



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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E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

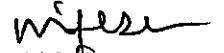
સંદર્ભ:યુનિવર્સિટી પરિપત્ર ક્રમાંક/એસ./સાયન્સ/પરિપત્ર/૨૦૮૧૨/૨૦૨૩ તા.૦૮/૦૮/૨૦૨૩

**-: પરિપત્ર :-**

વિજ્ઞાન વિદ્યાશાખા હેઠળની સંલગ્ન તમામ કોલેજોનાં આચાર્યશ્રીઓ તથા ડિપાર્ટમેન્ટનાં વડાશ્રીઓને જણાવવાનું કે, NEP-2020 અંતર્ગત શિક્ષણ વિભાગના તા.૧૧/૦૭/૨૦૨૩ ના ઠરાવ અન્વયે, શૈક્ષણિક વર્ષ-૨૦૨૩-૨૪ થી અમલમાં આવનાર અંગ્રેજી વિષયના F.Y.B.Sc. સેમેસ્ટર ૧-૨ નો AEC અને SEC ના અભ્યાસક્રમના પ્રશ્નપત્રના માળખા અને ગુણોની ફાળવણીમાં જરૂરી સુધારા વધારા અંગે અંગ્રેજી વિષયની અભ્યાસ સમિતિના ચેરમેનશ્રીએ અભ્યાસ સમિતિવતી મંજૂર કરી વિજ્ઞાન વિદ્યાશાખાને કરેલ ભલામણ વિજ્ઞાન વિદ્યાશાખાના અધ્યક્ષશ્રીએ વિદ્યાશાખાની મંજૂરીની અપેક્ષાએ વિદ્યાશાખાવતી મંજૂર કરી એકેડેમિક કાઉન્સિલને કરેલ ભલામણ એકેડેમિક કાઉન્સિલની તા.૦૭/૦૮/૨૦૨૩ ની સભાના ઠરાવ ક્રમાંક: ૯૯ અન્વયે માન.કુલપતિશ્રીને આપેલ સત્તા અંતર્ગત માનનીય કુલપતિશ્રી દ્વારા મંજૂર કરેલ છે. જેનો અમલ કરવા આથી જાણ કરવામાં આવે છે.

(બિડાણ: ઉપર મુજબ )

ક્રમાંક : એસ./સાયન્સ/પરિપત્ર/૨૩૧૪૯/૨૦૨૩  
તા.૦૪-૦૯-૨૦૨૩

  
કુલસચિવ

પ્રતિ,

- ૧) વિજ્ઞાન વિદ્યાશાખા હેઠળની સંલગ્ન તમામ કોલેજોનાં આચાર્યશ્રીઓ તથા ડિપાર્ટમેન્ટના વડાશ્રીઓ.  
..... આપશ્રીની કોલેજના સંબંધિત શિક્ષકોને જાણ કરી અમલ કરવા સારું.
- ૨) અધ્યક્ષશ્રી, વિજ્ઞાન વિદ્યાશાખા.
- ૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.  
.....તરફ જાણ તેમજ અમલ સારું.

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**  
**NEP – 2020 GUIDED**

**SYLLABUS FOR ABILITY ENHANCEMENT COURSE (AEC)**

**ENGLISH PROFICIENCY AND LIFE SKILLS- I & II**

FOR B.A/ B.COM. /B.SC. (REGULAR) SEMESTER I  
FOR THE ACADEMIC YEARS 2023-24 TO 2025-26

B.A./ B.COM. /B.SC. SEM 1 : TEXT : *English and Soft Skills* by S P Dhanavel (OB)

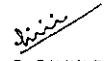
Course Code																									
Course Title	ENGLISH PROFICIENCY AND LIFE SKILLS - I																								
Credit	2																								
Teaching per Week	2 hours																								
Minimum weeks per Semester	15 (including class work, examination, preparation, holidays etc.)																								
Effective From	July 2023																								
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	<table border="1"> <thead> <tr> <th></th> <th>PSO1</th> <th>PSO2</th> <th>PSO3</th> <th>PSO4</th> <th>PSO5</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CO2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CO3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PSO1	PSO2	PSO3	PSO4	PSO5	CO1						CO2						CO3					
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CO1																									
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Pre-requisite	Acquaintance with basic grammar and language skills																								

