

Vivekanand College, Kolhapur (Empowered Autonomous)
Department of English

Teaching Plan
 Academic Year: 2024-2025

Name of the teacher: Dr. K.D.Tiwade
 Course Title: AECC English for Communication

Class: BA III
 Semester: V

Month: June 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Introduction	Communication Skills
4	N. A	4		
Month : July 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	A) Interview Skills B) The Interview- V. V. John C) The Lottery- Shirley Jackson
16	N. A	16		
Month: August 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	A) Grammar for Competitive Examinations
15	N. A	15		
Month: September 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	A) Writing Skills for Competitive Examinations
15	N. A	15		



Course Title: AECC English for Communication

Class: BA III

Semester: VI

Month: January 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI	Three Questions - Leo Tolstoy
14	N. A	14		
Month: February 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII	A) Media Writing B) Eight Rupees - Murali Das Melwani
15	N. A	15		
Month: March 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VIII	A) The Mystic Drum 231 B) Two Dead Soldiers - Jean Arsanayagam C) Bora Ring - Judith Wright
15	N. A	15		
Month: April 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	REVISION	REVISION
14	N. A	14		



Dr. K. D. Tiwade
Subject Teacher



Dr. K. D. Tiwade
Head, Dept. of English
Head

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KOLHAPUR (EMPOWERED AUTONOMOUS)



Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Annual Teaching Plan

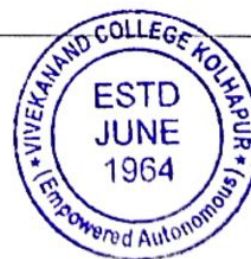
Academic Year: 2024-2025

Class: B. A. Part II

Semester: III

Course Title: English Language and Linguistics

Month: July 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I: Introduction to Linguistics	What is Linguistics Saussure's concept of sign Signifier and signified Syntagmatic and Paradigmatic relation
15	N. A	15		
Month : August 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II: Basic Concepts in Phonology	Syllables, word stress, weak and strong forms, intonation
15	N. A	15		
Month: September 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III: Agreement and Concord	What is Subject-Verb Agreement Rules of the Agreement
15	N. A	15		
Month: October 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module IV : Syntax	Phrase structure Types of Phrases
15	N. A	15		




Class: B. A. Part II


Semester: IV

Course Title: English Language and Linguistics

Month: December 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V: Clauses I (Functional Types)	Declarative, Interrogative and Imperative
15	N. A	15		
Month : January 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI: Subordination and coordination	Subordination and coordination Main/Independent Clause and Subordinate Clause
15	N. A	15		
Month: February 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VII: Clauses II (Structural Types)	Declarative, Interrogative and Imperative
15	N. A	15		
Month: March 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VIII: Practical English	Translation of non-literary texts (General books, news, film /book reviews)
15	N. A	15		


Dr. Shruti Joshi
Subject Teacher




Dr. Kavita Tiwade
Head, Dept. of English
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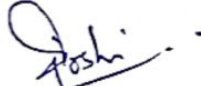
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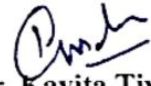
Annual Teaching Plan
Academic Year: 2024-2025

Name of the teacher: **Dr. Shruti Joshi**

Class: B. A. Part I			Semester: I	Course Title: Women in Indian Mythology
Month: July to August 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module I: Introduction	What is IKS and its significance? What is Indian Mythology?
15	15	15		
Month : September to October 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module II: Text (<i>The Daughters from a Wishing Tree</i> by Sudha Murty)	1. The Source of Knowledge 2. The Eight Forms 3. The God with the Head of Horse 4. The Woman of the Battlefield
15	15	15		


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Department of English

Annual Teaching Plan

Academic Year: 2024-25

Class: B. A. Part I (Div. A)

Semester: I

Course Title: English for Communication

Month: July to August 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	A) Description (People, Places, Objects) B) Parts of Speech (Nouns, Verbs, Prepositions, Adjectives, Adverbs) C) Comprehension We Wear the Mask by William Dunbar
15	N. A	15		
Month : September to October 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	A) EGP I Introducing yourself Introducing others B) Elements of Sentence Structure C) Comprehension Let's Go Home: Kewlian Sio
15	N. A	15		

