परिषदेखं

या परिषदेखंपणी तथा सर्व संविधानातील कल्पनित येते की, दिनांक १४ जून २०१८ रोजी संपन्न व्याख्या ४९प्रमाणे माने विषय परिषदेने बैठकी येथे विषय क्र.४९/१८—२०१८ या उद्योगानुसार प्रस्तुत विद्यापीठातील संलग्नत महाविद्यालयातील मानविज्ञान विद्याशाखे ते महाविद्यालय अन्माद द्वितीय वर्ष २०१८—१९ यांना सुरू करण्यास येत आहे.

१) बी.ए. — द्वितीय वर्ष — इंग्रजी

सदस्यांनी परिषदेत व अभ्यासक्रम प्रस्तुत विद्यापीठात्या www.srtmun.ac.in या संकेतस्थायावर उपलब्ध आहेत. तरी सदस्यांवर ही सर्व संविधानाच्या निर्देशनानुसार आणून दाखवा.

'आती' परिषद, विषयते, नम्बर — ४३१ ६०६.
जात्तां: शैक्षणिक—२०/परिषद/पटवी—सी.सी.ई.स. अभ्यासक्रम/ २०१८—१९/५२८
दिनांक: १२.०७.२०१८.

प्रति माहिती व पूर्वी कार्यवाहीस्वरूप:

१) मा. कृतयोगी योंचे कार्यवाही, प्रस्तुत विद्यापीठ.
२) मा. संपादक, पाठ्यक्रम व मूल्यपणांच मंडळ, प्रस्तुत विद्यापीठ.
३) प्रांगणांच व सर्व संविधान संलग्नत महाविद्यालयांत, प्रस्तुत विद्यापीठ.
४) उपक्षेत्रसंचालक, पद्धतींसर्वे विभाग, प्रस्तुत विद्यापीठ.
५) साहाय्यक कृतयोगी, पाठ्यक्रमशाखे, प्रस्तुत विद्यापीठ.
६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.

स्वामी रामानंद तीर्थ मराठवाड़ा विद्यापीठ
नांदेड—४३१६०६ (महाराष्ट्र)
SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY
Nanded-431606, Maharahstra State, India.

Established on 17th September 1994 - Recognized by the UGC U(1f) and 12(B), NAAC Re-accredited with 'A' Grade

ACADEMIC (1-BOARD OF STUDIES) SECTION

Phone: (02462) 229542 Fax: (02462) 229574 Website: www.srtmun.ac.in E-mail: bos.srtmun@gmail.com
# Syllabus for Second Year (Semester + CBCS Pattern Structure)
## Skill Enhancement Course – (SEC)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Paper/ Course Code</th>
<th>Name of the Course</th>
<th>Lectures per Week</th>
<th>Total Periods</th>
<th>Internal Evaluation (C.A.)</th>
<th>Marks of the Semester (E.S.E.)</th>
<th>Total Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>SEC - ENG - I</td>
<td>Skills for Employability -I</td>
<td>03</td>
<td>45</td>
<td>25</td>
<td>25</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>IV</td>
<td>SEC - ENG - II</td>
<td>Skills for Employability -II</td>
<td>03</td>
<td>45</td>
<td>25</td>
<td>25</td>
<td>50</td>
<td>2</td>
</tr>
</tbody>
</table>
Syllabus for Skill Enhancement Course (SEC) - Second Year
Title of the Course-Skills for Employability-I
(Course/Paper Code-SEC-ENG-I)
Semester-III
Credits: 02       Marks: 50      No of Classes: 45      (ESE – 25 Marks)      (CA- 25 Marks)

Salient Features of the Course:
1. The course enables the student to acquire employability skills in a systematic way
2. The practice of participative learning has a scope to be implemented

Utility of the Course:
1. Developing a course that meets requirements of the 21st century learners
2. Building vocabulary comprising spelling and pronunciation in English
3. Developing dialogues for conversation skills
4. Developing activities for written communication
5. Developing strategies for professional skills and soft skills.

Objectives of the Course:
1. To provide sound knowledge and training of Employability Skills to learners
2. To expose learners to a variety of self-instructional, learner-friendly modes of communication for improving their employability
3. To expose learners to a variety of sub-skills in order to hone their skills as required in the present job market
4. To develop a work culture among learners for upcoming job opportunities

Prerequisites for the Course:
1. Handouts, course material and activity sheets
2. Progress chart of learners for evaluation of their performance.
3. The following facilities would be of additional help:
   LCD projector and screen, computer system with a DVD ROM and printer, Public addressing system with a cordless microphone, Power point presentations on all the modules

1. Self-discovery and Career Planning
2. English – the language for global communication
3. Adapting to the work culture:
   a) Govt./Private/Corporate culture
   b) Opportunities in Govt./Private/Corporate sectors
   c) Manners and etiquettes to be adopted in Govt./Private/Corporate sectors
4. Vocabulary Building for Career readiness

UNIT II– Continuous Assessment (CA) [Marks: 25] Periods 20
Note: Continuous Assessment may be done on the basis of following criteria
1) Interview, Seminar, Topic Presentation during the semester for 05 Marks each. [15 Marks]
2) One (1) Assignment /Project work for 10 Marks.

(Continuous assessment can be carried on the basis of text-book prescribed for the syllabus-An Introduction to the Skills for Employability).
Syllabus for Skill Enhancement Course (SEC) - Second Year
Title of the course-Skills for Employability-II
(Course/Paper Code-SEC-ENG-I)
Semester-IV
Credits: 02        (Marks: 50)       Periods: 45       (ESE – 25 Marks)        (CA- 25 Marks)
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Salient Features of the Course:

1. The course enables the student to acquire employability skills in a systematic way
2. The practice of participative learning has a scope to be implemented

Utility of the Course:

1. Developing a course that meets requirements of the 21st century learners
2. Building vocabulary comprising spelling and pronunciation in English
3. Developing dialogues for conversation skills
4. Developing activities for written communication
5. Developing strategies for professional skills and soft skills.

Objectives of the Course:

1. To provide sound knowledge and training of Employability Skills to learners
2. To expose learners to a variety of self-instructional, learner-friendly modes of communication for improving their employability
3. To expose learners to a variety of sub-skills in order to hone their skills as required in the present job market
4. To develop a work culture among learners for upcoming job opportunities

Prerequisites for the Course:

1. Handouts, course material and activity sheets
2. Progress chart of learners for evaluation of their performance.
3. The following facilities would be of additional help.
   LCD projector and screen, computer system with a DVD ROM and printer, Public addressing system with a cordless microphone, Power point presentations on all the modules

1. Introducing oneself
2. Group dynamics
3. Conversation skills:
   a) Questioning skills
   b) Telephone etiquettes
   c) Interview techniques
4. Verbal and non-verbal communication
UNIT: II-- Continuous Assessment (CA) [Marks: 25] Periods 20

Note: Continuous Assessment may be done on the basis of following criteria

1. Interview/Seminar /Topic Presentation during the semester for 05 Marks each.[15 Marks]
2. One (1) Assignment during each semester for 10 Marks.

(Continuous assessment can be carried on the basis of the text-book prescribed for the syllabus- *An Introduction to the Skills for Employability*)

End Semester examination for Semester III & IV will be conducted annually (25+25=50 Marks)

**Question Paper Pattern: For Semester III & IV each**

1. Skill Work Report Submission - 10 Marks
2. Overall Skill Judgment - 10 Marks
3. Skill Work Presentation - 05 Marks

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