

VIVEKANAND COLLEGE, KOLHAPUR (AN EMPOWERED AUTONOMOUS INSTITUTE)

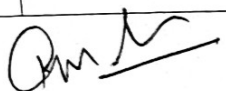
STATEMENT OF SYLLABUS COMPLETION

Year- 2024-25 B.Com- II Semester-III and IV

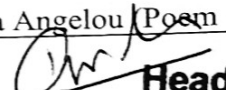
Name of teacher- Dr.Kavita Tiwade

Department- English

Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
English	OralSkills A) I .Oral and Written English	OralSkills A) I .Oral and Written English II. PPT Presentation Skills III Compering IV Interviewing Famous Personalities V Interviewing Skills	—	
	B) A Stormy Arrival in South Africa- M.K.Gandhi C)The Road Not Taken- Robert Frost(Poem)	B) A Stormy Arrival in South Africa- M.K.Gandhi C)The Road Not Taken- Robert Frost(Poem)	—	
	Conversational Skills	. A)Formal and Informal conversation Expressing Agreement ,Disagreement and Partial Agreement and Disagreement ,Stating an opinion ,Complaint ,Interpreting and Leaving a Conversation	—	
	B) The Childless One- Jai Nimkar(Short Story) C) Breathing Spaces- Rana Nayar(Poem)	B) The Childless One- Jai Nimkar(Short Story) C) Breathing Spaces- Rana Nayar(Poem)	—	
	A)E- Communication	Email Writing 2) Blog Writing and E-Vlog	—	
	B) Senor Payroll –William E. Barrett (Short Story) C) I Am The People, The Mob- Carl Sandburg (Poem)	B) Senor Payroll –William E. Barrett (Short Story) C) I Am The People, The Mob- Carl Sandburg (Poem)	—	
	. A) English for Banking and Industries	1) Notice, Agenda and Minutes 2) Writing Advertisements My Financial Career – Stephen Leacock (Short Story) C) Phenomenal Woman - Maya Angelou (Poem)	—	


(Signature of the Teacher)




Head
DEPARTMENT OF ENGLISH
 (Signature of the Head of Department)
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STATEMENT OF SYLLABUS COMPLETION

Year- 2024-25 B.A - II Semester-III and IV

Name of teacher- Dr. Kavita Tiwade

Department- English

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
		Oral Skills	A) Oral and Written English I. PPT Presentation Skills II. Compering III. Interviewing Skills IV. Interviewing Famous Personalities B) 'A Real Good Smile' by Bill Naughton (Short story) C) 'Mending Wall' by Robert Frost (Poem)	-	
		. Conversational Skills	A) Formal and Informal conversation Expressing Agreement, Disagreement and Partial Agreement and Disagreement, Stating an opinion, Complaint, Interpreting and Leaving a Conversation B) 'Preparation for England' by M. K. Gandhi C) 'Father Returning Home' by Dilip Chitre (Poem)	-	

	A) E- Communication	1) Email Writing 2) Blog Writing B) The Selfish Giant - Oscar Wilde C) Auto Wreck - Karl Shapiro	-	
	B) English for Banking and Industries	1) Notice, Agenda and Minutes 2) Writing Advertisements B) An Old Man's Ageless Wisdom' by Sudha Murty C) My Soul has a Hat' by Mario de Andrade (Poem)	-	

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STATEMENT OF SYLLABUS COMPLETION

Year- 2024-25 B.A III Semester-V and VI

Name of teacher- Dr. Kavita Tiwade

Department- English

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
		Introduction to Literary Criticism ¹	Definition of Criticism Nature of Criticism Function of Criticism	-	
		Classical Criticism	Classical Criticism Theory of Imitation Theory of Catharsis	-	
		Ideal Tragic Hero	Romantic Criticism S.T.Coleridge : Imagination and Fancy	-	
		Romantic Criticism: ST Coleridge: Imagination and Fancy	Romantic Criticism: ST Coleridge: Imagination and Fancy	-	