Class: B. A. Part I


Semester: II

Course Title: English for Communication

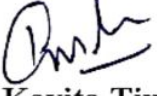
Month: December 2024 to January 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	A) Narration Personal Experiences/Past Incidences B) Tenses
15	N. A	15		



				C) Comprehension Arunima Sinha: A Biography
Month : February to March 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI	A) EGP II Giving Instructions Asking Permission B) Types of sentences C) Comprehension Because I could not Stop for Death by Emily Dickenson
15	N. A	15		


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Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Annual Teaching Plan
Academic Year: 2024-2025

Name of the teacher: Ms. Supriya Mohan Patil

Class: B. Voc. Part II

Semester: III

Course Title: English for Communication

Month: July to August 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module I: Grammar & Vocabulary for Business Communication	Using Tenses in the given Context Use of modal auxiliary Use of collocations and idioms
15	15	15		
Month : September to October 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module II: Spoken English	Introducing yourself Introducing Others Giving Instructions Asking and Giving information Talking on the given topic
15	15	15		

Class: B. Voc. Part II

Semester: IV

Course Title: English for Communication

Month: December to January 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V: Group Discussion	Group Discussion Initiating a Discussion Eliciting Opinions, Views, etc. Expressing Agreement/ Disagreement Making Suggestions
15	N. A	15		



				Accepting and Declining Suggestions Summing up, elicit
Month : February to March 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI: Business Correspondence and Marketing	Inviting Quotations Placing Orders, Complaining Describing Products and writing advertisements
15	N. A	15		

Supriya Patil

Ms. Supriya Mohan Patil
Subject Teacher



Kavita Tiwade

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Annual Teaching Plan
Academic Year: 2024-2025

Name of the teacher: Ms. Supriya Mohan Patil

Class: B. Voc. Part I

Semester: I

Course Title: English for Communication

Month: July to August 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module I: Basic English for Business Communication	Parts of Speech Elements of Sentence Tenses Vocabulary
15	15	15		
Month : September to October 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module II: Communication during Recruitment	Job Application Resume Writing Interview Techniques Most probably asked questions in interview
15	15	15		
15	15	15		

Class: B. Voc. Part I

Semester: II

Course Title: English for Communication

Month: December to January 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module V: Group Discussion	Group Discussion Initiating a Discussion Eliciting Opinions, Views, etc. Expressing Agreement/ Disagreement
15	N. A	15		



				Making Suggestions Accepting and Declining Suggestions Summing up, elicit
Month : February to March 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI: Business Correspondence and Marketing	Inviting Quotations Placing Orders, Complaining Describing Products and writing advertisements
15	N. A	15		

Supriya Mohan Patil

Ms. Supriya Mohan Patil
Subject Teacher



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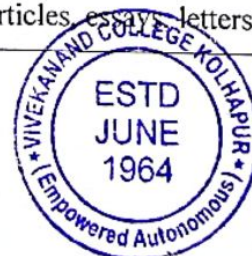
Academic Year: 2024-2025

Class: B. A. Part III

Semester: V

Course Title: Introduction to Translation Studies

Month: July 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module I: What is Translation	Meaning and Significance of translation in a multi linguistic and multicultural society like India. Process of Translation
15	15	15		
Month : August 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module II: Types of Translation	Word to Word, Literal. Free, Conceptual, Elaborate, Abridged Translation
15	15	15		
Month: September 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module III: Tools of Translation	Dictionary, Thesaurus, Encyclopedia, CAT Tools
15	15	15		
Month: October 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module IV: Practical Translation	Translation of Non-literary texts News, articles, essays, letters, notices, memos etc
15	15	15		




Class: B. A. Part III


Semester: VI

Course Title: Introduction to Translation Studies

Month: December 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module V: Types of Translation	Types of Translation (detailed), Communicative, Semantic Translation, Trans-creation
15	15	15		
Month : January 2025			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module VI: Problems of Translation	Differences, Overtranslation, Under translation, Untranslatability
15	15	15		
Month: February 2025			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module VII: Qualities of an Efficient Translator	Language Proficiency, Technical Skills Essential Human Qualities: Patience, motivation etc.
15	15	15		
Month: March 2025			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module VIII: Practical Translation	Practical Translation of Literary Text Translation of Prose & Poetry
15	15	15		


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Annual Teaching Plan
Academic Year: 2024-25

