



**SANT GADGE BABA AMRAVATI UNIVERSITY,  
AMRAVATI**

**संत गाडगे बाबा अमरावती विद्यापीठ, अमरावती**

**(FACULTY OF HUMANITIES)**

**मानवविज्ञान विद्याशाखा**

**P.G. Diploma Communication Skills in  
English  
Semester – I & II**

**Syllabus**

**(NEP -v24)**

**Session – 2024-25**

**Sant Gadge Baba Amravati University, Amravati**  
**Faculty: Humanities**  
**One Year – Two Semester Post Graduate Diploma Programme – NEPv23**  
**Programme: P. G. Diploma in Communication Skills in English.**

**Part A**

As per the provisions in the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) Clause 45(1), Lifelong Learning and Extension is to create skilled and learned human resources through its various teaching-learning and skills development programmes in higher education. As a part of this initiative Sant Gadge Baba Amravati University propose to launch One year P. G. Diploma in Communication Skills in English programme from the academic year 2019-20 through Department of Lifelong Learning & Extension under the Faculty of Humanities. P. G. Diploma in Communication Skills in English is an innovative programme which provides the set up for bringing the real world of work in to classroom and gives the opportunities to learner directly involved in development process in community. It would learners a wider and more comprehensive understanding of P. G. Diploma in Communication Skills in English as a field of knowledge and would accommodate a wide variety of learners' needs. It is emphasized on knowledge generation process and provide the suitable learning culture to the capabilities enhancement for lifetime and generating social capital.

**OBJECTIVE OF THE PROGRAMME(POs) :**

The P. G. Diploma in Communication Skills in English programme aims at producing the well-trained individuals knowledgeable in English Communication Skills and its various dimensions; more specifically, the **P. G. Diploma in Communication Skills in English** programme intends to:

- PO1: Develop Advanced Proficiency in Written and Oral Communication in English Language.
- PO2: Demonstrate Critical Thinking and Analytical Skills in Comprehending and Responding to Various Forms of Communication.
- PO3: Apply Communication Strategies Effectively in Professional and Interpersonal Settings.
- PO4: Display Cultural Sensitivity and Adaptability in Interpersonal Communication Contexts.
- PO5 : Develop Comprehension, Composition, Phonetics
- PO6 : Develop Business, Official Correspondence Required in Contemporary Technical Era.

**ELIGIBILITY:**

i) A candidate who has passed three years degree programme of Bachelor of Arts (English or English Literature or Relevant Subject) subject of U.G Degree Programme or as Major or Minor of any statutory university.

OR

ii) Any other three years bachelor degree graduates of statutory University but for such students it will be mandatory to earn minimum 24 credits from prescribed Additional course work / Pre-requisite course throughout the duration of this programme, unless the prescribed Additional course work/ pre-requisite course is not successfully completed, the result of second semester (of this P.G. diploma programme) will not be declared.

**INTAKE CAPACITY:**

- The intake capacity is limited for 40 seats.

**DURATION:**

- The P. G. Diploma in Communication Skills in English Programme is full time One year (Two Semester) course.

**Employability:**

- Language teacher
- School Teacher

- Translator
- Soft Skill Trainers
- Content Writers Advertisement writer
- Call Centre

### **SPECIAL CHARACTERISTICS OF THIS PROGRAMME (PSo):**

Commitments for learner:

1. Student commits that he/she will attend the classes regularly.
2. Student commits that he/she will go thoroughly comprehensive learning activities and try out them in scenario of lifelong learning.
3. Student commits that he/she will find more information about Lifelong Learning theories on own basis.
4. Student commits that he/she will involve Community Learning Programme.
5. Student commits that he/she will go thoroughly the methods of teaching learning for adult learner
6. Student commits that he/she will find more tools and techniques to teach adult learner.

### **Learning outcomes descriptors for a higher education qualification at level 6 on the NHEQF**

The Bachelor's degree (Honours/ Honours with Research) or the Post-Graduate Diploma is awarded to students who have demonstrated the achievement of the outcomes located at level 6 on the NHEQF.

### **Descriptors for qualifications at levels 6 on the NHEQF**

<b>Element of the descriptor</b>	<b>NHEQF level descriptors</b>
Knowledge and understanding	<p><b>The graduates should be able to demonstrate the acquisition of:</b></p> <ul style="list-style-type: none"> <li>• advance knowledge about a specialized field of enquiry, with depth in one or more fields of learning within a broad multidisciplinary/ interdisciplinary context.</li> <li>• a coherent understanding of the established methods and techniques of research and enquiry applicable to the chosen fields of learning.</li> <li>• an awareness and knowledge of the emerging developments and issues in the chosen fields of learning,</li> <li>• procedural knowledge required for performing and accomplishing professional tasks associated with the chosen fields of learning.</li> </ul>
General, technical and professional skills required to perform and accomplish tasks	<p><b>The graduates should be able to demonstrate the acquisition of:</b></p> <ul style="list-style-type: none"> <li>• a range of cognitive and technical skills required for performing and accomplishing complex tasks relating to the chosen fields of learning,</li> <li>• cognitive and technical skills relating to the established research methods and techniques,</li> <li>• cognitive and technical skills required to evaluate complex ideas and undertake research and investigations to generate solutions to real-life problems,</li> <li>• generate solutions to complex problems independently, requiring the exercise of full personal judgement, responsibility and accountability for the output of the initiatives taken as a practitioner.</li> </ul>
Application of knowledge and skills	<p><b>The graduates should be able to demonstrate the ability to:</b></p> <ul style="list-style-type: none"> <li>• apply the acquired advanced technical and/or theoretical knowledge and a range of cognitive and practical skills to analyze the quantitative and qualitative data gathered drawing on a wide range of sources for identifying problems and issues relating to the chosen fields of learning,</li> <li>• apply advanced knowledge relating to research methods to carry out research and investigations to formulate evidence-based solutions to complex and unpredictable problems.</li> </ul>

