



॥ सा विद्या या विमुक्तये ॥

स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

'ज्ञानतीर्थ', विष्णुपुरी, नांदेड - ४३१ ६०६ (महाराष्ट्र राज्य) भारत

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

'Dnyanteerth', Vishnupuri, Nanded - 431 606 (Maharashtra State) INDIA

Established on 17th September, 1994. Recognized By the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'B++' grade

Fax : (02462) 215572

Phone: (02462)215542

Academic-1 (BOS) Section

website: srtmun.ac.in

E-mail: bos@srtmun.ac.in

राष्ट्रीय शैक्षणिक धोरण २०२० नुसार पदवी प्रथम वर्षातील AEC in English Common for all Faculties (Compulsory) अभ्यासक्रम (Syllabus) शैक्षणिक वर्ष २०२४-२५ पासून लागू करण्याबाबत.

प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, या विद्यापीठा अंतर्गत येणा-या सर्व संलग्नित महाविद्यालयांमध्ये शैक्षणिक वर्ष २०२४-२५ पासून पदवीस्तरावर राष्ट्रीय शैक्षणिक धोरण -२०२० लागू करण्याच्या दृष्टीकोनातून मानवविज्ञान विद्याशाखे अंतर्गत येणा-या अभ्यासमंडळांनी तयार केलेल्या पदवी प्रथम वर्षातील AEC in English Common for all Faculties (Compulsory) अभ्यासक्रमांस मा. विद्यापरिपदेने दिनांक १५ मे २०२४ रोजी संपन्न झालेल्या बैठकीतील विषय क्रमांक १६/५९-२०२४ च्या ठरावाअन्वये मान्यता प्रदान केली आहे. त्यानुसार सर्व विद्याशाखेसाठी बी. ए., बी.कॉम., बी. एस्सी. प्रथम वर्षातील AEC in English Common for all Faculties (Compulsory) अभ्यासक्रम (Syllabus) लागू करण्यात येत आहेत.

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या www.srtmun.ac.in या संकेतस्थळावर उपलब्ध आहेत.

तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी, ही विनंती.

'ज्ञानतीर्थ' परिसर,
विष्णुपुरी, नांदेड - ४३१ ६०६.

जा.क्र.:शै-१/एनइपी/एईसीप्रथमवर्षअ/२०२४-२५/१६८
दिनांक १९.०७.२०२४

डॉ. सरिता लोसरवार

सहा.कुलसचिव

शैक्षणिक (१-अभ्यासमंडळ) विभाग

प्रत : १) मा. आधिष्ठाता, सर्व विद्याशाखा, प्रस्तुत विद्यापीठ.

२) मा. संचालक, परीक्षा व मुल्यमापन मंडळ, प्रस्तुत विद्यापीठ.

३) मा. प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.

४) सिस्टीम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ. याना देवून कळविण्यात येते की, सदर परिपत्रक संकेतस्थळावर प्रसिध्द करण्यात यावे.

**SWAMI RAMANAND TEERTH
MARATHWADA UNIVERSITY, NANDED - 431 606**



**(Structure and Syllabus of Four Years Multidisciplinary Degree
Programme with Multiple Entry and Exit Options)**

UNDERGRADUATE PROGRAMME

**Syllabus of FY UG
(Semester – I & II)**

AEC in English

Common for All Faculties

(As per NEP-2020)

With effect from 2024-25

Semester -1
Course Structure
Ability Enhancement Course (AEC) in English
HENGAEC1101: Developing Spoken Communication
Teaching Scheme

Course Code	Course Name (Paper Title)	Teaching Scheme (Hrs)	Credits Assigned
HENGAEC1101	Developing Spoken Communication (AEC English)	02	02

Examination Scheme

[20% Continuous Assessment (CA) and 80% End Semester Examination (ESE)]

Course Code (2)	Course Name (3)	Continuous Assessment CA				ESE	Total (9)
		Test 1 (4)	Test 2 (5)	Assignment (6)	Average of T1+T2+Assi./3	Total (8)	
HENG AEC1101	Developing Spoken Communication (AEC English)	10	10	10	10	40	50

Course Prerequisite:

Any student who is willing to learn English

Course Objectives:

- Developing basic spoken skills: introducing, asking questions, giving information
- Enabling learners to speak in different situations

Course Outcomes:

After the completion of the course, the learners will be able to:

- Introducing, asking questions, and giving information
- Speak in English in different situations

Curriculum Details:

Module	Unit.	Name of Topic	Hrs. Required
1.0		Introduction to Spoken English	05
	1.1	Communication: meaning and types	
	1.2	Importance of spoken communication	
	1.3	Aspects of Spoken Communication	
	1.4	Body language	
2.0		Preparing the Basics of Spoken Communication	10
	2.1	Introducing	
	2.2	Asking questions	
	2.3	Using imperative sentences	
	2.4	Using Exclamations	

3.0		Hosting a Formal Function	10
	3.1	Essentials of a formal function	
	3.2	Compering	
	3.3	Delivering welcome speech	
	3.4	Proposing a vote of thanks	10
4.0		Developing Conversation in Different Situations	
	4.1	Conversation in the bank	
	4.2	Conversation at the railway station	
	4.3	Conversation at the airport	
	4.4	Telephonic conversations (Formal and Informal)	
		Total	30

Prescribed Text:

Textbook Prepared by the University

Guidelines for Course Assessment:

A. Continuous Assessment (CA): 10 Marks (20% of the Maximum Marks)

Two Tests and One Assignment of 10 Marks each will be carried out throughout the course. Average marks scored in two tests and one assignment will be considered as a score in CA.