Class: B. A. Part I (Div. B)

Semester: I

Course Title: English for Communication

Month: July to August 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module I	A) Description (People, Places, Objects) B) Parts of Speech (Nouns, Verbs, Prepositions, Adjectives, Adverbs) C) Comprehension We Wear the Mask by William Dunbar
15	N. A	15		
Month : September to October 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module II	A) EGP I Introducing yourself Introducing others B) Elements of Sentence Structure C) Comprehension Let's Go Home: Kewlian Sio
15	N. A	15		

Class: B. A. Part I


Semester: II

Course Title: English for Communication


Month: December 2024 to January 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module III	A) Narration Personal Experiences/Past Incidences B) Tenses C) Comprehension Arunima Sinha: A Biography
15	N. A	15		



Month : February to March 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	Module VI	A) EGP II
15	N. A	15		Giving Instructions Asking Permission


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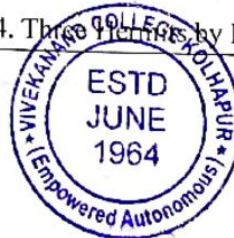
Academic Year: 2024-25

Class: B. A. Part I

Semester: I

Course Title: Introduction to English Language and Literature

Month: July 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module I: Language	Language A. Definitions and Characteristics of Language B. Functions of Language.
15	15	15		
Month : August 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module II: Introduction to Phonology and Morphology	A. Phonemes and Allophones, Speech Mechanism, Organs of Speech, Vowels and Consonants, Syllables B. Morphemes and Allomorphs
15	15	15		
Month: September 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module III: The Short Story	The Short Story A. Definitions & Characteristics B. Elements of the Short Story
15	15	15		
Month: October 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module IV: Text	1. The Night Train at Deoli by Ruskin Bond 2. The Bond of Love by Kenneth Anderson 3. The Watchman by R. K. Narayan 4. Three Heroes by Leo Tolstoy
15	15	15		




Class: B. A. Part I


Semester: II

Course Title: Introduction to English Language and Literature

Month: December 2024			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module V: Phonology and Morphology	Phonology A. Transcription B. Three Term Labels
15	15	15		
Month: January 2025			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module VI: Practical English	A. Major Word Formation Processes B. Minor Word Formation Processes
15	15	15		
Month: February 2025			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module VII: The One Act Play	A. Definitions & Characteristics B. Elements of One-act Play
15	15	15		
Month: March 2025			Module/ Unit	Sub-units planned
Lectures	Lectures	Lectures	Module VIII: Text	'The Monkey's Paw' by W. W. Jacobs (Themes, Characters, Point of view, Irony)
15	15	15		


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Vivekanand College, Kolhapur (Empowered Autonomous)
Department of English
Annual Teaching Plan
 Academic Year: 2024-25

Name of the teacher: Ms. Snehal Warekar
 Course Title: Linguistics

Class- B. A. III
 Semester: V

Month: July 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total		
12	N. A.	12	Introduction to Branches of Linguistics	1) Introduction to Sociolinguistics 2) Macro-micro linguistics 3) Linguistic Varieties 4) Standard Language, Standardization Process 5) Pidgin, Creole, Isogloss, Diglossia 6) Introduction to Psycholinguistics
Month : August 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total		
16	N. A.	16	Introduction to Branches of Linguistics, Clause Structure	1) Language and Cognitive Process 2) Aphasia 3) Clause Structure Basic Labelling 4) Form Label 5) Function Label
Month: September 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total		
15	N. A.	15	Introduction to Semantics	1) Introduction 2) Nature 3) Scope
Month: October 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total		
15	N. A.	15	Introduction to Pragmatics	1) Introduction 2) Nature 3) Scope



Course Title: Linguistics


Class- B. A. III

Semester: VI

Month: December 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Language variations	1) Dialect 2) Types of Dialect- Sociolect, Ethnolect, Temporal, Regional 3) Register
15	N. A.	15		
Month : January 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Ambiguity	1) Ambiguity 2) Types of Ambiguity 3) Lexical 4) Syntactic
16	N. A.	16		
Month: February 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Discourse Analysis	1) Mode, Tenor, Domain 2) Unity, Cohesion, Coherence
15	N. A.	15		
Month: March 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Practical	1) Discourse Analysis of the texts
15	N. A.	15		