<p>Generic learning outcomes</p>	<p><b>The graduates should be able to demonstrate the ability to:</b></p> <ul style="list-style-type: none"> <li>● listen carefully, read texts and research papers analytically, and present complex information in a clear and concise manner to different groups/ audiences.</li> <li>● communicate technical information and explanations, and the findings/ results of the research studies relating to specialized fields of learning,</li> <li>● present in a concise manner one’s views on the relevance and applications of the findings of research and evaluation studies in the context of emerging developments and issues.</li> <li>● meet own learning needs relating to the chosen fields of learning.</li> <li>● pursue self-paced and self-directed learning to upgrade knowledge and skills that will help accomplish complex tasks and pursue a higher level of education and research.</li> </ul> <p><b>The graduates should be able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>● a keen sense of observation, enquiry, and capability for asking relevant/ appropriate questions,</li> <li>● the ability to problematize, synthesize and articulate issues and design research proposals,</li> <li>● the ability to define problems, formulate appropriate and relevant research questions, formulate hypotheses, test hypotheses using quantitative and qualitative data, establish hypotheses, make inferences based on the analysis and interpretation of data, and predict cause-and-effect relationships,</li> <li>● the capacity to develop appropriate tools for data collection,</li> <li>● the ability to plan, execute and report the results of an experiment or investigation,</li> <li>● the ability to acquire the understanding of basic research ethics and skills in practicing/doing ethics in the field/ in own research work, regardless of the funding authority or field of study,</li> <li>● examine and assess the implications and consequences of emerging developments and issues relating to the chosen fields of study based on empirical evidence.</li> <li>● make judgement in a range of situations by critically reviewing and consolidating evidence,</li> <li>● exercise judgement based on evaluation of evidence from a range of sources to generate solutions to complex problems, including real-life problems, associated with the chosen field(s) of learning requiring the exercise of full personal responsibility and accountability for the initiatives undertaken and the outputs/outcomes of own work as well as of the group as a team member.</li> </ul>
<p>Constitutional, humanistic, ethical, and moral values</p>	<p><b>The graduates should be able to demonstrate the willingness and ability to:</b></p> <ul style="list-style-type: none"> <li>● Embrace and practice constitutional, humanistic, ethical, and moral values in life.</li> <li>● adopt objective, unbiased, and truthful actions in all aspects of work related to the chosen field(s) of learning and professional practice.</li> <li>● present coherent arguments in support of relevant ethical and moral issues.</li> <li>● participate in actions to address environmental and sustainable development issues.</li> <li>● follow ethical practices in all aspects of research and development, including avoiding unethical practices such as fabrication, falsification, or misrepresentation of data or committing plagiarism.</li> </ul>

<p>Employability and job-ready skills, and entrepreneurship skills and capabilities/qualities and mindset</p>	<p><b>The graduates should be able to demonstrate the acquisition of knowledge and skills required for:</b></p> <ul style="list-style-type: none"> <li>● adapting to the future of work and to the demands of the fast pace of technological developments and innovations that drive a shift in employers' demands for skills, particularly with respect to the transition towards more technology-assisted work involving the creation of new forms of work and rapidly changing work and production processes.</li> <li>● managing complex technical or professional activities or projects, requiring the exercise of full personal responsibility for the output of own work as well as for the outputs of the group as a member of the group/team.</li> <li>● exercising supervision in the context of work having unpredictable changes.</li> </ul>
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**Additional Course Work / Pre -Requisite Course of Minimum 24 Credits for those Students who have not opted English / English Literature as Major or Minor in 3 Years U.G. Degree programme but had taken admission in this P.G. Diploma in Communication Skills in English Programme**

Sr. No.	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
<b>I</b>		<b>Additional Course Work / Pre -Requisite Course</b>	<b>Basic English 1</b>	<b>60</b>	<b>4</b>

**COs**

1. Develops analytical mind.
2. Helps to explore English books.
3. Helps to discover new world.
4. Generalize English knowledge for beginners.
5. Able to express himself/herself.
6. Helps to make blueprint of presentation.

Unit	Content	Hours
<b>Unit I</b>	<b>Noun</b> <ul style="list-style-type: none"> <li>• Singular and Plural</li> <li>• Count Noun &amp; Non Count Noun</li> </ul>	<b>10</b>
<b>Unit II</b>	<b>Pronoun</b> <ul style="list-style-type: none"> <li>• Personal Pronoun</li> <li>• Interrogative &amp; Demonstrative</li> </ul>	<b>10</b>
<b>Unit III</b>	<b>Verbs</b> <ul style="list-style-type: none"> <li>• Regular &amp; Irregular</li> <li>• Transitive &amp; Intransitives</li> </ul>	<b>10</b>
<b>Unit IV</b>	<b>Adjective</b> <ul style="list-style-type: none"> <li>• Possessive Adjective</li> <li>• Interrogative</li> </ul>	<b>10</b>
<b>Unit V</b>	<b>Adverb</b> <ul style="list-style-type: none"> <li>• Adverb of manner and time</li> <li>• Adverb of place and frequency</li> </ul>	<b>10</b>
<b>Unit VI</b>	<b>Gerund</b>	<b>10</b>

**Books Recommended:**

1. English Grammar in Use : Cambridge University Press.
2. Grammar in Context : Sandra N. Album
3. Basic English Grammar: Betty Schramper Azar

**P.G. Diploma in Communication Skills in English  
Semester I**

Sr. No.	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
II		<b>Additional Course Work / Pre-Requisite Course</b>	<b>Basic English II</b>	60	4

**COs**

1. Helps to improve writing skills : Error free.
2. Develop better understanding.
3. Improved basic knowledge of grammar.
4. Helps to understand English language.
5. Able to identify errors in English language.
6. Able to interact confidently.

