



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.

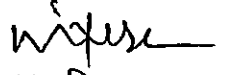
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E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

-: પરિપત્ર :-

યુનિવર્સિટીના શૈક્ષણિક વિભાગોના વડાશ્રીઓ અને યુનિવર્સિટી સંલગ્ન કોલેજોનાં આચાર્યશ્રીઓને જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૨૬-૨૭ થી અમલમાં આવનાર NEP-2020 અંતર્ગત B.Com., B.Sc., B.Sc. Computer Science અંગ્રેજી વિષયનાં સેમેસ્ટર-૧ અને ૨ ના (AEC, SEC) અભ્યાસક્રમ અંગે અંગ્રેજી વિષયની અભ્યાસ સમિતિની તા.૦૮/૦૪/૨૦૨૬ની સભાનાં ઠરાવ ક્રમાંક:૦૩ અન્વયે નિમેલ પેટાસમિતિ દ્વારા તૈયાર કરેલ અભ્યાસક્રમને અભ્યાસ સમિતિ વતી અભ્યાસ સમિતિનાં ચેરપર્સનશ્રીએ મંજૂર કરી સંબંધિત વિદ્યાશાખાના અધ્યક્ષશ્રીએ વિદ્યાશાખા વતી મંજૂર કરવા કરેલ ભલામણને એકેડેમિક કાઉન્સિલની તા.૨૪/૧૨/૨૦૨૪ ની સભાનાં ઠરાવ ક્રમાંક:૩૫૩ અન્વયે માન. કુલપતિશ્રીને આપેલ સત્તા અંતર્ગત માનનીય કુલપતિશ્રી દ્વારા મંજૂર કરેલ છે. જેનો અમલ કરવા આથી જાણ કરવામાં આવે છે.

(બિડાણ: ઉપર મુજબ)

ક્રમાંક : ઓથો./પરિપત્ર/સિલેબસ/૧૪૧૮૦/૨૦૨૬
તા.૨૫-૦૬-૨૦૨૬


કુલસચિવ

પ્રતિ,

- ૧) યુનિવર્સિટી સંલગ્ન તમામ કોલેજોનાં આચાર્યશ્રીઓ. તથા વિભાગીય વડાશ્રી.
.....આપશ્રીની કોલેજના સંબંધિત શિક્ષકોને જાણ કરી અમલ કરવા સારું.
- ૨) ડીનશ્રી, વિનયનલ વાણિજ્ય, વિજ્ઞાન, કોમ્પ્યુટર સાયન્સ વિદ્યાશાખા.
- ૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.
.....તરફ જાણ તેમજ અમલ સારું.

Subject Code [2301001201050007]

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT																																						
SYLLABUS FOR B.A./ B.COM. /B.SC./B.SC. COMP.SC ./OTHER FACULTIES WHICH MAY OPT FOR THIS COURSE - SEMESTER-I																																						
Program Name	B.A./ B.Com. /B.Sc./B.Sc. Comp.Sc. /Other faculties that may opt for this course																																					
Semester	I																																					
NCrF Credit Level	4.5																																					
Course Type	Ability Enhancement Course (AEC)																																					
Course Subtype	NIL																																					
Subject Type	Employability Enhancement																																					
Course Code																																						
Course Level	100																																					
Course Title	AEC: English Proficiency and Life Skills I																																					
Credit	Theory:	02	Practical:	00	Total:	02																																
Effective From	Academic Year: 2026-27																																					
Course Outcomes	After completing the course, the students would have : CO1: Understand what Soft Skills are. CO2: Understand the significance of Soft Skills in the workplace CO3: Develop their abilities through soft skills.																																					
Mapping between Cos and PSOs	AEC: English Proficiency and Life Skills I <table><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td><td>PSO7</td></tr><tr><td>CO1</td><td></td><td>3</td><td></td><td></td><td></td><td>2</td><td></td></tr><tr><td>CO2</td><td></td><td>3</td><td></td><td></td><td></td><td>2</td><td></td></tr><tr><td>CO3</td><td></td><td>2</td><td></td><td></td><td></td><td>3</td><td></td></tr></table>							PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	CO1		3				2		CO2		3				2		CO3		2				3	
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7																															
CO1		3				2																																
CO2		3				2																																
CO3		2				3																																
Course Content	Text : <i>Connecting Cords</i>(OB) Unit - 1 A. Reading Skills B. Customer Relationship Skills C. Anchoring Skills																																					