	Literary Concepts and Terms Satire, Paradox, Allegory, Irony	Literary Concepts and Terms Satire, Paradox, Allegory, Irony	-	
	psychoanalytical theory Id, Ego and Superego	psychoanalytical theory Id, Ego and Superego	-	
	. Indian Criticism Rasa Theory	. Indian Criticism Rasa Theory	-	
	. Feminism Simone de Beauvoir: Preface of The Second Sex	. Feminism Simone de Beauvoir: Preface of The Second Sex	-	

(Signature of the Teacher)



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STATEMENT OF SYLLABUS COMPLETION
Year- 2024-25 B.A - III Semester-V and VI

Name of teacher- Dr. Kavita Tiwade

Department- English

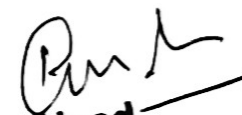
Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
B.A III	English	Interview Skills The Interview- V. V. John	Interview Skills The Interview- V. V. John	-	
			A) Grammar for Competitive Examinations B) The Lottery- Shirley Jackson	-	
		Writing Skills for Competitive Examinations After Twenty Years - O. Henry	Writing Skills for Competitive Examinations After Twenty Years - O. Henry	-	
		. A) I Shall Return to this Bengal - Jibananda Das B) Song of Youth - Dr. A. P. J. Abdul Kalam C) The Orphan Girl - Henry Derozio	. A) I Shall Return to this Bengal - Jibananda Das B) Song of Youth - Dr. A. P. J. Abdul Kalam C) The Orphan Girl - Henry Derozio	-	
		A) Group Discussion B) The Lighthouse Keeper of Aspinwall - Henry Sienkiewicz	A) Group Discussion B) The Lighthouse Keeper of Aspinwall - Henry Sienkiewicz	-	
		A) Note Making & Note Taking	A) Note Making & Note Taking	-	

	Questions - Leo Tolstoy	B) Three Questions - Leo Tolstoy		
	A) Media Writing B) Eight Rupees - Murali Das Melwan	A) Media Writing B) Eight Rupees - Murali Das Melwan	-	
	A) The Mystic Drum B) Two Dead Soldiers - Jean Arsanayagam ii) Bora Ring-Judith Wright	A) The Mystic Drum B) Two Dead Soldiers - Jean Arsanayagam ii) Bora Ring-Judith Wright	-	



(Signature of the Teacher)





(Signature of the Head of Department)
Head
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“Dissemination of Education for Knowledge, Science and Culture”

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

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STATEMENT OF SYLLABUS COMPLETION

Name of teacher- MS. Supriya Mohan Patil

Class: B. A. I

Department- English
Semester-I

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
B. A. I	IKS: Women in Indian Mythology	Module – I : Introduction	A) What is IKS and its significance? B) What is Indian Mythology?	--	Complete
		Module – II : The Text	1. The Source of Knowledge 2. The Eight Forms 3. The God with the Head of Horse 4. The Woman of the Battlefield	--	Complete

(Signature of the Teacher)

Ms. S. M. Patil

(Signature of the Head of Department)

Head

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STATEMENT OF SYLLABUS COMPLETION

Class: B. A. II

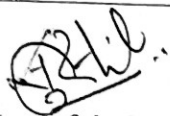
					Semester-III
Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
B. A. II	English Language and Libguistics	Module – I : Basic Concepts in Phonology	A) Syllables B) Word stress C) Weak and strong forms D) intonation	---	Complete
		Module – II : Syntax I	A) Agreement and Concord B) What is Subject-Verb Agreement C) Rules of the Agreement	---	Complete
		Module III: Syntax II	A) Phrase structure B) Types of Phrases	---	Complete
		Module IV: Practical English	Linguistic Analysis of prose	---	Complete

Semester-IV


Class: B. A. II

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
B. A. II	English Language and	Module I : Clauses I (Functional Types)	Declarative, Interrogative and Imperative	---	Complete

	Libguistics				
		Module II : Clauses II (Structural Types)	Clauses II (Structural Types) Subordination and coordination Main/Independent Clause and Subordinate Clause	---	Complete
		Module III: Introduction to Semantics	What is Semantics Types of Meaning	---	Complete
		Module IV: Practical English	Linguistic Analysis of poem	---	Complete