Units	Contents	Hours
<b>Unit I</b>	<b>Conjunctions</b> <ul style="list-style-type: none"> <li>● Coordinating</li> <li>● Correlative</li> </ul>	<b>10</b>
<b>Unit II</b>	<b>Articles</b> <ul style="list-style-type: none"> <li>● Indefinite: A, An</li> <li>● Definite: The</li> </ul>	<b>10</b>
<b>Unit III</b>	<b>Simple Tense</b> <ul style="list-style-type: none"> <li>● Present</li> <li>● Past</li> <li>● Future</li> </ul>	<b>10</b>
<b>Unit IV</b>	<b>Auxiliary Verbs</b> <ul style="list-style-type: none"> <li>● Be, Do, Have</li> <li>● Will/Would, Shall/Should</li> <li>● Can/Could, May/Might/Must</li> </ul>	<b>10</b>
<b>Unit V</b>	<b>Prepositions</b> <ul style="list-style-type: none"> <li>● On, At, In</li> <li>● Of, To, For</li> <li>● With, Over, By</li> </ul>	<b>10</b>
<b>Unit VI</b>	<b>Interjections</b>	<b>10</b>

**Books Recommended:**

1. English Grammar For Dummies : Geraldine Woods
2. English Grammar:A very short introduction by Jeremy Butt
3. Grammar Rules :Oxford University
4. The Oxford English Grammar : Sidney Greenbaum

### Credit Distribution of Additional Course Work / Pre -Requisite Course

Sr. No.	Subject Name	Credit
1	Basic English -1	4
2	Basic English -2	4
3	Skill Development Activities	4
4	Easy writing/ Assignment	4
5	Seminar/ Digital learning	4
6	Poetry recitation competition / story writing competition/ Debate and discussion	4
	<b>Total</b>	<b>24</b>

### The Evaluation Mechanism Is As Under (Inter Assessment/Evaluation/Examination)

#### 1) Evaluation system for Basic English -1

- A theory paper based on 6 units descriptive of maximum 40 marks with the duration of 2 hours.
- Presentation topics will be given to the students

#### 2) Evaluation system for Basic English -II

- A theory paper based on 6 units descriptive of maximum 40 marks with the duration of 2 hours.
- Various activities will be conducted on the basis of soft skills.

#### 3) Evaluation System For Skill Development Activities

- Training Program Organizing any one /Workshop for the students and the report about training programme and its outcomes will be submitted by the student (group or individual activity)

#### 4) Evaluation system for Assignment

- Topics will be given to the students

#### 5) Evaluation system for Seminar

- Topics will be given to the students and it is mandatory to the students to present these topics.

#### 6) Evaluation system for Poetry recitation competition / Story writing competition / Debate and Elocution / Easy writing

- To developed skills of students, various activities will be organized by the students.
- A students will have to participated in this curriculum activities



## Special Note :

- It is self learning / online / through SWAYAM or may be recognized MOOC platform course. the Teachers / Faculty of the Department /Institute / College will facilitate the learning and assessment of the course.
- All those students who have not studied or earn 24 Credits from the course of English / English Literature during their U.G. programme will have to go undergoes this course.
- English / English Literature graduates are exempted from this course.
- Assessment / Examination and Evaluation of this Additional course work / Pre-requisite course will be done through Internal Assessment Process at level of Department / Institute.
- The course completion certificate will be submitted by Head of the Department / Institute to the Examination Section of the University, before completion of second semester university examination of that academic year.
- The undertaking along with the list of those student who do not required the Additional Course Work / Pre-requisite Course will be simultaneously submitted by the Head of University Department / Principal / Head of the Institute to the Examination Center.
- It is compulsory to the such admitted student (Non English / Non English Literature graduates) to Complete Additional course work / Pre-Requisite Course in the Semester I & II of the same academic year.
- The evaluation of the said Additional course work / Pre-requisite course will be done under the concerned Department/ Institute. The subject expert of the regarding programme or course, Institute will have authority to conduct the evaluation.
- The complete outline of the Additional course work / Pre-requisite course is given at the beginning of the syllabus of the said course

**Part – B**

**Sant Gadge Baba Amravati University, Amravati.**

**Faculty: Humanities**

**One Year - Two Semesters Post Graduate Diploma Programme-NEPv24**

**P. G. Diploma in Communication Skills in English**

**Semester I**

<b>Sr. No</b>	<b>Code of the Course/Subject</b>	<b>Title of the Course/Subject</b>	<b>(Total Learning Hours)</b>	<b>Credit</b>
1	RM and IPR	Research Methodology	60	4
2	Discipline Specific Core I.1	Communication Skills in English - I (CSE-I)	60	4
3	Discipline Specific Core II.1	Practical English-I (CSE-II)	60	4
4	Discipline Specific Core III.1	Functional Grammar Paper-I	60	4
5	Discipline Specific Elective I.A  OR Discipline Specific Elective I.B	Interview and Presentation  OR Personality Development and Soft Skills Components	60	4
6	DSC-I.1 (Short Term Course)	Functional Grammar Paper-II	30	2
7	Experiential learning / Life skills / Self study / Field visits / Digital learning /Assessment / Evaluation /Examination etc.		270	Included above
<b>Total</b>			<b>Minimum 600 Learning Hours</b>	<b>22</b>

**P.G. Diploma in Communication Skills in English  
Semester II**

<b>Sr. No</b>	<b>Code of the Course/Subject</b>	<b>Title of the Course/Subject</b>	<b>(Total Learning Hours)</b>	<b>Credit</b>
1	Discipline Specific Core I.2	Specialized Communication Skills in English	60	4
2	Discipline Specific Core II.2	Communication Skills in English - II (CSE-III)	60	4
3	Discipline Specific Core III.2	Practical English -II (CSE-IV)	60	4
4	Discipline Specific Elective II.A Or Discipline Specific Elective II.B	Dialogue Writing and Comprehension Skills  Or Practical Uses of English	60	4
5	DSC-I.2 (Short Term Course)	Functional Grammar -III	30	2
6	OJT/Internship/ Field Project	If the student opts to exit the programme after the second semester then, OJT/Internship/ Field Project (120hrs)		4*
7	Experiential learning / Life skills / Self study / Field visits / Digital learning /Assessment / Evaluation /Examination etc.		330	Included above
<b>Total</b>			<b>Minimum 600 Learning Hours</b>	<b>18</b>

**Sant Gadge Baba Amravati University, Amravati.**  
**Faculty: Humanities**  
**One Year - Two Semesters Post Graduate Diploma Programme-NEPv24**  
**P.G. Diploma in Communication Skills in English**  
**Semester I**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	(Total Learning Hours)	Credit
1	RM & IPR	CSE-101	Th-Major	Research Methodology	60	4

**COs**

1. Able to understand and comprehend the basics in research methodology and applying them in research/ project work.
2. Able to select an appropriate research design.
3. Able to collect the data, edit it properly and analyse it.
4. Able to develop skills in qualitative and quantitative data analysis and presentation.
5. Able to demonstrate the ability to choose appropriate method to research.
6. Cultivate innovative minds of students.

