

**Enclosure-I**

The Scheme of Instruction & Examinations framed for Semesters I to IV of English for students of B.Sc , admitted from A.Y. 2021-22 & onwards

<b>Semester I</b>									
Course Code	Course	Contact Hrs/ week			SEE Duration (Hours)	Maximum Marks			Credits
		T	Tu	P		CIA	SEE	Total	
<b>Part-I</b>		<b>T</b>	<b>Tu</b>	<b>P</b>					
	Development of Functional English	3	-	-	3	40	60	100	3
<b>Semester II</b>									
Course Code	Course	Contact Hrs/ week			SEE Duration (Hours)	Maximum Marks			Credits
		T	Tu	P		CIA	SEE	Total	
<b>Part-I</b>		<b>T</b>	<b>Tu</b>	<b>P</b>					
	Functional English	3	-	-	3	40	60	100	3
<b>Semester III</b>									
Course Code	Course	Contact Hrs/ week			SEE Duration (Hours)	Maximum Marks			Credits
		T	Tu	P		CIA	SEE	Total	
<b>Part-I</b>		<b>T</b>	<b>Tu</b>	<b>P</b>					
	Advanced English & Correspondence	3	-	-	3	40	60	100	3
<b>Semester IV</b>									
Course Code	Course	Contact Hrs/ week			SEE Duration (Hours)	Maximum Marks			Credits
		T	Tu	P		CIA	SEE	Total	
<b>Part-I</b>		<b>T</b>	<b>Tu</b>	<b>P</b>					
	Effective Communicative Skills	3	-	-	3	40	60	100	3

**Shree M.& N. Virani Science College (Autonomous)**

Affiliated to Saurashtra University ,Rajkot.

<b>Language Course</b>		
For the students admitted from A.Y. 2021-2022 & onwards		
Offering Department: <b>English</b>		Offered to: <b>B.Sc. (All) + B.C.A.</b>
<b>Semester – III</b>		
Course Code	Course Title	Course Credit and Hours
<b>21ULCEN03</b>	<b>Advanced English &amp; Correspondence</b>	3 Credits – 3 hrs/wk (2 Th.+1 Tu.)

**Course Description:**

This course aims to introduce advanced concepts of the English language and the importance of Correspondence Writing. This course mainly focuses on the development of Analytical Skills of the students with the help of various passages and articles from the domain of Science. The course also contains some advanced grammar concepts that will help learners to make their language more efficient and effective. The poems and stories included in the course belong to a wide variety of domains that would help broaden the students' idea and mindset, giving them varied perspectives.

**Course Purpose:**

The course mainly aims at cultivating analytical and correspondence skills in English. It is designed in such a way that it covers all the crucial aspects of the English Language such as grammar and communication skills. Also, the literature chosen encourages and shapes various moral values in the learners. Hence this combination of skills, grammar and literature together will contribute in the development of the learners in an advanced manner. The course mainly aims at cultivating analytical and correspondence skills in English. It is designed in such a way that it covers all the crucial aspects of the English Language such as grammar and communication skills. Also, the literature chosen encourages and shapes various moral values in the learners. Hence this combination of skills, grammar and literature together will contribute in the development of the learners in an advanced manner.

**Course Outcomes:** Upon completion of this course, the learner will be able to

CO No.	CO Statement	Blooms taxonomy Level (K <sub>1</sub> to K <sub>6</sub> )
CO <sub>1</sub>	Demonstrate understanding of facts and ideas by organizing, comparing and analyzing given articles and passages from the	K <sub>4</sub>

	domain of science.	
CO <sub>2</sub>	Applying acquired knowledge, facts and techniques by inferring the true meaning of a given text.	K2
CO <sub>3</sub>	Interpret and apply advanced concepts of grammar to enrich the linguistic skills of the students.	K2/K3
CO <sub>4</sub>	Articulate varied thoughts and perspectives and understand the importance of Formal Writing by learning different forms of Correspondence	K3
CO <sub>5</sub>	Utilize ethics and moral based knowledge acquired from value-based literature.	K3

Course Content	Hours
<b>• Unit-I: Analytical Reading</b>	<b>7 hrs</b>
<ul style="list-style-type: none"> <li>• Passages/Articles from Science               <ol style="list-style-type: none"> <li>1. How do smartphones affect our sleep?</li> <li>2. How does reducing air pollution help birds?</li> </ol> </li> </ul>	
<b>Unit-II: Literature- I</b>	<b>10 hrs</b>
<ul style="list-style-type: none"> <li>• Letter to John. D. Johnson by Abraham Lincoln</li> <li>• Road Not Taken by Robert Frost</li> </ul>	
<b>Unit III: Literature- II</b>	<b>10 hrs</b>
<ul style="list-style-type: none"> <li>• When I heard the Learn'd Astronomer by Walt Whitman</li> <li>• The Man from When by Dannie Plachta</li> </ul>	
<b>Unit IV: Grammar</b>	<b>6 hrs</b>
<ul style="list-style-type: none"> <li>• Speech</li> <li>• Degree of Comparison</li> <li>• Confusable</li> <li>• Avoiding Common Errors</li> </ul>	
<b>• Unit V: Correspondence</b>	<b>7 hrs</b>
<ul style="list-style-type: none"> <li>• Letter writing</li> <li>• Drafting e-mail</li> <li>• Application writing</li> </ul>	

