



KSKW Arts, Science & Commerce College, Cidco, Nashik- 422008
Affiliated to SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE

Syllabus

For

Diploma in English for Practical Purposes (01 Year)

Under the Scheme of

UGC Sponsored Skill based Course under NSQF

[Effective from 2020-2021]

1. Introduction:

- The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exit such as Diploma/Advanced Diploma under the NSQF.
- The B.Voc. programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles and their NOSs along with broad based general education.
- This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

2. Eligibility for admission in B.Voc: The eligibility condition for admission to B.Voc. programme shall be 10+2 or equivalent, in any stream.

3. Guidelines for credit calculations or Check list

- One Credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshops/labs and tutorials;
- For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops;
- For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study should be 50% or less of that for lectures/workshops.

4. The suggested credits for each of the years of B.Voc are as follows:

NSQF Level	Skill Component Credits	General Education Credits	Normal Calendar Duration	Exit Points/ Awards
Year-3	36	24	Six Semester	B. Voc.
Year-2	36	24	Four Semesters	Advance Diploma
Year-1	36	24	Two Semesters	Diploma
Total	108	72		

5. The suggested credits for each of the years of M. Voc are as follows:

NSQF Level	Skill Component Credits	General Education Credits	Normal Calendar Duration	Exit Points/ Awards
Year- 2	36	24	Four Semester	M. Voc

Year - 1	36	24	Two Semesters	Diploma in Post Graduation

6. Assessment & Certification:

The end-semester examination for the odd Semesters (1,3,5) will be in October/November and that of the even –semester (2,4,6) will be in April/May. Backlog students will be eligible for every semester end examination. There will be internal assessment prior to end-semester examination for 50 marks. The 50 marks can be divided for attendance, assignments, seminar and one hour written test (Unit Test 1 and 2) for General Education Components.

7.0 Examination:

➤ Pattern of Examination.

i) Internal exam, Term end exam, Oral, Project, Presentation, GD, Vivo-voce.

ii.) Pattern of the question paper:

i) 25% Objective Question

II) 50% Short and Long Answer type question

iii) 25% Problem based Case Study/long answer type

➤ Theory Examination: -

i) Continuous Internal Assessment: 60 Marks (Unit Test I & II, Assignment-2 No., Attendance) for each course of programme.

ii) ii) Semester End Examination: 40 Marks on the basis of Answer Sheet Evaluation for each course

➤ Practical Examination: -

i) Continuous Internal Assessment: 60 Marks (Visit Report, Journal, Viva Voce, Seminar/Presentation, Group Discussion and Attendance) for each course.

ii) Semester End Examination: 40 Marks on the basis of Answer Sheet Evaluation with performance in practical examination which will be evaluated by external examiner for each course.

➤ Standard of Passing: Individual passing for external and internal exam of every course is 30% and cumulative passing for every subject is 40%

ATKT Rules: i) A student can be admitted to next year if he pass 50% credit

ii) All the CBCS rules shall be applicable to the B.Voc courses.

➤ Award of Class: Diploma will be 1 year programme (Two Semester)

➤ External Students: NA

➤ Verification/Revaluation: As per the Savitribai Phule Pune University rule.

7.1 Supplementary Examination: The students unable to attend the examination because of participate in NCC, NSS, State & National level completion, Arm forces interview or test, representing college for any events etc. will be eligible in supplementary examination with the prior permission of the Principal.

7.2 Certification: Levels of Awards

Award	Duration	NSQF Level
Certificate	6 Months	4
Diploma	One Year	5
Advance Diploma	Two Year	6
Bachelor Degree	Three/Four Years	7
Post Graduate Diploma	One year	8
Master's Degree	Two Years	9
Ph. D	Three Years (Min)	10

7.3 Letter Grades and Grade Points: The UGC recommends a 10-point grading system with the following Letter grades as given below:

Table – I: Ten point grade and grade description

Letter Grade	Points	Percentage earned
O (Outstanding)	10	100
A+ (Excellent)	9	90 - 99.9
A (Very Good)	8	80 - 89.9
B+ (Good)	7	70 - 79.9
B (Above Average)	6	60 - 69.9
C (Average)	5	50 - 59.9
P (Pass)	4	40 - 49.9
F (Fail)	0	< = 39.9
Ab (Absent)	0	0

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- Non-appearance in any examination / assessment shall be treated as the students have secured zero marks in that subject examination / assessment.
- Minimum P grade (4.00 grade points) shall be the limit to clear / pass the course / subject. A student with F grade will be considered as “failed” in the concerned course and he / she has to clear the course by appearing in the next successive semester examinations. There will be no revaluation or recounting under this system.
- Every student shall be awarded grade points out of maximum 10 points in each subject (based on 10 point scale). Based on the grade points obtained in each subject, Semester Grade Point Average (SGPA) and then Cumulative Grade Point Average (CGPA) shall be computed. Results will be announced at the end of each semester and CGPA will be given at respective exit point.