Unit	Content	Hours
Unit I	<b>Research Methodology: An Introduction</b> Meaning of Research; Objectives of Research; Motivation in Research; Significance of Research; Research Methods Vs Methodology; Research and Scientific Method; Importance of Knowing How Research is Done; Research Process; Criteria of Good Research; Problems Encountered by Researchers in India.	10
Unit II	<b>Defining the Research Problem</b> What is a Research Problem? Selecting the Problem; Necessity of Defining the Problem; Technique Involved in Defining a Problem; An Illustration; Conclusion.	10
Unit III	<b>Research Design</b> Meaning of Research Design; Need for Research Design; Features of a Good Design; Important Concepts Relating to Research Design; Different Research Designs; Basic Principles of Experimental Designs; Conclusion; Appendix: Developing a Research Plan.	10
Unit IV	<b>Interpretation and Report Writing</b> Meaning of Interpretation; Why Interpretation? Technique of Interpretation: Precaution in Interpretation; Significance of Report Writing Different Steps in Writing Report; Layout of the Research Report;	10
Unit V	Oral Presentation; Mechanics of Writing a Research Report; Precautions for Writing Research Reports; Conclusions.	10
Unit VI	<b>Types of Research</b> Applied Research Basic Research Historical Research Qualitative Research Phenomenological Research	10

**Books Recommended:**

1. Kothari, C. R. Research Methodology: Methods and Techniques. New Age International, 2004.
2. Kumar, Ranjit. Research Methodology: A Step-by-Step Guide for Beginners. SAGE, 2010.
3. Mukherjee, Shyama P. A Guide to Research Methodology: An Overview of Research Problems, Tasks and Methods. CRC P, 2019.
4. Nagar, Parul. Research Methodology Made Easy: A Handbook on Research Methodology. Books,
5. Research Methodology Made Easy: A Handbook on Research Methodology Books
6. MLA Handbook 9<sup>th</sup> Edition.

**P. G. Diploma in Communication Skills in English**

**Semester I**

Sr.No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	(Total Learning Hours)	Credit
2	DSC-I.1	CSE-102	Th-Major	<b>Communication Skills in English - I (CSE-I)</b>	60	4

**COs**

1. Able to Construct Grammatically Correct and Coherent Sentence Applying the Rules.
2. Able to Strengthen Understanding of English Grammar Rule, Usage Language Accurately and Appropriately.
3. Able to Understand Correct Sentence Patterns.
4. Able to Enrich Vocabulary.
5. Able to Create Interpersonal relationship at working place.
6. Able to understand what to speak and how to speak at public place.

Unit	Content	Hours
Unit I	<b>Basic Language Skills</b> Basic Tenets of English Grammar <ul style="list-style-type: none"> <li>• Fill in the Blanks, Correct Errors</li> <li>• Orders of Sentences, One Word Substitution, Rearrange of Para jumbled Sentences , One words Substitution</li> <li>• Synonyms , Antonyms</li> </ul>	<b>10</b>
Unit II	<b>Language Acquisition Skills</b> <ul style="list-style-type: none"> <li>• <b>Listening Skills :</b> Uses of Audio Aids</li> <li>• <b>Speaking Skills:</b> Pygmalion Act-I By G.B. Shaw</li> <li>• <b>Reading Skills :</b> Monkey’s Paw By W.W. Jacobs</li> <li>• <b>Writing skills:</b> News , Report, Advertisement writing and Note taking</li> </ul>	<b>10</b>
Unit III	<b>English Pronunciation and Phonetics</b> <ul style="list-style-type: none"> <li>• Phonology and Stress Management, Training of Sounds and Correct Pronunciations</li> <li>• Syllables, Rhyming, phoneme, Blending graphemes</li> </ul>	<b>10</b>
Unit IV	<b>Cross Cultural Communication</b> <ul style="list-style-type: none"> <li>• Cross Cultural Communication in the work place, cultural influence, management.</li> </ul>	<b>10</b>
Unit V	<b>Presentation Skills</b> <ul style="list-style-type: none"> <li>• Planning, Structuring And Delivering Presentation</li> <li>• Elocution and Debates techniques</li> <li>• Unplanned Presentation</li> </ul>	<b>10</b>
Unit VI	<b>Tools &amp; Techniques For Learning English as second Leagues</b> <ul style="list-style-type: none"> <li>• Reading Comprehension - Analysing and Interpretation of written text.</li> <li>• Writing Skills,</li> <li>• Listening Skills.</li> </ul>	<b>10</b>

**Books Recommended:**

1. B.K. Das and A. David, A Remedial Course in English, Book 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. Balasubramaniam.
4. English Pronouncing Dictionary by Daniel Jones

## P.G. Diploma in Communication Skills in English

### Semester I

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	(Total Learning Hours)	Credit
3	DSC-II.1	CSE-103	Th-Major	<b>Practical English - I (CSE-II)</b>	60	4

#### COs

1. Able to Understand Coherent Business Communication.
2. Able to Enhance Verbal and Business Communication Skills.
3. Able to Become Aware about Communication Skills in Business Etiquette and Professional Skills
4. Able to Interpret Figurative and Digital Data.
5. Able to Overcome Communication Pitfall.
6. Helps to improve soft of skills.

Unit	Content	Hours
<b>Unit I</b>	<b>Communication for Business and Official Correspondence</b> <ul style="list-style-type: none"> <li>• Letters, Memos, Proposals, Enquiries, E-Mails, Reports, Notice, Agenda, Minutes, Formal &amp; Informal Communication in Business Context.</li> </ul>	<b>10</b>
<b>Unit II</b>	<b>Logical Structure in English Language</b> <ul style="list-style-type: none"> <li>• Comparisons and Contrast, Cause and Effects of Logical Interpretation, Expansion of Ideas</li> </ul>	<b>10</b>
<b>Unit III</b>	<b>Interpretation of Technical Data</b> <ul style="list-style-type: none"> <li>• Interpretation of Table, Charts, Maps, Diagrams, Graphs.</li> </ul>	<b>10</b>
<b>Unit IV</b>	<b>Interpersonal Communication Skills</b> <ul style="list-style-type: none"> <li>• Salutation, Greeting, Apologies, Complaints, Request, Orders, Manners Etiquettes, Sympathy, Empathy</li> </ul>	<b>10</b>
<b>Unit V</b>	<b>Uses Of Audio Visual Sources</b> <ul style="list-style-type: none"> <li>• Use of Information and Communication Technology (ICT) in Communication Skills</li> </ul>	<b>10</b>
<b>Unit VI</b>	<b>Pronunciation Basic</b> (Introduction of Phonetics)	<b>10</b>

