

Re-Accredited 'B++' 2.86 CGPA by NAAC

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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## **-: પરિપત્ર :-**

વિનયન, વાણિજ્ય, સાયન્સ એન્ડ કોમ્પ્યુટર સાયન્સ વિદ્યાશાખા હેઠળની સંલગ્ન તમામ કોલેજોનાં આચાર્યશ્રીઓ તથા વિભાગીય વડાશ્રીઓને જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૨૪-૨૫ થી ૨૦૨૬-૨૭ સુધી અમલમાં આવનાર S.Y. B.A., B.Com., B.Sc., B.Sc.(Computer Science) નાં AEC અને SEC (Sem-3 & 4) નો અંગ્રેજી વિષયનો અભ્યાસક્રમ અંગ્રેજી વિષયની અભ્યાસ સમિતિની તા.૧૮/૦૨/૨૦૨૪ નાં ઠરાવ ક્રમાંક:૨ થી મંજૂર કરી સંબંધિત વિદ્યાશાખાને કરેલ ભલામણ વિનયન / વાણિજ્ય / વિજ્ઞાન / કોમ્પ્યુટર સાયન્સ વિદ્યાશાખાનાં અધ્યક્ષશ્રીએ વિનયન / વાણિજ્ય / વિજ્ઞાન / કોમ્પ્યુટર સાયન્સ વિદ્યાશાખાની મંજૂરીની અપેક્ષાએ સંબંધિત વિદ્યાશાખા વતી મંજૂર કરી એકેડેમિક કાઉન્સિલને કરેલ ભલામણને એકેડેમિક કાઉન્સિલ તા.૦૧/૦૩/૨૦૨૪ની સભાનાં ઠરાવ ક્રમાંક:૧૦૪ અન્વયે માન.કુલપતિશ્રીને આપેલ સત્તા અંતર્ગત માનનીય ઈ.ચા.કુલપતિશ્રી દ્વારા મંજૂર કરેલ છે. જેની આથી જાણ કરવામાં આવે છે.

(બિડાણ: ઉપર મુજબ)

ક્રમાંક : એસ./પરિપત્ર/English//સિલેબસ/૧૦૦૬૯/૨૦૨૪  
તા. ૧૪-૦૫-૨૦૨૪

  
કુલસચિવ

પ્રતિ,

૧) વિનયન, વાણિજ્ય, સાયન્સ એન્ડ કોમ્પ્યુટર સાયન્સ વિદ્યાશાખા હેઠળની સંલગ્ન તમામ કોલેજોનાં આચાર્યશ્રીઓ તથા વિભાગીય વડાશ્રીઓ.

.....આપશ્રીની કોલેજ/વિભાગના સંબંધિત શિક્ષકોને જાણ કરી અમલ કરવા સારું.

૨) અધ્યક્ષશ્રી, વિનયન, વાણિજ્ય, સાયન્સ એન્ડ કોમ્પ્યુટર સાયન્સ વિદ્યાશાખા.

૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

.....તરફ જાણ તેમજ અમલ સારું.

VEER NARMAD SOUTH GUJARAT UNIVERSITY  
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SYLLABUS FOR ABILITY ENHANCEMENT COURSE (AEC)

**ENGLISH PROFICIENCY AND LIFE SKILLS- III**

FOR B.A/ B.COM. /B.SC./B.SC. COMP. SC. (REGULAR)  
SEMESTER III

FOR THE ACADEMIC YEARS 2024-25 TO 2026-27

Dr. G .K.Nanda

B.A./ B.COM. /B.SC. /B.Sc. Comp.Sc.SEM 3 : TEXT : **English and Soft Skills (Vol. 2) by S P Dhanavel (OB)**

Course Code						
Course Title	ENGLISH PROFICIENCY AND LIFE SKILLS - III					
Credit	2					
Teaching per Week	2 hours					
Minimum weeks per Semester	15 (including class work, examination, preparation, holidays etc.)					
Effective From	June 2024					
Purpose of Course	To prepare the young graduates for the job market today by boosting their linguistic competency and soft skills .					
Course Objective	<p>CO1: To encourage the all round development of students by focusing on Soft Skills .</p> <p>CO2 : To develop and nurture the Soft Skills of the students through individual and group activities.</p> <p>CO3 : To expose students to write attitudinal and behavioral aspects and build the same through various tasks and activities.</p>					
Course Outcomes	<p>After completing the course the students would have :</p> <p>CO1: understood of what Soft Skills is .</p> <p>CO2: understood the significance of Soft Skills in the working environment.</p> <p>CO3: developed levels in their ability through soft skills.</p>					
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4	PSO5
	CO1					
	CO2					
	CO3					
Pre-requisite	Acquaintance with basic grammar and language skills					