Computation of SGPA (Semester Grade Point Average) and GPA (Grade Point Average): Grade in each subject / course will be calculated based on the summation of marks obtained in all five modules.

The computation of SGPA and CGPA will be as below

- Semester Grade Point Average (SGPA) is the weighted average points obtained by the students in a semester and will be computed as follows

$$\text{Credit Point (CP)} = \text{Credit (C)} \times \text{Grade Point (G)}$$

$$\text{SGPA (S}_i\text{)} = \sum (C_i \times G_i) / \sum C_i$$

SGPA = Semester Grade Point Average
 C_i = Number of credits of the i^{th} course component
 G_i = Grade Point scored by the student in the i^{th} course component

The SGPA will be mentioned on the grade card at the end of every semester.

- The Grade Point Average (GPA) will be used to describe the overall performance of a student in all semester of the course and will be computed as under.
- **Grade Point Average**

$$\text{Grade Point Average} = \frac{\text{Total of Grade Point Earned X Credit Hours for Each Course}}{\text{Total Credit Hours}}$$

$$\text{CGPA} = \sum (C_i \times S_i) / \sum C_i$$

CGPA = Cumulative Grade Point Average
 S_i = SGPA of the i^{th} semester
 C_i = Number of credits in that semester

The SGPA and GPA shall be rounded off to the second place of decimal.

Grade Card:

Results will be declared by the Centre and the grade card (containing the grades obtained by the student along with SGPA) will be issued by the university after completion of every semester. The grade card will be consisting of following details.

- Title of the courses along with code opted by the student.
- Credits associated with the course.
- Grades and grade points secured by the student.
- Total credits earned by the student in a particular semester.
- Total credits earned by the students till that semester.
- SGPA of the student.
- CGPA of the student (at respective exit point).

Cumulative Grade Card: The grade card showing details grades secured by the student in each course in all semesters along with overall CGPA will be issued by the University and college at respective exit point.

Attendance: Every candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc. separately. If the overall attendance in a semester falls below 60%, he/she will not be promoted to the next higher semester in any case. In case of personal life- threatening sickness, NCC, NSS, Participating in National level Sports, representing College for any event and Arm forces interview or test, the absence beyond 25% may be condoned. In each of the above cases a prior permission of the Principal must be obtained.

7.4 Results Grievances / Redressal Committee:

Grievances / redressal committee will be constituted in the department to resolve all grievances relating to the evaluation. The committee shall consist of Head of the department, the concerned teacher of a particular course and senior faculty member of Department of University. The decision of Grievances / redressal committee will have to be approved by Department committee.

7.5 Examination and other fees- (per semester): As per the Savitribai Phule Pune University rule

Syllabus pattern of B. Voc. Programme

Semester I				
Course code	Name of Subject	Theory/Practical	Contact hours	Credits
General Education Component				
DEPP 001A	Writing Skills	Theory	60	04
DEPP 002A	Conversational Skills	Theory	60	04
DEPP 003A	Communication Skills	Theory	45	03
DEPP 004A	Life skills	Theory	45	03
Skill Based Component				
DEPP 001A	Writing Skills	Practical	60	04
DEPP 002A	Conversational Skills	Practical	60	04
DEPP 003A	Communication Skills	Practical	60	04
DEPP 004A	Life skills	Practical	60	04
	Total		450	30
Semester II				
General Education Component				
DEPP 001B	Writing Skills	Theory	45	03
DEPP 002B	Conversational Skills	Theory	45	03
DEPP 003B	Communication Skills	Theory	60	04
DEPP 004B	Life skills	Theory	60	04
Skill Based Component				
DEPP 001B	Writing Skills	Practical	60	04
DEPP 002B	Conversational Skills	Practical	60	04
DEPP 003B	Communication Skills	Practical	60	04
DEPP 004B	Life skills	Practical	60	04
	Total		450	30

**Syllabus
for
Diploma in English for Practical Purposes**

Duration: 1 Year

Duration: Two semesters (02)

Skills Component Credits: 60

Exit Point/ Awards: Diploma

(DEPP 001) Writing Skills

15 credits

Aim/Objectives of the Course:

The overall objective is to develop students' written expression of thought and provide learners opportunities to explore ideas and to build connections between different language skills of English. Writing Skills objectives for students completing this Diploma program are:

1. Demonstrate the capacity to use various writing forms, (for example, in-class responses, journals, notebooks, reports, argumentative essays, letters, articles and others) to achieve the specific purposes of the course.
2. Exemplify various types of writing practices (i.e., avoid plagiarism, use of an appropriate expressions and proper use of vocabulary) in all forms of written communication.
3. Demonstrate improvements in written expression of thought by utilizing various techniques (Such as multiple drafts or revisions of assignments after receiving feedback).