#### Books Recommended :

1. Developing communication skills in English (krisnamohan, Mira Banarji)
2. Wren n Martin, High scroll English Grammar (S. Chand publication)
3. Communication Skills.(prof. V. B. Pathak)...NiraliPrakashan
4. Business Communication-K.K.Sinha (Galgotia Publishing Company)
5. Oxford Practice Grammar-(Oxford University Press)
6. Effective Business Communication Asha Kaul-(Prentice Hall Of India)
7. Effective Presentation-Antony Joy Risjay (University Press)

**P.G. Diploma in Communication Skills in English  
Semester I**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
4	DSC-III.1	CSE-104	Th-Major	Functional Grammar Paper-I	60	4

**COs**

1. Able to Face Interview.
2. Able to Get Mastery Over Presentation.
3. Ability to Become Editor.
4. Able to Become Content and Creative Writer.
5. Gives basic knowledge of language.
6. Able to comprehend reading.

Unit	Content	Hours
Unit I	• Verb and Its Type	10
Unit II	• Tense and Their Uses	10
Unit III	• Conditional Modals and Auxiliaries	10
Unit IV	• Use of definite and indefinite articles	10
Unit V	• Phrasal expression , use of preposition, Vocabulary Building – Antonyms and Synonyms	10
Unit VI	• Adjective, Adverb and it's types	10

**Books Recommended:**

1. Developing Communication Skills (Krishna Mohan MeeraBanrjee)
2. Phonetics For Indian Students-T. Balsubramaniam (Macmillan)
3. Written Communication In English—Sarah Freeman (Orient Longman)

**P.G. Diploma in Communication Skills in English  
Semester I**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
5	DSE- I.A	CSE-105	Th-Major Elective	Interview and Presentation	60	4

**COs**

1. Able to develop the ability of effective Communication & presentation.
2. Able to use the interpersonal skills confidently.
3. The student will be able to participate actively in interviews and presentation.
4. Student will be able to understand importance of time.
5. Able to face interview confidently.

Unit	Content	Hours
Unit I	<ul style="list-style-type: none"> <li>• Interview skills ; definition and examples</li> <li>• Time management</li> </ul>	10
Unit II	<ul style="list-style-type: none"> <li>• Active listening and confidence with a positive attitude</li> <li>• Types of interviews</li> </ul>	10
Unit III	<ul style="list-style-type: none"> <li>• Presentation Skills :- Definition and examples</li> </ul>	10
Unit IV	<ul style="list-style-type: none"> <li>• Elements of Powerful Presentation</li> </ul>	10
Unit V	<ul style="list-style-type: none"> <li>• Qualities of presentation and Explain seven C's</li> </ul>	10
Unit VI	<ul style="list-style-type: none"> <li>• Interview Techniques</li> </ul>	10

**Books Recommended**

1. Personality development and soft skills
2. Effective Presentation – Anatomy Joy Risjay (University press)
3. Professional English by Meenakshi Raman

**P.G. Diploma in Communication Skills in English**

**Semester I**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
5	DSE-I.B	CSE-106	Th-Major Elective	<b>Personality Development and Soft Skills Components</b>	60	4

**COs**

1. Communicate effectively with confidence to the surroundings.
2. Enhance teamwork & leadership.
3. Develop a problem solving approach.
4. Develop decision making ability.

Unit	Content	Hours
<b>Unit I</b>	<ul style="list-style-type: none"> <li>• <b>Soft Skills:</b> An Introduction – Definition and Significance of Soft Skills; Process and Assessment of Soft Skill Development.</li> <li>• <b>Self-Discovery:</b> Discovering the Self, Setting Goals, Beliefs, Values, Attitude.</li> <li>• <b>Positivity and Motivation:</b> Developing Positive Thinking and Attitude; Meaning and Theories of Motivation; Enhancing Motivation Levels.</li> </ul>	<b>10</b>
<b>Unit II</b>	<ul style="list-style-type: none"> <li>• <b>Interpersonal Communication &amp; Public Speaking:</b> Interpersonal relations; Interpersonal communication methods. Skills, Methods, Strategies and Essential tips for effective public speaking.</li> <li>• <b>Group Discussion:</b> Selection of Topics, Dos &amp; Don'ts of Group Discussion.</li> <li>• <b>Verbal &amp; Non-Verbal Communication, Team work and Leadership Skills:</b> Types, Advantages, Disadvantages &amp; Significance. Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.</li> </ul>	<b>10</b>
<b>Unit III</b>	<ul style="list-style-type: none"> <li>• <b>Interview Skills:</b> Interview script, Dos &amp; Don'ts of interview skills. Pre and Post preparation.</li> <li>• <b>Presentation Skills &amp; Etiquette and Manners:</b> Stages, Process &amp; Techniques. Social and Business etiquette.</li> <li>• <b>Personality Development &amp; Time Management –</b> Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills. Concept, Matrix, Effective tools of time management.</li> </ul>	<b>10</b>
<b>Unit IV</b>	<ul style="list-style-type: none"> <li>• <b>Decision-Making:</b> Meaning, Types and Models, Group and Ethical Decision-Making.</li> <li>• <b>Problem-Solving Skills:</b> Define the problem, search out solutions, choose a solution, test the solution, observe results.</li> <li>• <b>Stress Management:</b> Types, Symptoms and Causes of Stress Management.</li> </ul>	<b>10</b>
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• <b>Psychological techniques to measure personality status.</b> Developing EQ, IQ, SQ &amp; MQ</li> <li>• Tests related to personality.</li> <li>• Improvement techniques.</li> </ul>	<b>10</b>
<b>Unit VI</b>	<p><b>Corporate Communication</b></p> <ul style="list-style-type: none"> <li>• Types, Advantages, Disadvantages &amp; Significance. Concept of Teams; Building effective teams; Concept of Leadership and</li> </ul>	<b>10</b>

**Books Recommended:**

1. Dale Carnegie, How to win Friends And Influence people, 1936
2. Dale Carnegie, Personality Development to transform your Life,1936.
3. James Allen, as a man thinkith ,1903



**P. G. Diploma in Communication Skills in English  
Semester I**

<b>Sr. No.</b>	<b>Subject</b>	<b>Code Of the Subject/Course</b>	<b>Type of Course</b>	<b>Title of the Course/Subject</b>	<b>Total Learning Hours</b>	<b>Credit</b>
6	DSC-I.1	CSE-107 (STC)	Short term Course	<b>Functional Grammar-II</b>	30	2

**COs**

1. Able to acquire the knowledge of basic grammar.
2. Able to construct grammatically correct sentences.
3. Building the ability of speaking correct English.
4. Able to use proper sentences in communication.