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Course Content	<p><b>TEXTBOOK: <i>English and Soft Skills</i> (Vol. II) by S P Dhanavel (Orient Blackswan)</b></p> <ul style="list-style-type: none"> <li>• Ch. 2. Empathy Skills</li> <li>• Ch. 6. Positivity Skills</li> <li>• Ch. 8. Professional Skills</li> <li>• Ch. 9. Leadership Skills</li> </ul> <p><b>Note 1.</b> Understanding the Story ,Vocabulary and Grammar ,Thinking about Soft Skills, Soft Skills from the Story, Proverbs on the Skills ,Soft Skills at workplace, Real life experiences – these sections from the exercises are to be prepared for the Internal and University Exams.</p> <p><b>2.</b> Understanding People , Places and events , Activity ,Self Assessment – these sections may be used for homework/ Assignments for the holistic development of students.</p>
Reference Books	<ol style="list-style-type: none"> <li>1. <i>Building Soft Skills for Employability</i> by Tran Le Huu Nghia (Routledge)</li> <li>2. <i>Soft Skills</i> by M. S. Rao (Motivational Press)</li> <li>3. <i>Personality Development and Soft Skills</i> by Sikha Kapoor (Dreamtech Press)</li> <li>4. <i>Soft Skills for Success</i> by G.R.K. Murty (Viva)</li> </ol>
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity , Self- Assessment etc.
Evaluation Method	This course has 02 credits during the semester. The internal evaluation will be out of 25 marks, based on Unit Test marks, class and home assignments and attendance marks; while the external evaluation will be out of 25 marks at the university examination.

### **Distribution of Marks for the University Examination as per NEP SOP**

Q 1. MCQs from Understanding the Story and from Grammar and Vocabulary-6 **10 Marks**  
to be asked from each section (Student can attempt Any 10/12)

Q 2. A. Short answer type questions (2/4) **04 Marks**  
(To be asked from 'Thinking about Soft Skills 'and 'Soft Skills at the Work Place')

B. Expansion of an idea/ Proverb relating to soft skills-word limit-75 words (1/2) **04 Marks**

C. Case Study or Real Life Experience-word limit 150 words (1/2) **07 Marks**

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**Total 25 Marks**



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SYLLABUS FOR ABILITY ENHANCEMENT COURSE (AEC)

**ENGLISH PROFICIENCY AND LIFE SKILLS- IV**

FOR B.A/ B.COM. /B.SC./B.SC.COMP.SC. (REGULAR)

SEMESTER IV

FOR THE ACADEMIC YEARS 2024-25 TO 2026-27

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B.A./ B.COM. /B.SC. /B.Sc. Comp. Sc. SEM 4 : TEXT : **English and Soft Skills (Vol. 2) by S P Dhanavel (OB)**

Course Code							
Course Title	ENGLISH PROFICIENCY AND LIFE SKILLS- IV						
Credit	2						
Teaching per Week	2 hours						
Minimum weeks per Semester	15 (including class work, examination, preparation, holidays etc.)						
Effective From	June 2024						
Purpose of Course	To prepare the young graduates for the job market today by boosting their linguistic competency and soft skills .						
Course Objective	CO1: To encourage the all round development of students by focusing on Soft Skills .  CO2 : To develop and nurture the Soft Skills of the students through individual and group activities.  CO3 : To expose students to write attitudinal and behavioral aspects and build the same through various tasks and activities.						
Course Outcomes	After completing the course the students would have :  CO1: understood of what Soft Skills is .  CO2: understood the significance of Soft Skills in the working environment. CO3: developed levels in their ability through soft skills.						
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4	PSO5	
	CO1						
	CO2						
	CO3						
Pre-requisite	Acquaintance with basic grammar and language skills						