Course Content	<p><b>TEXTBOOK:</b> <i>English and Soft Skills</i> by S P Dhanavel (Orient Blackswan)</p> <ul style="list-style-type: none"> <li>• Ch. 1. Listening Skills</li> <li>• Ch. 2. Teamwork Skills</li> <li>• Ch. 3. Emotional Intelligence Skills</li> <li>• Ch. 6. Problem – Solving 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.

*S.P.Dhanavel*  
Dr.G.K.NANDA

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

Q 1. MCQ from Understanding the Story (4/5)	04 Marks
Q 2. Case Study or Real life experience (1/2)	07 Marks
Q 3. A. Short answer type questions (2/4) 04 Marks (To be asked from 'Thinking about Soft Skills 'and 'Soft Skills at the Work Place')	07 Marks
B. Expansion of an idea/ Proverb relating to soft skills (1/2) 03 Marks	
Q 4. Grammar and Vocabulary (7/10)	07 Marks
Total	25 Marks

  
Dr. G.K. NANDA

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**  
**NEP – 2020 GUIDED**

**SYLLABUS FOR ABILITY ENHANCEMENT COURSE (AEC)**

**ENGLISH PROFICIENCY AND LIFE SKILLS- II**

**FOR B.A/ B.COM. /B.SC. (REGULAR) SEMESTER II**  
**FOR THE ACADEMIC YEARS 2023-24 TO 2025-26**

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

Course Code																									
Course Title	ENGLISH PROFICIENCY AND LIFE SKILLS- II																								
Credit	2																								
Teaching per Week	2 hours																								
Minimum weeks per Semester	15 (including class work, examination, preparation, holidays etc.)																								
Effective From	July 2023																								
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.																								
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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. 4. Assertive Skills</li> <li>• Ch. 5. Learning Skills</li> <li>• Ch. 8. Adaptability Skills</li> <li>• Ch. 9. Non – Verbal Communication 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>5. <i>Building Soft Skills for Employability</i> by Tran Le Huu Nghia (Routledge)</li> <li>6. <i>Soft Skills</i> by M. S. Rao (Motivational Press)</li> <li>7. <i>Personality Development and Soft Skills</i> by Sikha Kapoor (Dreamtech Press)</li> <li>8. <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

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

Q 1. MCQ from Understanding the Story(4/5)	04 Marks
Q 2. Case Study or Real life experience (1/2)	07 Marks
Q 3. A. Short answer type questions (2/4) 04 Marks ( To be asked from 'Thinking about Soft Skills 'and 'Soft Skills at the Work Place')	07 Marks
B. Expansion of an idea/ Proverb relating to soft skills (1/2) 03 Marks	
Q 4. Grammar and Vocabulary (7/10)	07 Marks
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	Total      25 Marks