Ms. Snehal Warekar
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Vivekanand College, Kolhapur (Empowered Autonomous)
Department of English
Annual Teaching Plan
 Academic Year: 2024-25

Name of the teacher: Ms. Snehal Warekar
 Course Title: English for Business Communication

Class- B.Com. I
 Semester: I

Month: July 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 1 A. Description	1) Describing Persons, Places, Objects, 2) Describing duties of receptionist, Bank Manager Sales-Person and Cashier 3) Describing procedure - of opening an account, taking an admission
06	N. A.	06		
Month : August 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 1 B. Grammar C. Poem	1) Parts of Speech 2) Types of Sentences 3) Money Madness' by D. H. Lawrence 4) Success is counted Sweetest by Emily Dickinson
09	N. A.	09		
Month: September 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 2 A. Narration	1) Present Events 2) Narrating Past Event/Experience 3) Narration from Different Points of View (First person and Third person)
07	N. A.	07		
Month: October 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 2 B. Grammar C. Prose	1) Tenses 2) Link Words 3) Why a Start-up Needs to Find its Customers First by Pranav Jain 4) Dhirubhai Ambani
08	N. A.	08		




Course Title: English for Business Communication


Class- B.Com. I

Semester: II

Month: December 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 3 A. Writing Official Letters	1) Letter of Enquiry, Reply to the Letter of Enquiry 2) Placing an Order, 3) Letter of Complaint, Reply to the Complaint.
07	N. A.	07		
Month : January 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 3 B. Grammar C. Prose	1) Types of Sentences 2) "Commerce Education: Key to Prosperity and security" by Manjushree Deshpande 3) Rahul Bajaj
08	N. A.	08		
Month: February 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 4 A. Interdepartmental Communication	1) Memorandum 2) Office order 3) Circular
08	N. A.	08		
Month: March 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 4 B. Grammar C. Poetry	1) Elements of Clause 2) "Leisure" by D. H. Lawrence 3) "Trees" by Joyce Kilmer
08	N. A.	08		


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 Academic Year: 2024-25

Name of the teacher: Ms. Snehal Warekar
 Course Title: English for Communication

Class- B.Sc. III
 Semester: V

Month: July 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	E- Communication Prose	1) Email 2) Blog 3) The Ant and the Grasshopper by William Mugham
12	N. A.	12		
Month : August 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Interview Skills Poem	1) Preparation 2) Interview Winning skills 3) Dos and Don'ts 4) Enterprise by Nissim Ezekiel
16	N. A.	16		
Month: September 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	English for Competitive Examination Prose	1) Letter Writing 2) Report Wring 3) Paragraph Writing 4) The Look-out Man by Nicolas Bentley
15	N. A.	15		
Month: October 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Prose Poem	1) Forgetting our own history by Sudha Murty 2) The Butterfly by Arun Kolatkar 3) For Your Lanes My Country by Faiz Ahmad Faiz
16	N. A.	16		




Course Title: English for Communication


Class- B.Sc. III

Semester: VI

Month: December 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 1 Group Discussion Poetry	1) Initiating the GD 2) Inviting comments 3) Expressing Agreement and Disagreement 4) Evolution by Sherman Alexie
15	N. A.	15		
Month : January 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 2 Note Making and Note Taking Prose	1) Methods of Note Making 2) Methods of Note Taking 3) Gateman's Gift by R. K. Narayan
16	N. A.	16		
Month: February 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 3 Media Writing Prose	1) Wring Editorials 2) Editing 3) Script writing for Radio and Television 4) Karma by Khushwant Singh
15	N. A.	15		
Month: March 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 4 Prose Poetry	2) Bhaurao in America by Barr. P.G. Patil 3) The Grass is Really Like Me by Kishwar Naheed 4) The Granny by Tejswini Patil
15	N. A.	15		