	D. Listening Skills E. Blog Writing Unit – 2 Vocabulary Building (Root Words, Prefixes and Suffixes) <u>Distribution of Marks for the University Examination</u> Q.1 10 MCQS from Unit 1 A & B -5) and 10 Marks Unit 2(Vocabulary Building -5) Q.2 A. Skill-based question in about 100 words (1/2) 05 Marks Interpretive/Personal Response/Situation Based (Questions to be asked from Unit 1 A & B, as given in exercises B, C, &D) B. To prepare Radio Segment/ Video Segment/ News Script (1/2) 05 Marks OR Theoretical question on Listening Skill C. Write a short Blog Post (1/2) 05 Marks 25 Marks
Reference Books	1. <i>Communication Skills</i>: Sanjay Kumar and Pushp Lata (Oxford University Press) 2. <i>Soft Skills</i>: S. P. Dhanavel (Orient BlackSwan) 3. <i>Personality Development and Soft Skills</i>: Barun K. Mitra (Oxford University Press) 4. <i>English for Effective Communication</i>: Krishna Mohan and Meera Banerji (Macmillan Education) 5. <i>The Art of Public Speaking</i>: Stephen E. Lucas (McGraw-Hill Education) 6. <i>English Vocabulary in Use</i>: Michael McCarthy and Felicity O'Dell (Cambridge University Press) 7. <i>Vocabulary Building: With Antonyms, Synonyms and Homonyms</i>: C. Sathish Kumar (Pearson Education) 8. <i>Blogging for Beginners</i>: Susan Gunelius (McGraw-Hill Education) 9. <i>Better English Pronunciation</i>: J. D. O'Connor (Cambridge University Press) 10. <i>A Practical English Grammar</i>: A. J. Thomson and A. V. Martinet (Oxford University Press)
Teaching Methodology	Classwork, Discussion, Self-Study, Assignment, Homework, Activity, Self-Assessment, etc.
Evaluation Method	Internal Assessment: 25 Marks External Assessment: 25 Marks

Subject Code [2301001201060007]

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT																																														
SYLLABUS FOR B.A./ B.COM. /B.SC./B.SC. COMP.SC ./OTHER FACULTIES WHICH MAY OPT FOR THIS COURSE - SEMESTER-I																																														
Program Name	B.A./ B.Com. /B.Sc./B.Sc. Comp.Sc ./Other faculties which may opt for this course																																													
Semester	I																																													
NCrF Credit Level	4.5																																													
Course Type	Skill Enhancement Course (SEC)																																													
Course Subtype	NIL																																													
Subject Type	Employability Enhancement																																													
Course Code																																														
Course Level	100																																													
Course Title	SEC: Advanced Communication Skills in English-I																																													
Credit	Theory:	02	Practical:	00	Total:	02																																								
Effective From	Academic Year: 2026-27																																													
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 communication. CO3: understand the importance of effective communication personally and professionally.																																													
Mapping between Cos and PSOs	<table><tr><td></td><td colspan="7">SEC: Advanced Communication Skills in English-I</td></tr><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td><td>PSO7</td></tr><tr><td>CO1</td><td></td><td>3</td><td></td><td></td><td></td><td>2</td><td></td></tr><tr><td>CO2</td><td></td><td>3</td><td></td><td></td><td></td><td>2</td><td></td></tr><tr><td>CO3</td><td></td><td>3</td><td></td><td></td><td></td><td>3</td><td></td></tr></table>							SEC: Advanced Communication Skills in English-I								PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	CO1		3				2		CO2		3				2		CO3		3				3	
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CO1		3				2																																								
CO2		3				2																																								
CO3		3				3																																								
Course Content	Text: <i>Literary Gleam</i> (OB) Unit - 1 Language & Grammar Skills 1. Articles 2. Prepositions 3. Verbs																																													