<b>Unit</b>	<b>Content</b>	<b>Hours</b>
<b>Unit I</b>	• Tenses and Its Types	6
<b>Unit II</b>	• Types of sentence	6
<b>Unit III</b>	• Subject-Verb Agreement	6
<b>Unit IV</b>	• Degree of Comparison And Question Tag	6
<b>Unit V</b>	• Gerund, Infinitives & Linking Words	6

**Books Recommended:**

1. English Grammar Master by Dorota Guzik
2. All about tenses: Tenses for Beginners by Ramandeep Kaur.
3. A handbook for Tenses and Verbs by Dr. Avinash Pratap Shrivastav.
4. Practical English usage by Michael Swan.

**Sant Gadge Baba Amravati University, Amravati.**  
**Faculty: Humanities**  
**One Year - Two Semester Post Graduate Diploma Programme–NEPv24**  
**P.G. Diploma in Communication Skills in English**  
**Semester II**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
1	DSC-I.2	CSE-201	Th-Major	Specialized Communication Skills in English	60	4

**COs**

1. Able to Face Interview
2. Able to Get Mastery Over Presentation.
3. Ability to Become Editor.
4. Able to Become Content and Creative Writer.
5. Enhance Cognitive Development.
6. Helps to develop writing skill.

Unit	Content	Hours
<b>Unit I</b>	<b>Professional Development And Career Skill</b> <ul style="list-style-type: none"> <li>• Interview Preparation and Communication, Resume and Covering Letter Writing.</li> </ul>	<b>10</b>
<b>Unit II</b>	<b>Presentation Skill</b> <ul style="list-style-type: none"> <li>• Compering the Function, Extempore, Power Point Presentations, Keynote Address, Story Telling, Event Management.</li> </ul>	<b>10</b>
<b>Unit III</b>	<b>Principals of Editing</b> <ul style="list-style-type: none"> <li>• Punctuation Rules, Recognizing and Reconstructing Sentence, Coherence and Comprehensions, Spelling Rules.</li> </ul>	<b>10</b>
<b>Unit IV</b>	<b>Content And Creative Wiring</b> <ul style="list-style-type: none"> <li>• Academic Writing, Research Papers, Creative Writing and Storytelling, Blogs, Pamphlets, Leaflet, Booklet, Brochures and Advertisements</li> </ul>	<b>10</b>
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• Essay Writing and Speech Writing</li> <li>• Paragraph Translation : from Marathi to English</li> </ul>	<b>10</b>
<b>Unit VI</b>	<b>Technique of Creative Writing</b> <ul style="list-style-type: none"> <li>• Descriptions</li> <li>• Themes</li> <li>• Vivid settings</li> </ul>	<b>10</b>

**Books Recommended:**

1. Developing Communication Skills (Krishna Mohan Meera Banerjee)
2. Phonetics for Indian students-T. Balsubramaniam (Macmillan)
3. Written Communication in English—Sarah Freeman (Orient Longman)

**P.G. Diploma in Communication Skills in English  
Semester II**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
2	DSC-II.2	CSE-202	Th-Major	Communication Skills in English - II (CSE-III)	60	4

**COs**

1. Enhance ability of creativity.
2. Able to develop a sense of creative writing.
3. Able to differentiate creative of non-creative academic writing
4. The student would create original work of writing reports and story.
5. Boost up power of imagination.

Unit	Content	Hours
Unit I	<ul style="list-style-type: none"> <li>• Creative Writing</li> </ul>	10
Unit II	<ul style="list-style-type: none"> <li>• The art of script Writing</li> </ul>	10
Unit III	<ul style="list-style-type: none"> <li>• Modes of creative writing</li> </ul>	10
Unit IV	<ul style="list-style-type: none"> <li>• Writing for media</li> </ul>	10
Unit V	<ul style="list-style-type: none"> <li>• Media and Communication</li> </ul>	10
Unit VI	<ul style="list-style-type: none"> <li>• Process of publication</li> </ul>	10

**Books Recommended:**

1. Creative writing –Beginners manual Anjana Neira Dev –Pearson Delhi 2009.
2. The Cambridge introduction to creative writing –David Morley – Cambridge – New York.

**P. G. Diploma in Communication Skills in English  
Semester II**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
3	DSC-III.2	CSE-203	Th-Major	<b>Practical English - II (CSE-IV)</b>	60	4

**Cos**

1. Able to learn various types, trends in English writing.
2. Able to develop the ability of effective communication and presentation.
3. Able to use interpersonal skills confidently.
4. Able to participate actively in Group Discussions, Meetings, Interviews and Presentation.
5. Helps to improve brain storming.

Unit	Content	Hours
<b>Unit I</b>	<ul style="list-style-type: none"> <li>• Mock Interviews</li> </ul>	<b>10</b>
<b>Unit II</b>	<ul style="list-style-type: none"> <li>• Drilling</li> </ul>	<b>10</b>
<b>Unit III</b>	<ul style="list-style-type: none"> <li>• Delivering a Speech</li> </ul>	<b>10</b>
<b>Unit IV</b>	<ul style="list-style-type: none"> <li>• Extempore speech</li> </ul>	<b>10</b>
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• Body Language</li> </ul>	<b>10</b>
<b>Unit VI</b>	<ul style="list-style-type: none"> <li>• Group Discussion</li> </ul>	<b>10</b>

**Books Recommended:**

1. Exactly what to say : Phill M Jones
2. The Practicing mind : Thoms M. Sterner
3. What Every Body is saying

**P. G. Diploma in Communication Skills in English  
Semester II**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
4	DSE-II.A	CSE-204	Th-Major Elective	Dialogue Writing and Comprehension Skills	60	4

**COs**

1. Able to learn dialogue delivery.
2. Helps to learn to stress on words.
3. Able to understand mechanism of dialogues.
4. Enhance confidence level of speaking.
5. Able to participate in theatre.
6. Able to write dramas.