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Annual Teaching Plan

Academic Year: 2024-25

Name of the teacher: Ms. Madhuri Pawar

Course Title: English for Communication

Class: B.Sc Biotech Part I

Semester: I

Month: June 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	I. A. Description	1) Describing object, 2) Describing process 3) Describing experiment 4) Grammar- Parts of speech
8	N. A	07	B. Grammar	
Month : July 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	II A. Narration	1) Concept of Narration 2) Narration of what is happening 3) Narrating past experiences/ events 4) Narration from different point of view 5) Turning point in life 6) Practice of various examples 7) Tenses & link words. 8) Stanza wise explanation of poem & its critical appreciation
8	N. A	06	B. Poem- The Parachute	
Month: August 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	III. A.	1) My Silent Keeper by Kevin Harter
16	N. A	12	B. Prose	
Month: October 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	IV. A. Prose	1) Why We Travel by Pico Iyer 2) When We Two Parted By Lord Byron 3) Home They Brought Her Warrior Dead
16	NA	16	B. Poem	
			C. Poem	



Month: December 2024			Module/Unit:	Sub-units planned
16	N. A	12	V. A. Writing Letters B. Short Story	1) Letter of Enquiry, Reply to the Letter of Enquiry 2) Letter of Complaint, Reply to the complaint 3) Placing an Order. Reply to order 4) Elements of Clause 5) The Nightingale and The Rose by Oscar Wilde
Month: January 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	VI. A. Interdepartmental Communication B. Poem	1) Memorandum 2) Office Order 3) Office Circular 4) Let My Country Awake by Rabindranath Tagore 5) Stanza wise Explanation & Critical Analysis of poem
16	N. A	13		
Month : February 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	VII. Notice, Agenda & Minutes of Meeting B.Prose	1) Notice of Registered Bodis-, Postponment & Cancelation of Meeting 2) Agenda 3) Minutes 4) Passive Structure 5) The Business of Branding by Roshmilla Mukharjee
16	N. A	14		
Month: March 2025			Module/Unit:	Sub-units planned
Lectures	Practicals	Total	VII. A.Prose B. Poem C. Poem	1) Shaping Young Minds by Raghunath Mashelkar 2) Love Come to Flora Asking for a Flower by Toru Dutt 3) When The Lamp is Shattered by P.B.Shelley
16	N. A	11		



Name of the teacher: Ms. Madhuri Pawar
 Course Title: English for Communication

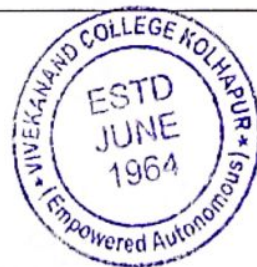
Class: B.Sc. Biotech III
 Semester: V

Month: July 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	I. A. Interview Skills	1) Preparation for the Interview 2) Winning strategies of interview 3) Do's & Don'ts at the time of Interview 4) Preparation before an Interview 5) During the Interview 6) Exercises 7) Enterprise poem by Nissim Ezekel
16	N. A	14	B. Poem	
Month : August 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	II A. E-Communication	1) Electronic Mail- Creating an email Id, Formal & Informal Email 2) Email Discussion Group, Email Pals 3) Blogs- Types of Blog- Personal, professional Blog 4) Exercises 5) The Ant & the Grasshopper by William Somerest Mugham
16	N. A	14	B. Short Story	
Month: September 2024			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	III. A. English For Competitive Examinations	1) Organizing a Paragraph 2) Formal Letter Writing 3) Structure of Letter Writing 4) Examples 5) Report Writing 6) Elements of good report writing 7) Important point of Report writing 8) Exercises 9) The Look-Out Man by Nicolas Bentley
16	N. A	12	B. Short Story	



Month: December 2022			Module/Unit:	Sub-units planned
16	N. A	12	V. A. Group Discussion B. Poem	1) Concept of Group Discussion 2) Initiating the Group Discussion 3) Inviting Comments & Eliciting Opinions 4) Expressing Agreement & Disagreement 5) Making Suggestions/ Accepting & Refusing Suggestions 6) Commenting on the Attitudes of Others 7) Summing Up 8) Evolution by Sherman Alexie
Month: January 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	VI. A. Note Making & Note Taking B. Short Story	1) Note Making- Nature & Important Key Points 2) Methods of Note Making-Linear Method, Cornell, Split- Page format 3) Importance of Note taking 4) Exercises 5) Gateman's Gift by R. K. Narayan 6) Skimming & Scanning Questions
16	N. A	13		
Month : February 2025			Module/Unit:	Sub-units planned
Lectures	Practical's	Total	VII. An Introduction to Media Writing B.Prose	1) Types of Mass Media 2) Journalistic Writing- Importance of Editorials, purpose & the structure, Types of Editorials. 3) Script Writing for Television & radio 4) Structure of a Radio Script & television 5) Karma by Khushwant Singh 6) Skimming & Scanning questions
16	N. A	14		
Month: March 2025			Module/Unit:	Sub-units planned
Lectures	Practicals	Total	VII. A. Prose B. Poem C. Poem	1) Bhaurao In America by Barr. P.G.Patil 2) The Grass Is Really Like Me by Kiswar Naheed 3) The Granny by Tejswini Patil
16	N. A	11		