	4. Punctuation Unit – 2 A. Reading Skill for summarizing (Poetry) 1. A Red, Red Rose – Robert Burns 2. Leave this Chanting and Singing – Rabindranath Tagore 3. My Heart Leaps Up – William Wordsworth 4. Success is Counted Sweetest – Emily Dickinson B. Communication Skills 1. Greeting and Taking Leave 2. Introducing Yourself 3. Introducing People to One Another 4. Making Request and Asking for Directions 5. Making and Accepting Apology <u>Distribution of Marks for the University Examination</u> <table> <tr> <td>Q.1 10 MCQS from Unit 1(Language & Grammar Skills)</td><td>10 Marks</td></tr> <tr> <td>Q.2 A. A Short Summary in about 150 words from Unit 2 A (1/2)</td><td>05 Marks</td></tr> <tr> <td>B . Dialogue writing from Unit 2 B (1/2) (Greeting and Taking Leave/ Introducing Yourself/ Introducing People to One Another)</td><td>05 Marks</td></tr> <tr> <td>C. Dialogue writing from Unit 2 B (1/2) (Making Request and Asking for Directions/Making and Accepting Apology)</td><td>05 Marks</td></tr> <tr> <td colspan="2" style="text-align: right;">Total 25 Marks</td></tr> </table>	Q.1 10 MCQS from Unit 1(Language & Grammar Skills)	10 Marks	Q.2 A. A Short Summary in about 150 words from Unit 2 A (1/2)	05 Marks	B . Dialogue writing from Unit 2 B (1/2) (Greeting and Taking Leave/ Introducing Yourself/ Introducing People to One Another)	05 Marks	C. Dialogue writing from Unit 2 B (1/2) (Making Request and Asking for Directions/Making and Accepting Apology)	05 Marks	Total 25 Marks	
Q.1 10 MCQS from Unit 1(Language & Grammar Skills)	10 Marks										
Q.2 A. A Short Summary in about 150 words from Unit 2 A (1/2)	05 Marks										
B . Dialogue writing from Unit 2 B (1/2) (Greeting and Taking Leave/ Introducing Yourself/ Introducing People to One Another)	05 Marks										
C. Dialogue writing from Unit 2 B (1/2) (Making Request and Asking for Directions/Making and Accepting Apology)	05 Marks										
Total 25 Marks											
Reference Books	1. <i>Practical English Usage</i>: Michael Swan (Oxford University Press) 2. <i>High School English Grammar and Composition</i>: Wren and Martin (S. Chand & Company Ltd.) 3. <i>English Grammar in Use</i>: Raymond Murphy (Cambridge University Press) 4. <i>Communication Skills</i>: Sanjay Kumar and Pushp Lata (Oxford University Press) 5. <i>Business Communication</i>: Meenakshi Raman and Prakash Singh (Oxford University Press) 6. <i>Word Power Made Easy</i>: Norman Lewis (Penguin Books) 7. <i>The Norton Anthology of English Literature, Vol. II</i>: Stephen Greenblatt, Ed. (W. W. Norton & Company) 8. <i>The Golden Treasury</i>: Francis T. Palgrave, Ed. (Macmillan Education) 9. <i>A Glossary of Literary Terms</i>: M. H. Abrams and Geoffrey Galt Harpham (Cengage Learning) 10. <i>Better English Pronunciation</i>: J. D. O'Connor (Cambridge University Press)										
Teaching Methodology	Classwork, Discussion, Self-Study, Assignment, Homework, Activity, Self-Assessment, etc.										

Evaluation Method	Internal Assessment: 25 Marks External Assessment : 25 Marks

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS FOR B.A./ B.COM. /B.SC./B.SC. COMP.SC ./OTHER FACULTIES WHICH MAY OPT FOR THIS COURSE - SEMESTER-II

Program Name	B.A./ B.Com. /B.Sc./B.Sc. Comp.Sc ./Other faculties which may opt for this course																																													
Semester	II																																													
NCrF Credit Level	4.5																																													
Course Type	Ability Enhancement Course (AEC)																																													
Course Subtype	Nil																																													
Subject Type	Employability generative																																													
Course Code																																														
Course Level	100																																													
Course Title	AEC: English Proficiency and Life Skills II																																													
Credit	Theory:	02	Practical:	00	Total:	02																																								
Effective From	Academic Year: 2026-27																																													
Course Outcomes	After completing the course, the students would have CO1: Understood the concept of soft skills. CO2: Understood the significance of Soft Skills in the working environment. CO3: Developed their abilities through soft skills.																																													
Mapping between Cos and PSOs	<table><tr><td></td><td colspan="7">AEC: English Proficiency and Life Skills II</td></tr><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td><td>PSO7</td></tr><tr><td>CO1</td><td></td><td>3</td><td></td><td></td><td></td><td>2</td><td></td></tr><tr><td>CO2</td><td></td><td>3</td><td></td><td></td><td></td><td>2</td><td></td></tr><tr><td>CO3</td><td></td><td>2</td><td></td><td></td><td></td><td>3</td><td></td></tr></table>							AEC: English Proficiency and Life Skills II								PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	CO1		3				2		CO2		3				2		CO3		2				3	
	AEC: English Proficiency and Life Skills II																																													
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CO1		3				2																																								
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Course Content	Text : <i>Connecting Cords</i> (OB) Unit - 1 A. Leadership Skills B. Cross-cultural Communication Skills																																													