Unit	Content	Hours
<b>Unit I</b>	<ul style="list-style-type: none"> <li>• Concept of Dialogue Writing</li> <li>• Format of Dialogue Writing</li> </ul>	<b>10</b>
<b>Unit II</b>	<ul style="list-style-type: none"> <li>• Dialogue Writing and Its Types</li> </ul>	<b>10</b>
<b>Unit III</b>	<ul style="list-style-type: none"> <li>• Rule of Dialogue Writing</li> <li>• Modes of Dialogue Writing</li> </ul>	<b>10</b>
<b>Unit IV</b>	<ul style="list-style-type: none"> <li>• Concept of Comprehension</li> <li>• Types of Comprehension</li> </ul>	<b>10</b>
<b>Unit V</b>	<ul style="list-style-type: none"> <li>• GST- General ,Structure, Tone of the Passage</li> <li>• Comprehension strategies</li> </ul>	<b>10</b>
<b>Unit VI</b>	<ul style="list-style-type: none"> <li>• Dos and Don't in Dialogue writing</li> </ul>	<b>10</b>

**Books Recommended:**

1. English for practical purposes by Z. N. Patil, B. S. Valke, Thorat and Marchant
2. Essential guide to writing by Thomas S. Kane oxford publication.
3. Winning Interview skills by Anukulvashaney Unique Publishers.
4. How to deliver and effective speech by SurendraDogra V & S publishers.

**P. G. Diploma in Communication Skills in English  
Semester II**

Sr.No	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
4	DSE-II.B	CSE-205	Th- Major Elective	Practical uses of English	60	4

**Cos**

1. Helps to cultivate and develop valuable life skills.
2. Foster Cultural skills.
3. Boost up formal communication.
4. Enhance Critical Thinking.
5. Expand horizon of thinking.
6. Improve stage daring.

Unit	Content	Hours
<b>Unit I</b>	• Elocution and Debates.	<b>10</b>
<b>Unit II</b>	• Dialogue Delivery.	<b>10</b>
<b>Unit III</b>	• Recitation of Short stories.	<b>10</b>
<b>Unit IV</b>	• Recitation of poetry.	<b>10</b>
<b>Unit V</b>	• Group Discussion on given topics.	<b>10</b>
<b>Unit VI</b>	• Skit Presentation	<b>10</b>

**Books Recommended:**

1. The elements of eloquence by Mark Forsyth.
2. Speeches and Debates by MadanSudd.
3. The science of storytelling by Will Storr.
4. The Method of Recitation by Charles A McCurry.

**P.G. Diploma in Communication Skills in English  
Semester II**

Sr. No.	Subject	Code Of the Subject/Course	Type of Course	Title of the Course/Subject	Total Learning Hours	Credit
5	DSC-I.2	CSE-206 (STC)	Short Term Course	Functional Grammar Paper-III	30	2

**COs**

1. Able to acquire the knowledge of basic grammar.
2. Able to construct grammatically correct sentences.
3. Building the ability of speaking correct English.
4. Able to use proper sentences in communication.

Unit	Content	Hours
Unit I	<ul style="list-style-type: none"> <li>• What is Voice of a verb</li> <li>• Types of Voices of Verb</li> </ul>	6
Unit II	<ul style="list-style-type: none"> <li>• Concept of Active voice</li> <li>• Use of Active Voice</li> <li>• Rules and Conversation of Active Voice</li> </ul>	6
Unit III	<ul style="list-style-type: none"> <li>• Concept of Active Passive Voice</li> <li>• Use of Active Voice</li> <li>• Rules and Conversation of Passive Voice</li> </ul>	6
Unit IV	<ul style="list-style-type: none"> <li>• Definition of Reported Speech</li> <li>• Rules of using Reported Speech</li> </ul>	6
Unit V	<ul style="list-style-type: none"> <li>• Types of Reported Speech</li> <li>• Transforming Direct Speech into Reported Speech</li> </ul>	6

**Books Recommended:**

1. The passive voice and Reported Speech by Robert Brook garbolt.
2. A Grammar of the English tongue by Samuel Johnson
3. Techniques of teaching English by A.L. Kohli
4. Introduction to linguistics: Language Grammar and semantics by Syal.

Sant Gadge Baba Amravati University, Amravati

FACULTY: Humanities Studies

Scheme of Teaching, Learning, Examination & Evaluation leading to One Year PG Diploma in Communication Skills in English following One Year

P.G Diploma wef. 2024-25 (One Year- Two Semesters Diploma Programme)- Semester- I

S · N ·	Subject	Name of Subject	Type of Course	Subject Code	Teaching & Learning Scheme							Duration of Exam Hours	Examination & Evaluation Scheme									
					Learning Hours Per Week				Credits				Theory			Practical			Total Marks	Minimum Passing		
					L	T	P	Total	L / T	Practical	Total		Theory Internal	Theory +MCQ External	Internal	External	Marks	Marks Internal		Marks External	Grade	
1	Research Methodology	Research Methodology	Th-Major	CSE -101	4			4	4		4	3	40	60			100	16	24	P		
2	DSC-I.1	Communication Skills in English -I (CSE-I)	Th-Major	CSE -102	4			4	4		4	3	40	60			100	16	24	P		
3	DSC-II.1	Practical English (CSE -II)	Th-Major	CSE -103	4			4	4		4	3	40	60			100	16	24	P		
4	DSC-III.1	Functional Grammar paper- I	Th-Major	CSE -104	4			4	4		4	3	40	60			100	16	24	P		
5	DSE-I.A OR DSE-I.B	Interview and Presentation OR Personality Development and Soft skills	Th-Major Elective	CSE -105	4			4	4		4	3	40	60			100	16	24	P		
				CSE -106	4			4														
												(Assignment & Viva)						Minimum Passing Marks		Grade		
6	DSC-I.1 (STC)	Functional Grammar -II	Pre- Major	CSE -107			2	2		2	2	3	50		25	25	50	25		P		
7	# On Job Training, Internship/Apprenticeship; Field projects <b>Related to Major @ during vacations cumulatively</b>		Related to DSC	108	120 Hours cumulatively during vacations of Semester I and Semester II						4*										P*	
					PG Diploma with 4 Credits On-the-job training/internship in the respective Major subject Student has to earn Total minimum 4 Credits cumulatively during Vacations of Semester I and Semester II from internship with P G Diploma (44-47 Credits) after One Year																	
	<b>TOTAL</b>				22 + (13 Self Learning / Assessment /Evaluation Hours = Minimum 35 learning hours)						22							550				