MSPawar
Ms. Madhuri Pawar
Subject Teacher



Dr. Kavita Tiwade
Dr. Kavita Tiwade
Head of the Department
Head
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

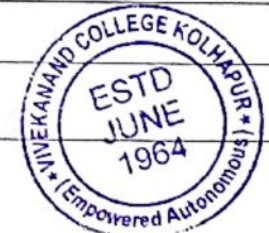
Annual Teaching Plan

Academic Year: 2024-25

Name of the teacher: Ms. Komal R. Vhonkhande
Course Title: English for Business Communication

Class- B.Com. I
Semester: I

Month: June 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 1 A. Description	1) Describing Persons, Places, Objects, 2) Describing duties of receptionist, Bank Manager Sales-Person and Cashier 3) Describing procedure - of opening an account, taking an admission
04	N. A.	04		
Month: July 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 1 B. Grammar	1) Parts of Speech 2) Types of Sentences
06	N. A.	06		
Month : August 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 1 C. Poem	3) Money Madness' by D. H. Lawrence 4) Success is counted Sweetest by Emily Dickinson
09	N. A.	09		
Month: September 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 2 A. Narration	1) Present Events 2) Narrating Past Event/Experience 3) Narration from Different Points of View (First person and Third person)
07	N. A.	07		
Month: October 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 2	1) Tenses



08	N. A.	08	B. Grammar C. Prose	2) Link Words 3) Why a Start-up Needs to Find its Customers First by Pranav Jain 4) Dhirubhai Ambani
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Course Title: English for Business Communication

Class- B.Com. I

Semester: II

Month: December 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 3 A. Writing Official Letters	1) Letter of Enquiry, Reply to the Letter of Enquiry 2) Placing an Order, 3) Letter of Complaint, Reply to the Complaint.
07	N. A.	07		
Month : January 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 3 A. Grammar B. Prose	1) Types of Sentences 2) "Commerce Education: Key to Prosperity and security" by Manjushree Deshpande 3) Rahul Bajaj
08	N. A.	08		
Month: February 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 4 A. Interdepartmental Communication	1) Memorandum 2) Office order 3) Circular
08	N. A.	08		
Month: March 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module 4 B. Grammar C. Poetry	1) Elements of Clause 2) "Leisure" by D. H. Lawrence 3) "Trees" by Joyce Kilmer
08	N. A.	08		



Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Annual Teaching Plan

Academic Year: 2024-25

Name of the teacher: Ms. Komal R. Vhonkhande
Course Title: English for Business Communication

Class- B.Com. II
Semester: III

Month: June 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module I A. Oral Skills	1) Oral and Written English 2) PPT Presentation Skills
04	N. A.	04		
Month: July 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module I A. Oral Skills	3) Compering 4) Interviewing Famous Personalities 5) Interviewing Skills
06	N. A.	06		
Month : August 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module I	B. A Stormy Arrival in South Africa- M.K.Gandhi C. Phenomenal Women- Maya Angelou(Poem) D. Those Winter Sundays- Robert Hayden(Poem)
09	N. A.	09		
Month: September 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module II B. Conversational Skills	A. Formal and Informal conversation Expressing Agreement, Disagreement and Partial Agreement and Disagreement, Stating an opinion, Complaint, Interpreting and Leaving a Conversation
07	N. A.	07		
Month: October 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module II	B. The Childless One- Jai Nimkar(Short Story) C. The Road Not Taken- Robert Frost(Poem) D. Breathing Spaces- Rana Nayar(Poem)
08	N. A.	08		