Course Content	<p><b>TEXTBOOK: <i>English and Soft Skills</i> by S P Dhanavel (Orient Blackswan)</b></p> <ul style="list-style-type: none"> <li>• Ch. 1. Self Esteem Skills</li> <li>• Ch. 3. Customer Relations Skills</li> <li>• Ch. 5. Cross -cultural Communication Skills</li> <li>• Ch. 10. Holistic and Visionary Skills</li> </ul> <p><b>Note 1.</b> Understanding the Story ,Vocabulary and Grammar ,Thinking about Soft Skills, Soft Skills from the Story, Proverbs on the Skills ,Soft Skills at workplace, Real life experiences – these sections from the exercises are to be prepared for the Internal and University Exams.</p> <p><b>2.</b> Understanding People , Places and events , Activity ,Self Assessment – these sections may be used for homework/ Assignments for the holistic development of students.</p>
Reference Books	<p>5. <i>Building Soft Skills for Employability</i> by Tran Le Huu Nghia (Routledge)</p> <p>6. <i>Soft Skills</i> by M. S. Rao (Motivational Press)</p> <p>7. <i>Personality Development and Soft Skills</i> by Sikha Kapoor (Dreamtech Press)</p> <p>8. <i>Soft Skills for Success</i> by G.R.K. Murty (Viva)</p>
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity , Self- Assessment etc.
Evaluation Method	This course has 02 credits during the semester. The internal evaluation will be out of 25 marks, based on Unit Test marks, class and home assignments and attendance marks; while the external evaluation will be out of 25 marks at the university examination





### **Distribution of Marks for the University Examination as per NEP SOP**

Q 1. MCQs from Understanding the Story and from Grammar and Vocabulary-6 **10 Marks**  
to be asked from each section (Student can attempt Any 10/12)

Q 2. A. Short answer type questions (2/4) **04 Marks**  
(To be asked from 'Thinking about Soft Skills 'and 'Soft Skills at the Work Place')

B. Expansion of an idea/ Proverb relating to soft skills-word limit-75 words (1/2) **04 Marks**

C. Case Study or Real Life Experience-word limit 150 words (1/2) **07 Marks**

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**Total 25 Marks**



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SYLLABUS FOR SKILL ENHANCEMENT COURSE (SEC)

**ADVANCED COMMUNICATION SKILLS IN ENGLISH -III**

FOR B.A / B.COM. / B.SC./B.SC.COMP.SC. (REGULAR)

SEMESTER III

FOR THE ACADEMIC YEARS 2024-25 TO 2026-27

**Dr. G. K Nanda**

**B.A./ B.COM. /B.SC./B.SC.COMP.SC. SEM 3 : TEXT : *Communication Skills in English (OB)***

Course Code							
Course Title	Advanced Communication Skills in English -I						
Credit	2						
Teaching per Week	2 hours						
Minimum weeks per Semester	15(including class work, examination, preparation, holidays etc.)						
Effective From	June 2023						
Purpose of Course	To promote personal, social and professional communications effectively.						
Course Objective	CO1:To hone the employability related communication Skills of the students. CO2: To assist students in becoming well versed , responsible , creative communicators. CO3: To promote theoretical understanding and personal practice of effective and ethical human communication through LSRW method.						
Course Outcomes	After completing the course the students would be able to : CO1: develop knowledge, skills and judgement around human communication that facilitate their ability to work collaboratively with others. CO2: understand and practice different techniques of communications. CO3: would understand the importance of effective communication personally and professionally.						
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4	PSO5	
	CO1						
	CO2						
	CO3						
Pre-requisite	Acquaintance with basic grammar and language skills						

Course Content	<p><b>TEXTBOOK: <i>Communication Skills in English</i> (OB)</b></p> <p><b>Unit 1 : Developing Comprehension Skills in English</b></p> <p>Reading Skills</p> <ul style="list-style-type: none"> <li>• Passage 1 Leadership Skills</li> <li>• Passage 2 The Responsibilities of Young Citizens</li> <li>• Passage 3 Indra Nooyi : A Corporate Giant</li> <li>• Passage 6 Quality</li> <li>• Passage 7 Why are Beggars Despised</li> <li>• Passage 9 Advertising</li> </ul> <p>(Skimming &amp; Scanning ,Note Making, Summary Writing ,Listening Skills may be covered through <b>Home Assignments</b> and <b>Class Assignments</b>)</p> <p><b>Unit 2 : Speaking Skills in English</b></p> <ul style="list-style-type: none"> <li>• Public Speaking inEnglish</li> <li>• Conversation Skills</li> <li>• Speaking at an Event</li> </ul> <p>( Speaking Competency may be practised through classroom tasks, activities , Role Plays and these activities may be covered under <b>Assignments</b>)</p> <p><b>Unit 3 : Formal Writing Skills in English</b></p> <ul style="list-style-type: none"> <li>• Job Applications with Biodata</li> <li>• Email</li> </ul>
Reference Books	<ol style="list-style-type: none"> <li>1. <i>Communication Skills</i> by Sanjay Kumar and Pushp Lata (Oxford)</li> <li>2. <i>Communication Skills for Professionals</i> by Nira Konar (PHI)</li> <li>3. <i>Crucial Communication Skills</i> for Everyday by Gerard Shaw (Communication Excellence)</li> <li>4. <i>Spoken English Part I &amp; II</i> by Kamlesh Sadanand &amp; Susheela Punitha (OB)</li> </ol>
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity , Self- Assessment etc.
Evaluation Method	This course has 02 credits during the semester. The internal evaluation will be out of 25 marks, based on Unit Test marks, class and home assignments and attendance marks; while the external evaluation will be out of 25 marks at the university examination.

