examination to be held at the end of Semester II. Each paper will carry 100 marks. Out of these 80 marks will be for the semester examination and 20 marks will be for internal assessment.

**iii) Semester pattern**

Scheme of Teaching and Examinations of Post Graduate Diploma in  
Communication Skills in English (One Year) - **Semester Pattern.**

**Semester-I**

Sr No	Subject Title	Teaching Periods per week	Duration of Theory	Maximum Marks		Min. Passing Marks		Aggregate Marks
				Theory	Internal Assessment	Theory	Practical	
1	Paper-I	3	1 hrs	80	20	32	8	200
1	Paper-II	3	1 hrs	80	20	32	8	

**Semester-II**

Sr No	Subject Title	Teaching Periods per week	Duration of Theory	Maximum Marks		Min. Passing Marks		Aggregate Marks
				Theory	Internal Assessment	Theory	Practical	
1	Paper-I	3	1 hrs	80	20	32	8	300
2	Paper-II	3	1 hrs	80	20	32	8	
3	Project Presentation-viva (PPV)	-	-	100		40		

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