Course Title: English for Business Communication

Class- B.Com. II

Semester: IV

Month: December 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module III A. E- Communication	1) Email Writing 2) Blog Writing and E-Vlog
07	N. A.	07		
Month : January 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module III	B. Senor Payroll –William E. Barrett (Short Story) C. I Am The People, The Mob- Carl Sandburg (Poem)
08	N. A.	08		
Month: February 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module IV A. English for Banking and Industries	1)Notice, Agenda and Minutes 2)Writing Advertisements
08	N. A.	08		
Month: March 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module IV	B. Doctor's Word by R.K. Narayan C. The Eyes Are Not Here by Ruskin Bond
08	N. A.	08		



Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Annual Teaching Plan

Academic Year: 2024-25

Name of the teacher: Ms. Komal R. Vhonkhande

Class- B.Sc II

Course Title: English for Communication

Semester: III

Month: June 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module I A. Oral and Written Skill	1) Oral Skill
04	N. A.	04		
Month: July 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module I Oral and Written Skill	2) Group Discussion
06	N. A.	06		
Month : August 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module II Prose	1) Youth and the Tasks Ahead by Karan Singh 2) The Ant and the Grasshopper by William Somrest Maugham
08	N. A.	08		
Month: September 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module II Prose Module III Poem	3) Kusum by Khushwant Singh 1) To Science by Edger Allan Poe
07	N. A.	07		
Month: October 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module III Poem	2) Evolution by Sharman Alexie 3) Father Returning Home by Dilip Chitre
08	N. A.	08		



Course Title: English for Communication

Class- B.Sc. II

Semester: IV

Month: December 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module IV Oral and Written Skill	1) Note Making and Note Taking 2) Interview Skill
07	N. A.	07		
Month : January 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module V Prose	1) Karma by Khushwant Singh 2) The Tiger in the Tunnel by Ruskin Bond
08	N. A.	08		
Month: February 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module V Prose	3) The Prophet who taught India how to win by Shashi Tharoor 1) Enterprsie by Nissim Ezekeil
08	N. A.	08	Module VI Poem	
Month: March 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module VI Poem	2) The Granny by Tejswini Patil 3) The Butterfly by Arun Kolatkar
08	N. A.	08		

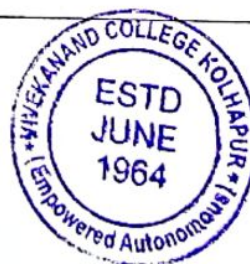


Vivekanand College, Kolhapur (Empowered Autonomous)
Department of English
Annual Teaching Plan
 Academic Year: 2024-25

Name of the teacher: Ms. Komal R. Vhonkhande
 Course Title: Business Communication

Class- BCA II
 Semester: III

Month: July 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module I A. Oral Communication	Giving Speeches and oral presentation, preparing to speak, developing formal speech writing, Extempore Speech
08	N. A.	08		
Month : August 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module I B. E-Communication	Email Writing: Formal and Informal E-mail Writing, Format of e-mail writing, E-mail Pals, Blog Writing: Personal and Professional
08	N. A.	08		
Month: September 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module II C. Group Discussion	Introduction, initiating the group discussion, inviting comments, expressing agreement and disagreement, intervening the group discussion, making suggestions or accepting and refusing suggestions, conclusion
08	N. A.	08		
Month: October 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module II D. Seminar	Introduction, preparing for seminar, conducting seminar, organizing conferences, writing and preparation of paper
08	N. A.	08		




Course Title: Business Communication


Class- BCA II

Semester: IV

Month: December 2024			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module III A) Strategies for effective communication	Introduction, 'M' approaches, 7 C's of communication, other gateways to communication
07	N. A.	07		
Month : January 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module III B) Presentation Skill	Introduction, Preparing a presentation, structuring content, visual aids, delivering a presentation, language and various expressions during presentation
08	N. A.	08		
Month: February 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module IV C) Career Skills	Introduction, Job Application, Cover Letters, CV or Resume, Formats
08	N. A.	08		
Month: March 2025			Module/Unit	Sub-units planned
Lectures	Practical	Total	Module IV D) Interview	Introduction, Preparing for the interview, making the best first impression, importance of dressing sense, interview body language that sends the right message, frequently asked questions, telephonic interview
08	N. A.	08		


Ms. Komal Vhonkhande
Subject Teacher




Dr. Kavita Tiwade
Head of the Department
Head
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