**Distribution of Marks for the University Examination as per NEP SOP**

Q 1. One Passage for Comprehension (10/12) 10 Marks  
(From the Passages prescribed)

Q 2. A. Conversation OR Speaking at an event (1/2) 08 Marks

B. Job application with Bio data OR Email (1/2) 07 Marks

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Total 25 Mark



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SYLLABUS FOR SKILL ENHANCEMENT COURSE (SEC)  
**ADVANCED COMMUNICATION SKILLS IN ENGLISH - IV**  
FOR B.A / B.COM. / B.SC. /B.SC.COMP.SC.(REGULAR)  
SEMESTER IV  
FOR THE ACADEMIC YEARS 2024-25 TO 2026-27

**Dr. G. K. Nanda**

**B.A./ B.COM. /B.SC. /B.SC.COMP.SC. SEM 4 : TEXT : *Communication Skills in English* (OB)**

Course Code							
Course Title	Advanced Communication Skills in English -II						
Credit	2						
Teaching per Week	2 hours						
Minimum weeks per Semester	15(including class work, examination, preparation, holidays etc.)						
Effective From	June 2024						
Purpose of Course	To promote personal, social and professional communications effectively.						
Course Objective	CO1:To hone the employability related communication Skills of the students. CO2: To assist students in becoming well versed , responsible , creative communicators. CO3: To promote theoretical understanding and personal practice of effective and ethical human communication through LSRW method.						
Course Outcomes	After completing the course the students would be able to : CO1: develop knowledge, skills and judgement around human communication that facilitate their ability to work collaboratively with others. CO2: understand and practice different techniques of communications. CO3: would understand the importance of effective communication personally and professionally.						
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4	PSO5	
	CO1						
	CO2						
	CO3						
Pre-requisite	Acquaintance with basic grammar and language skills						

Course Content	<p><b>TEXTBOOK: <i>Communication Skills in English</i> (OB)</b></p> <p><b>Unit 1: Enhancing Reading Competencies</b></p> <p>Reading Passages : 1 to 6</p> <p><b>Unit 2: Advanced Oral Communication Skills</b></p> <p>Formal Presentations, Group Discussion</p> <p><b>Unit 3: Advanced Writing Skills</b></p> <p>Report Writing ,SOP Writing</p> <p>*Personal Essay , Memoir ,Short Speech ,Story Writing, Dialogue Writing ,Group Discussions may be used for <b>Home Assignments</b> and <b>Class Assignments</b>.</p>
Reference Books	<ol style="list-style-type: none"> <li>1. <i>Communication Skills</i> by Sanjay Kumar and Pushp Lata (Oxford)</li> <li>2. <i>Communication Skills for Professionals</i> by Nira Konar (PHI)</li> <li>3. <i>Crucial Communication Skills</i> for Everyday by Gerard Shaw (Communication Excellence)</li> <li>4. Spoken English Part I &amp; II by Kamlesh Sadanand &amp; Susheela Punitha (OB)</li> </ol>
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity , Self- Assessment etc.
Evaluation Method	This course has 02 credits during the semester. The internal evaluation will be out of 25 marks, based on Unit Test marks, class and home assignments and attendance marks; while the external evaluation will be out of 25 marks at the university examination.



**Distribution of Marks for the University Examination as per NEP SOP**

Q 1. One Passage for Comprehension (10/12) (From the Passages prescribed)	10 Marks
Q 2. A. Presentation OR Group Discussion (1/2)	08 Marks
B. Report Writing OR SOP Writing (1/2)	07 Marks

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Total 25 Marks

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