B. End Semester Assessment (80% of the Maximum Marks): 40 Marks

End Semester Examination Question paper will consist of 5 questions (each question for 10 marks)

Question No. 1 will be compulsory and shall be based on the entire syllabus.

The students are required to solve any 3 questions from the remaining four questions (Q. No. 2 to 5) each based on modules 1 to 4 in the syllabus respectively.

Paper Pattern for ESE:

Q.1	Write Short notes. (Compulsory Question based on the entire syllabus)	10 marks
	<i>(Attempt any 3 questions from Q. No. 2 to Q. No. 5)</i>	
Q.2	Question on Module 1	10 marks
Q.3	Question on Module 2	10 marks
Q.4	Question on Module 3	10 marks
Q.5	Question on Module 4	10 marks

Semester -1
Course Structure
Ability Enhancement Course (AEC)
HENGAEC1151: Developing Written Communication
(AEC English)
Teaching Scheme

Course Code	Course Name (Paper Title)	Teaching Scheme (Hrs)	Credits Assigned
HENGAEC1151	Developing Written Communication (Compulsory English)	02	02

Examination Scheme

[20% Continuous Assessment (CA) and 80% End Semester Examination (ESE)]

Course Code (2)	Course Name (3)	Continuous Assessment CA				ESE	Total (9)
		Test 1 (4)	Test 2 (5)	Assignment (6)	Average of T1+T2+Assi . /3	Total (8)	
HENGAEC 1151	Developing Written Communication (Compulsory English)	10	10	10	10	40	50

Prerequisites:

Any learner with working knowledge of English can take this course.

Objectives:

The main objectives of the course are:

1. To familiarise students with the secrets of clear writing
2. To acquaint students with writing skills for career development
3. To understand the basics of a variety of professional writings

Outcomes:

After the completion of the course, the learners will be able to:

1. Write Effectively
2. Master writing skills required for professional success
3. Adopt written communication skills for career development

Curriculum Details:

Module No.	Unit No.	Topic	Hrs. Required
1.0		Secrets of Clear Writing	08
	1.1	Writing Solid Sentences	
	1.2	Developing Paragraphs	
	1.3	Mastering Punctuations	
2.0		Developing Writing Skills	08

	2.1	Essay Writing	
	2.1	Report Writing	
	2.3	Precis Writing	
3.0		Writing for Career Building	07
	3.1	Resume Writing	
	3.2	Job Application	
	3.3	E-mail Writing	
4.0		Writing Mechanics for Meetings	07
	4.1	Circulars and Notices	
	4.2	Memos	
	4.3	Agenda and Minutes	
		Total	30

Textbook:

Prescribed by the university

Reference Books:

Gupta, Sanjay, and Amit Ganguly. *Written Communication in English*, New Delhi: SBPD Publication, 2021.

Kaul, Asha. *Effective Business Communication*, New Delhi: PHI Learning, 2015.

Sehgal, M. K., and Vandana Khetarpal. *Business Communication, I New Delhi: Excel Books*, 2013.

Sen, Leena. *Communication Skills*, New Delhi: PHI Learning, 2009.

Williams, Diana. *Writing Skills in Practice*, London: Jessica Kingsley, 1957.

Guidelines for Course Assessment:

A. Continuous Assessment (CA): 10 Marks (20% of the Maximum Marks)

Two Tests and One Assignment of 10 Marks each will be carried out throughout the course. Average marks scored in two tests and one assignment will be considered as a score in CA.

B. End Semester Assessment (80% of the Maximum Marks): 40 Marks

End Semester Examination Question paper will consist of 5 questions (each question for 10 marks)

Question No. 1 will be compulsory and shall be based on the entire syllabus.

The students are required to solve any 3 questions from the remaining four questions (Q. No. 2 to 5) each based on modules 1 to 4 in the syllabus respectively.

Paper Pattern for ESE:

Q.1	Write Short notes. (Compulsory Question based on the entire syllabus)	10 marks
	(Attempt any 3 questions from Q. No. 2 to Q. No. 5)	
Q.2	Question on Module 1	10 marks
Q.3	Question on Module 2	10 marks
Q.4	Question on Module 3	10 marks
Q.5	Question on Module 4	10 marks