  
Dr.G.K.NANDA

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**  
**NEP – 2020 GUIDED**

**SYLLABUS FOR SKILL ENHANCEMENT COURSE (SEC)**

**ADVANCED COMMUNICATION SKILLS IN ENGLISH -I & II**

**FOR B.A / B.COM. / B.SC. (REGULAR) SEMESTER I**  
**FOR THE ACADEMIC YEARS 2023-24 TO 2025-26//**

**B.A./ B.COM. /B.SC. SEM 1 : TEXT : *Pathmaker* (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	July 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	<table border="1"> <thead> <tr> <th></th> <th>PSO1</th> <th>PSO2</th> <th>PSO3</th> <th>PSO4</th> <th>PSO5</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CO2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CO3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PSO1	PSO2	PSO3	PSO4	PSO5	CO1						CO2						CO3					
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Pre-requisite	Acquaintance with basic grammar and language skills
Course Content	<p><b>TEXTBOOK: <i>Pathmaker</i> (OB)</b></p> <p><b>Unit 1 : Basic Language Skills : Grammar</b></p> <ol style="list-style-type: none"> <li>1. Articles</li> <li>2. Prepositions</li> <li>3. Tenses</li> </ol> <p><b>Unit 2 : Communication and Writing Skills</b></p> <ol style="list-style-type: none"> <li>1. Meeting People, Exchanging Greetings and Taking Leave</li> <li>2. Introducing Yourself</li> <li>3. Information Transfer-Table, Bar chart, Pie Chart</li> </ol> <p><b>Unit 3 : Prose</b></p> <ol style="list-style-type: none"> <li>1. The Homecoming by Rabindranath Tagore</li> <li>2. A Lesson My Father Taught Me by A.P.J. Abdul Kalam</li> </ol>
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 for Everyday</i> 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.

  
 Dr.G.K.MANDH

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

Q 1. MCQ from Prose (4/5)	04 Marks
Q 2. Write a dialogue:	07 Marks
A. From Meeting People, Exchanging Greetings (1/2) 03 Marks	
B. From Taking Leave (1/2) 04 Marks	
Q 3. A. Information transfer (1/2)03 Marks	07 Marks
B. Self- Introduction (1/2)04 Marks	
Q4. Grammar (7/10)	07 Marks
	<hr/>
	Total 25 Marks

  
Dr.G.K.NANDA

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**  
**NEP – 2020 GUIDED**

**SYLLABUS FOR SKILL ENHANCEMENT COURSE (SEC)**


**ADVANCED COMMUNICATION SKILLS IN ENGLISH-II**

**FOR B.A / B.COM. / B.SC. (REGULAR) SEMESTER II**  
**FOR THE ACADEMIC YEARS 2023-24 TO 2025-26//**

**B.A./ B.COM. /B.SC. SEM 2 : TEXT : *Pathmaker* (OB)**

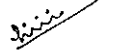
Course Code																									
Course Title	Advanced Communication Skills in English -II																								
Credit	2																								
Teaching per Week	2 hours																								
Minimum weeks per Semester	15(including class work, examination, preparation, holidays etc.)																								
Effective From	July 2023																								
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Pre-requisite	Acquaintance with basic grammar and language skills
Course Content	<p><b>TEXTBOOK: <i>Pathmaker</i> (OB)</b></p> <p><b>Unit 1: Basic Language Skills : Grammar &amp; Vocabulary</b></p> <ol style="list-style-type: none"> <li>1. Question Tags</li> <li>2. Synonyms and Antonyms</li> <li>3. Prefixes, Suffixes, Zero suffixes and Infix</li> </ol> <p><b>Unit 2: Communication and Writing Skills</b></p> <ol style="list-style-type: none"> <li>1. Making Requests and Responding to requests</li> <li>2. Thanking someone and responding to thanks</li> <li>3. Developing a thought</li> <li>4. Information Transfer (Line Graph, Tree Diagrams)</li> </ol> <p><b>Unit 3: Prose</b></p> <ol style="list-style-type: none"> <li>1. On the Rule of the Road- A.G. Gardiner</li> <li>2. The Thief- Ruskin Bond</li> </ol>
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 for Everyday</i> 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>
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 DR. G.K. NANDA

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

Q 1. MCQ from Prose (4/5)	04 Marks
Q 2. Write a dialogue:	07 Marks
A. From making requests and responding to requests (1/2) 03 Marks	
B. From thanking someone and responding to thanks. (1/2) 04 Marks	
Q 3. A. Information Transfer (1/2) 03 Marks	07 Marks
B. Write a paragraph or develop a thought (1/2) 04 Marks	
Q 4. Grammar (7/10)	07 Marks
	<hr/>
	Total 25 Marks

  
Dr. G.K. NANDA