**Text books :**

- Walsh, William. Indian Literature in English. London: Longman, 1990.
- Sinclair, J. McH. (1990) *Collins Cobuild English Grammar*, London, Collins.
- Speeches and Writings by Abraham Lincoln.

- Asimov, Isaac, et al. *100 Great Science Fiction Short Stories*. Doubleday, 1978.
- Roy, A. Sharma, P.L. *English for Students of Science*. Orient Black Swan Pvt. Ltd. 2012.

**Reference Books:**

- Adair, John. *Effective Communication*. London: Pan Macmillan Ltd., 2003.
- Nelson, Paul E. & Judy C. Pearson, *Confidence in Public Speaking*.
- Raman, Meenakshi & Sangeeta Sharma. *Technical Communication: Principles and Practice*. Second Edition. New Delhi: Oxford University Press, 2011

**Web References –**

*Science Journal for Kids and Teens*, [https://www.sciencejournalforkids.org/?sf\\_paged=2](https://www.sciencejournalforkids.org/?sf_paged=2).

**Pedagogic tools:**

- Chalk and Board
- Power point presentation
- Videos

**Methods of Assessment & Tools:**

Components of CIE: 40 marks

Sr. No.	Component	Content	Duration (if any)	Marks	Sub Total
A	Test 1	1 <sup>st</sup> 2 units	1 <sup>1/2</sup> hours	5 (Set for 30)	20
	Test 2	All 5 units	3 hours	15 (Set for 60)	
B	Assignment			08	20
C	Class activity			12	
<b>Grand Total</b>					<b>40</b>
<b>Assignment</b>		<ul style="list-style-type: none"> <li>• Abstract and executive summary</li> <li>• Student generated handbook</li> <li>• Essay writing etc...</li> <li>• Relevant MOOC (Optional)</li> </ul>			
<b>Class activity</b>		<ul style="list-style-type: none"> <li>• Listening practice</li> <li>• Quiz</li> <li>• Comprehension</li> </ul>			

Note : Any other assessment tools or methods can be adopted as per requirement of the course.

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<b>Part III</b>		
<b>Skill Enhancement Course (SEC) – II – Co-Curricular Courses (CoC)</b>		
For the students admitted from A.Y. 2021-2022 & onwards		
Offered by: Department of <b>English</b> , Faculty of Humanities and Social Sciences	Offered to: (Please mark $\sqrt$ as applicable)	
	<input checked="" type="checkbox"/>	Students across the University <b>other than</b> the offering department.
	<input type="checkbox"/>	Students across the University <b>including</b> the offering department. (The course should not be a part of regular curriculum of the offering department.)
<b>Semester: III – V (3-year programs) / III - VII (4-year programs)</b>		
Course Code	Course Title	Course Credit and Hours
	Written Communication in English	<b>2 Credit - 4 hrs / wk</b>

**Objective of the course:**

1. To prepare the stakeholders to be able to communicate in various forms of written communication in English
2. To provide the latest format and structure of written communication with practice
3. To enable the stakeholders to be updated on several forms of written communication in English
4. To give the stakeholders hands-on experience in drafting professional documents

**Target Skills (Course outcomes) :**

1. Skill development in written communication
2. Skill development to understand and practice effective written communication

**Justification and references for the course (Mapping with NSDC/NSQF/Sector Skill Council/Regional needs/any other) :**

- The Co-curricular course based on Written Communication in English is applicable for all the sectors of various domains.
- Communicative skill, in general, is an integral part of any job profile, especially Effective written communication is predominantly used in a professional setup.

**Reference:**

Link from NSDC India

<https://skillsip.nsdcindia.org/sites/default/files/kps-document/Frameworks%20for%20Social%20Emotional%20Learning%20at%20the%20Workplace.pdf>

**Course Description:**

- This course helps the stakeholders to develop writing skills, including prewriting, drafting, and revising. It facilitates to organize ideas, format and design of documents based on the subject matter and the content. It contributes to achieve SDG 4 Quality Education and SDG 8 Productive Employment.