	C. Presentation Skills D. Interview Skills E. Review Writing Unit – 2 Correction of Errors <u>Distribution of Marks for the University Examination</u> Q.1 10 MCQS from Unit 1 A & B – 5) and Unit 2(Correction of Errors – 5) 10 Marks Q.2 A. Skill based question in about 100 words (1/2) Interpretive/Personal Response/Situation Based (Questions to be asked from Unit 1 A & B, as given in exercise B, C, &D) 05 Marks B. Presentation with the help of slides OR (1/2) Transcript of an interview 05 Marks C. Review Writing (1/2) (Products/Services) 05 Marks Total 25 Marks
Reference Books	1. <i>Communication Skills</i> : Sanjay Kumar and Pushp Lata (Oxford University Press) 2. <i>Business Communication</i> : Meenakshi Raman and Prakash Singh (Oxford University Press) 3. <i>Soft Skills</i> : S. P. Dhanavel (Orient BlackSwan) 4. <i>Personality Development and Soft Skills</i> : Barun K. Mitra (Oxford University Press) 5. <i>Cross-Cultural Communication: Theory and Practice</i> : D. Ray Heisey (Sage Publications) 6. <i>Presentation Skills for Students</i> : Joan van Emden and Lucinda Becker (Palgrave Macmillan) 7. <i>The Interview Skills Handbook</i> : Richard McMunn (How2Become Publications) 8. <i>High School English Grammar and Composition</i> : Wren and Martin (S. Chand & Company Ltd.) 9. <i>English Grammar in Use</i> : Raymond Murphy (Cambridge University Press) 10. <i>Common Errors in English</i> : T. J. Fitikides (Pearson Education)
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity, Self- Assessment etc.

Evaluation Method	Internal Assessment : 25 Marks External Assessment : 25 Marks

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS FOR B.A./ B.COM. /B.SC./B.Sc. COMP.SC ./OTHER FACULTIES WHICH MAY OPT FOR THIS COURSE - SEMESTER-II

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Course Title	SEC : Advanced Communication Skills in English-II																																													
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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.																																													
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CO1		3				2																																								
CO2		3				2																																								
CO3		3				3																																								
Course Content	Text : <i>Literary Gleam</i> (OB) Unit - 1 Language & Grammar Skills 1. Tenses 2. Subject-Verb Agreement 3. Vocabulary Unit – 2																																													

	A. Reading Skill for Summarising (Prose) 1. <i>The Gift of the Magi</i> – O. Henry 2. <i>In Sahyadri Hills, A Lesson in Humility</i> – Sudha Murthy 3. <i>The Model Millionaire</i> – Oscar Wilde 4. <i>The Eyes are not Here</i> -Ruskin Bond B. Communication Skills 1. Inviting and Accepting /Declining Invitations 2. Making a Complaint 3. Congratulating, Expressing Sympathy and Offering Condolences 4. Making Suggestions, offering Advice and Persuading <u>Distribution of Marks for the University Examination</u> Q.1 10 MCQS from Unit 1(Language & Grammar Skills) 10 Marks Q.2 A. A Short Summary in about 150 words from Unit 2 A (1/2) 05 Marks B . Dialogue writing from Unit 2 B (1/2) 05 Marks (Inviting and Accepting /Declining Invitations / Making a Complaint) C. Dialogue writing from Unit 2 B (1/2) 05 Marks (Congratulating, Expressing Sympathy and offering Condolences/ Making Suggestions, offering Advice and Persuading) Total 25 Marks
References	1. <i>High School English Grammar and Composition</i>: Wren and Martin (S. Chand & Company Ltd.) 2. <i>English Grammar in Use</i> : Raymond Murphy (Cambridge University Press) 3. <i>Practical English Usage</i> : Michael Swan (Oxford University Press) 4. <i>Word Power Made Easy</i> : Norman Lewis (Penguin Books) 5. <i>Communication Skills</i> : Sanjay Kumar and Pushp Lata (Oxford University Press) 6. <i>Business Communication</i> : Meenakshi Raman and Prakash Singh (Oxford University Press) 7. Professional Communication : Aruna Koneru (Tata McGraw-Hill Education)
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity , Self- Assessment etc.
Evaluation Method	Internal Assessment : 25 Marks External Assessment : 25 Marks