Outcome of the Course:

Learners will be the good user of English especially in Writing Skills in English.

Semester I
(DEPP 001A) Writing Skills

Total Credits: 8

Contact hours 120

Unit 1 – Paragraph Writing

- Paragraph writing is a skill
- Types of Paragraph
- Format to write a paragraph
- How to write a good paragraph
- List of paragraph writing topics with examples

Unit 2 – Expansion of Ideas

- The concept of Expansion of ideas:
- Explaining the proverb or saying in detailed manner
- The meanings of proverbs, thoughts and idioms
- Examples of Expansion of ideas topics as specimen

Unit 3 – Note Making & Summarizing

- The Importance / need of Note making
- Styles of Note making & Procedure of Note making
- Format of Note making
- Note making topics for practice
- Summarizing
- Meaning of summary
- The purpose of summarizing
- Difference between Summarizing and Paraphrasing

Unit 4 – Notice, Agenda & Minutes

Notice Writing

- Notice Writing Format
- Notice Writing Topics
- Notice Writing Examples

Agenda Writing

- What is a meeting agenda?
- How to write a meeting agenda

Meeting minutes

- Purpose of writing meeting minutes
- Format of writing meeting minutes
- Specimen of examples of Notice writing Agenda & Minutes writing with practice topics

Unit 5 – Report Writing

- Report Writing
- Types of report writing
- Format of report writing
- Topics of Report Writing

Semester II
(DEPP 001B) Writing Skills

Total Credits: 7

Contact hours 105

Unit 6 – Essay Writing

- Essay writing as a creative writing skill
- Types of essay
- How to write essay?
- The importance of draft and redraft
- Topics for essay writing for practice

Unit 7 – Dialogue Writing

- How do you write dialogue in writing?
- Types of dialogue writing
- Specimen dialogue writing topics for practice

Unit 8 – Letter Writing

- Need and importance of letter writing
- Types of letters
- Format of letter writing
- Examples of letter writing for practice

Unit 9 – Email

- The need of email in today's situation
- How to draft email
- How to send email

Unit 10 – Blog Writing

- What is Blog writing?
- How to write Blog?

Course Objectives

- To teach the most important skills required to use conversation as an effective form of communication.
- To inculcate conversational skills to make students more interesting in communication
- To cultivate good conversational skills
- To help students to be an engaging speaker and active listener

Course Outcome

- Students will be acquainted with important skills required to use conversation as an effective form of communication.
- Conversational skills will make to make students more interesting in communication
- Cultivation good conversational skills help the students to be a good communicator
- Student becomes an engaging speaker and active listener
- Development of overall linguistic competence and conversational skills of students.

DEPP 002A Conversational Skills

Semester I

Credits 08

Total Teaching hours 120

Unit 1. Greeting And Responses to greetings

- Common English Greetings and Expressions,
- Greeting a stranger,
- Business Greetings and Formal Greetings,
- Slang English Greetings

Unit 2. Introducing Self and Others

- What is Self-Introduction?
- How to Introduce Yourself Formally and Informally;
- Self-introduction at the beginning of an interview, attending a hiring event, networking with new connections, giving a presentation.
- Introducing others: formally and informally

Unit 3. Joining and leaving conversation

- Joining Conversations in Formal and informal ways;
- Understanding group's body language;
- Taking Leave-Formally and informally, Leave taking Responses;
- Various Situations for Conversation Starters at college, workplaces, functions

Unit 4. Taking leave

- Meaning and importance of taking leave in conversational skills;
- Formal and informal ways of taking leave

Unit 5. Asking for information and requesting:

- Polite and formal ways of asking for information;
- Meaning of request,
- Importance of Requesting,
- Questioning skills and techniques

Semester II
DEPP 002B Conversational Skills

Credits 07

Total Teaching hours 105

Unit 6. Inviting, accepting and Declining Invitation

- What is an invitation?
- Kinds of invitation,
- Formal and informal declination to invitation.
- How to accept the invitation formal and informally,
- Hesitating, Persuading, Politeness

Unit 7. Asking, Giving and refusing Permission

- Difference between asking permission and making a request,
- Formal and informal ways of requesting,
- Use of Modals-can, could, may, might.