## **L: Lecture, T: Tutorial, P: Practical/Practicum**

Pre-requisite Course mandatory if applicable: **Prq**, Theory :**Th**, Practical/Practicum: **Pr**, Faculty Specific Core: **FSC**, Discipline Specific Core: **DSC**, Discipline Specific Elective: **DSE**, Laboratory: **Lab**, **OJT**: On Job Training: Internship/ Apprenticeship; Field projects: **FP**; **RM**: Research Methodology; Research Project: **RP**, **Co-curricular Courses**: **CC**

**Note : #** On Job Training, Internship/ Apprenticeship; Field projects **Related to Major (During vacations of Semester I and Semester II) for duration of 120 hours mandatory to all the students, to be completed during vacations of Semester I and/or II. This will carry 4 Credits for learning of 120 hours. Its credits and grades will be reflected in Semester II credit grade report.**

**Note:Co-curricular Courses:** In addition to the above, CC also include but not limited to Academic activities like paper presentations in conferences, Aavishkar, start-ups, Quiz competitions, Article published, Participation in Summer school/ Winter School / Short term course, Field Visits, Study tours, online/offline Courses on LSRW skills for the improvement of Communication Skills, Communication Skills for Group discussion, Elocution, Debate and Presentation etc. These can be completed cumulatively during **Semester I and II. Its credits and grades will be reflected in semester II credit grade report.**

**Special Note : Any Student who had not opted for English / English Literature as Major or Minor in three years of his/her undergraduate programme but has taken admission in this course will have to earn minimum 24 credits from 'Additional Course Work / Pre-Requisite Course prescribed in the curriculum. Unless these 24 credits are earned, the result of P.G. Diploma will not be announced / declared.**

Sant Gadge Baba Amravati University, Amravati

FACULTY: Humanities Studies

Scheme of Teaching, Learning, Examination & Evaluation leading to One Year PG Diploma in Communication Skills in English following One Year

P.G Diploma wef 2024-25 (One Year- Two Semesters P.G Diploma Programme)

Semester- II [Level 6.0]

S. N.	Subject	Name of Subjects	Type of Course	Subject Code	Teaching & Learning Scheme						Duration of Exam Hours	Examination & Evaluation Scheme									
					Learning Hours Per Week				Credits			Maximum Marks					Minimum Passing				
					L	T	P	Total	L / T	Practical		Total	Theory		Practical		Total Marks	Marks External	Marks External	Grade	
													Internal	Theory + MCQ External	Internal	External					
1	DSC-I.2	Specialized Communications Skills in English	Th-Major	CSE--201	4			4	4		4	3	40	60			100	16	24	P	
2	DSC-II.2	Communication Skills in English - II ( CSE -II)	Th-Major	CSE-202	4			4	4		4	3	40	60			100	16	24	P	
3	DSC-III.2	Practical English - II (CSE-IV)	Th-Major	CSE-203	4			4	4		4	3	40	60			100	16	24	P	
4	DSE-II.A OR DSE-II.B	Dialogue Writing and Comprehension Skills  OR Practical Uses of English	Th-Major Elective  OR Th-Major Elective	CSE-204	4			4													
				CSE-205	4			4	4		4	3	40	60			100	16	24	P	
												(Assignment & Viva )						Minimum Passing		Grade	
5	DSC-I.2 (STC)	Functional Grammar -III	(Short Term Course)	CSE-206			4	2	2	2	2	2	50				50	25		P	
6	# On Job Training, Internship/ Apprenticeship; Field projects Related to Major @ during vacations cumulatively		Related to Major		120 Hours cumulatively during vacations of Semester I and Semester II							4*									P*
	<b>TOTAL</b>				18 + (17 Self Learning / Assessment / Evaluation Hours = Minimum 35 learning hours)							18+4*					450				

**L: Lecture, T: Tutorial, P: Practical/Practicum**

Pre-requisite Course mandatory if applicable: **Prq**, Theory :**Th**, Practical/Practicum: **Pr**, Faculty Specific Core: **FSC**, Discipline Specific Core: **DSC**, Discipline Specific Elective: **DSE**, Laboratory: **Lab**, **OJT**: On Job Training: Internship/ Apprenticeship; Field projects: **FP**; **RM**: Research Methodology; Research Project: **RP**, **Co-curricular Courses**: **CC**

**Note : #** On Job Training, Internship/ Apprenticeship; Field projects **Related to Major (During vacations of Semester I and Semester II) for duration of 120 hours mandatory to all the students, to be completed during vacations of Semester I and/or II. This will carry 4 Credits for learning of 120 hours. Its credits and grades will be reflected in Semester II credit grade report.**

**Note:Co-curricular Courses:** In addition to the above, CC also include but not limited to Academic activities like paper presentations in conferences, Aavishkar, start-ups, Quiz competitions, Article published, Participation in Summer school/ Winter School / Short term course, Field Visits, Study tours, online/offline Courses on LSRW skills for the improvement of Communication Skills, Communication Skills for Group discussion, Elocution, Debate and Presentation etc. These can be completed cumulatively during **Semester I and II. Its credits and grades will be reflected in semester II credit grade report**

**Special Note : : Any Student who had not opted for English / English Literature as Major or Minor in three years of his/her undergraduate programme but has taken admission in this course will have to earn minimum 24 credits from 'Additional Course Work / Pre-Requisite Course prescribed in the curriculum. Unless these 24 credits are earned, the result of P.G. Diploma will not be announced / declared.**