<b>Course Content</b>	<b>Hours</b>
<b>Module-I: Essay Writing &amp; Letter Writing</b>	16 hrs
<ul style="list-style-type: none"> <li>• What is Essay?</li> <li>• Structure of Essay</li> <li>• What is letter?</li> <li>• Drafting of Formal &amp; Informal Letters</li> </ul>	
<b>Module-II: Memorandum Writing</b>	16 hrs
<ul style="list-style-type: none"> <li>• What is Memorandum?</li> <li>• Uses of Memorandum</li> <li>• Drafting Memorandum</li> </ul>	
<b>Module-III: News Release &amp; Report Writing</b>	16 hrs
<ul style="list-style-type: none"> <li>• What is News?</li> <li>• How to Draft News</li> <li>• What is Report?</li> <li>• Types and Uses of Report</li> <li>• Drafting of Report</li> </ul>	
<b>Module-IV: Notice, Circular &amp; Email Writing</b>	16 hrs
<ul style="list-style-type: none"> <li>• Difference between Notice &amp; Circular</li> <li>• Drafting of Notice</li> <li>• Drafting of Circular</li> <li>• What is Email?</li> <li>• Email Etiquettes</li> <li>• Drafting of Email</li> </ul>	
<b>Module-V: Application Writing &amp; Resume</b>	16 hrs
<ul style="list-style-type: none"> <li>• What is Application?</li> <li>• Types of Application</li> <li>• What is Resume?</li> <li>• Differences among Bio-data, Resume &amp; Curriculum Vitae</li> <li>• Drafting of Bio-data, Resume &amp; Curriculum Vitae</li> </ul>	

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**Suggested laboratory experiments / other activities:**

1. Developing and writing stories from the clues
2. filling the gaps to make a meaningful passage.
3. Jumbled sentence, crossword puzzles worksheets

**Pedagogic tools:**

1. Chalk and Talk
1. PPT and Videos.
2. Hands-on activities
3. Assignment
4. Group discussion

**Reference Books:**

1. Raman M. Sharma S., *Technical Communication Principles and Practice*, Oxford University Press
2. Press
3. Rosenbaum T., *Effective Communication Skills for Highway and Public Works Officials*, New York LTAP Center
4. York LTAP Center
5. Mashru D. Dave A., *Scientific Technical Communication Skill*, Vedant Publications Patel V. Patel. U., *Textbook of Communication Skills*, RIA Publishing House Dhamsaniya J., *Communication Skills*, Darshan Educational Press
6. Waghela R. Mashru. D., *Communication Skills*, English Gurukul Publications

**Suggested reading / E-resources**

1. <https://www.socialmediatoday.com/content/online-resources-more-effective-writing>

**Suggested MOOCs:**

1. <https://www.edx.org/learn/writing>
2. [https://onlinecourses.nptel.ac.in/noc22\\_hs05/preview](https://onlinecourses.nptel.ac.in/noc22_hs05/preview)

**Methods of Assessment & Tools:**

S.N.	Component	Content	Duration	Marks	Sub Total
1	<b>Attendance</b>	-	-	<b>10</b>	
2	<b>Assignment</b>	-	-	<b>10</b>	
3	<b>Practical Skill Assessment</b> (Continuous Assessment during the semester)	Activity in each semester	1 week	<b>40</b> (20 Marks for Each Semester)	
4	<b>Course Mid Examination</b>	From two Modules	1 hr.	<b>20</b>	
5	<b>Course End Examination</b>	From all modules	1 hr.	<b>20</b>	
<b>Total</b>				<b>100</b>	<b>100</b>

At the end of the course no marks are given, only remarks are given as follows:

**REMARKS:**

Range of Marks	Remarks
90-100	Excellent
75-89	Very Good
60-74	Good
40-59	Fair
< 40	Not Completed



**Internal Examiner**

S. No.	Name of the Member	Address	Mobile No.	Email ID
1	Dr Neeharika Rawat	Shri M & N Virani Science College (Autonomous), Rajkot	9879579740	<a href="mailto:ncrawat@vsc.edu.in">ncrawat@vsc.edu.in</a>
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**English (For UG)**

**Duration of Exam – 3 hrs**

**Question Paper Pattern**

**Max. Marks – 60**

**Part A (10x1= 10 marks)**

One line answers. Answer **ALL** questions

1.



10

**Part B (10x1= 10 marks)**

Do as Directed. (Vocabulary Exercise=Synonyms, Antonyms, Phrasal Verbs, Confusables)

11



20

**Part C (A: 02x05=10, B: 1x10=10)**

A). Short notes    B) Detailed note

21



26

**Part D (A: 5x2=10 marks, B: 2x5=10 marks)**

(A=Short Question Answers. (Based on text) (5 out of 6)

B= Descriptive Question Answer. (Based on text) (2 out of 3)

27



35