Unit 8. Agreeing, Agreeing Partly, and Disagreeing

- Vocabulary and phrases for Agreeing, Disagreeing
- Agreeing partially and completely
- How to Disagree Politely

Unit 9. Complementing and responding to complements

- What's a compliment? Admiration, appreciation, approval, respect
- Complement on appearance, success, possessions and skills
- How to Respond to Complements
- How to be specific sound natural and confident

Unit 10 Complaining and Apologizing

- How to make a complaint
- How to apologize
- How to respond to apologies

Aim of the course:

- To develop awareness of the complexity of the communication process
- To develop effective listening skills, oral skills, writing skills
- To enable students to comprehend instructions and become critical listener
- To enable students to speak confidently, interpersonally as well as in large groups
- To write in a clear, concise persuasive and audience-centered manner
- To develop the ability to communicate effectively with the help of electronic media

Outcome of the course

- Students developed their communication skills as they have understood the complexity of communication process.
- Students developed their listening skills, oral skills, writing skills effectively.
- Students developed the ability to communicate effectively with the help of electronic media

Semester-I
(DEPP 003A) Communication Skills

Total credits-07

Teaching hours-105

Unit I The concept of communication

- Meaning, definition, Process Need and feedback
- Emergence of Communication as Key concept in the corporate and global world
- Impact of technological advancements on Communication

Unit II Objectives of communication

- Information
- Advice
- Order and instruction
- Persuasion, motivation, education

Unit III Channels of Communication

Formal and Informal

- Vertical
- Horizontal
- Diagonal
- Grapevine

Unit IV Methods of communication

- Verbal and non-verbal,
- Characteristics of verbal communication,
- Characteristics of nonverbal communication

Semester –II
(DEPP 003A) Communication Skills

Total credits-08

Teaching hours-120

Unit IV Media and Modes

- Landline, Wireless and cellular phones
- Computers and E-communication
- Video and satellite conferencing

Unit VI Barriers to communication

- Physical barriers
- Semantic or language barriers
- Socio-Cultural barriers
- Psychological barriers
- Ways to overcome these barriers

Unit VII Feedback

- The importance of feedback
- Types of feedback
 1. Face to face feedback
 2. Feedback over telephone
 3. Written feedback
 4. Positive feedback , negative Feedback

Unit VIII Importance of body language

- Facial expressions
- Body posture
- Gestures
- Eye movement or eye contact
- Touch and the use of space

Aims of the course:

- To that enable the learners to cope with the demands of everyday life.
- To build self-confidence, encourage critical thinking, foster independence and help people to communicate more effectively
- . To provide opportunity for realizing one's potential through practical experience. ...
- To increase learner's knowledge and awareness of emotional competency and emotional intelligence at place of study/work.
- To set appropriate goals, manage stress and time effectively.
- To find new ways of thinking and problem solving.
- To build confidence both in spoken skills and for group collaboration and cooperation.

Outcome of the course:

In everyday life, the development of life skills, have helped the students to find new ways of thinking and problem solving. They are capable to recognize the impact of their actions and the life skills have taught them to take responsibility for what they do rather than blame others. They have built confidence both in spoken skills and for group collaboration and cooperation. The learners have gained Self Competency, Intellectual Competency and Confidence. Practice Emotional Competency through Professional Competency. The learner uses personal strategies to think, organize, learn and behave.

Semester I
(DEPP 004A) Life skills

Credits: 07

Teaching Hours-105

1. Introduction (Self & Others)

- Definition of Life skills
- Importance of Life skills
- How to deal effectively with the demands and challenges of life.
- Skills for work and life

2. Narration / Storytelling

- The art of storytelling,
- The purpose of narration
- Three types of narration
- To encourages imagination

3. Presentation Skills

- Definition of Presentation
- Importance of Presentation
- Four basic methods of Presentation
- Elements of a Powerful Presentation
- Types of Presentations
- Preparing a presentation

4. Group Discussion

- What do you mean by group discussion?
- Types of Group Discussion
- Common mistakes in a Group Discussion
- What are the do's and don'ts of GD?

5. Interview Techniques / Skills

- Introduction
- Types of interview
- Effective interview strategies
- How to prepare for an Interview?
- Best Techniques for a Successful Job Interview

Semester – II
(DEPP 004B) Life skills

Total credits: 8

Teaching Hours-120

1. Anchoring Skill (Any Formal & Informal Event)

- Introduction to Anchoring skill
- What is Anchoring?
- Types of Anchoring
- Tips for successful anchoring
- Situational anchoring
- Sample of anchoring

2. Situational Talk (Based on any given situation)

- Introduction to situation talk
- What is situational talk?
- Types of situational talk
- Tips for successful situational talk
- Sample of situational talk

3. Leadership

- What is leadership?
- Types of leadership
- Quality of leadership
- Examples of successful leadership

4. Time Management

- What is time management?
- Importance of time management
- Tips for successful time management
- Advantages and disadvantages of time management
- Sample of successful time management

5. Stress Management

- What is stress management
- Role of stress management in life
- How to manage stress?
- Tips for release stress
- Advantages and disadvantages of stress management

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