 (Signature of the Teacher)
 Ms. S.M. Pati




 Dr. K.D. Tiwade
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STATEMENT OF SYLLABUS COMPLETION

Class: B. A. III

Semester-V


Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus Covered	not	Remark
B. A. III	Introduction to Translation Studies	Module I : Introduction to Translation	A) Meaning of Translation B) Nature and Scope of Translation C) Importance of Translation D) Process of Translation	---		Complete
		Module II : Types of Translation I	A) Word to word translation B) Literal Translation C) Free Translation D) Literary and Non-literary Translation	---		Complete
		Module III: Tools of Translation	A) Dictionary B) Encyclopaedia C) Other	---		Complete
		Module IV: Practical English	Translation of Non-Literary Text	---		Complete

Class: B. A. III


Semester-VI

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus Covered	not	Remark
B. A. III	Introduction to Translation	Module I : Types of Translation	A) Conceptual B) Communicative	---		Complete

	Studies		C) Metrical D) Transcreation		
		Module II : Problems of Translation	A) Overtranslation B) Undertranslation C) Untranslatability	---	Complete
		Module III: Features of a Good Translator	A) Overtranslation B) Undertranslation C) Untranslatability	---	Complete
		Module IV: Practical English	Translation of Literary Text	---	Complete


 (Signature of the Teacher)
 Ms. S.M. Patil




 Dr. K.D. Pawade
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Head
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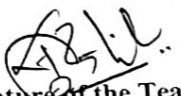
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Class: B.B. A. I


STATEMENT OF SYLLABUS COMPLETION

Class	Subject	Syllabus assigned	Semester-V & VI		
			Syllabus Completion	Syllabus Covered not	Remark
B.B.A. I (Semester I)	Business Communication	Module I : Introduction to Communication Non Verbal Communication	A) Introduction to Communication -Meaning and definition, process, scope and importance of communication, elements and stages of communication, - Importance of business communication, -Communication barriers and how to overcome them. B) Non- Verbal Communication - Meaning and definition of Non-Verbal communication -Importance of Non-Verbal communication -Components of Non-Verbal communication.	---	Complete
		Module II : Business Communication	C) Business Letters -Principles of Business Letters -Structure of Business Letters -Formats of Business Letters -Types of Business Letters: Inquiry,	---	Complete

			reply to inquiry, Place an order, Complaint letters. D) Employment Communication and Office Drafting -Office drafting: Notice, Agenda and Minutes of the meeting.		
B.B.A. I (Semester II)		Module III: Oral Communication	Oral Communication A) Nature and scope of Oral Communication B) Speech: extempore and prepared speeches C) What is Listening and significance of Active listening. Group Discussion: A) Stages and preparation B) Presentation: Preparation, C) Dos and Don'ts D) Principles of effective presentations.	---	Complete
		Module IV: Oral Communication Group Discussion	Oral Communication A) Nature and scope of Oral Communication B) Speech: extempore and prepared speeches C) What is Listening and significance of Active listening? Group Discussion: A) Stages and preparation B) Presentation: Preparation, C) Dos and Don'ts D) Principles of effective presentations.	---	Complete


 (Signature of the Teacher)
 Ms. S.M. Patil




 Dr. D. Tiwade
 (Signature of the Head of Department)
Head
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Class: B. Voc. Part I

STATEMENT OF SYLLABUS COMPLETION

Class	Subject	Syllabus assigned	Syllabus Completion	Semester-I & II	
				Syllabus Covered	Remark
B. Voc. I (Sem I)	Business Communication I	Module I: Basic English for Business Communication	Parts of Speech, Elements of Sentence Tenses, Vocabulary	---	Complete
		Module II: Communication during Recruitment	Job Application, Resume Writing Interview Techniques, Most probably asked questions in interview	---	Complete
B. Voc. I (Sem II)	Business Communication II	Module III: Group Discussion	Initiating a Discussion Eliciting Opinions, Views, etc. Expressing Agreement/ Disagreement Making Suggestions Accepting and Declining Suggestions Summing up	---	Complete
		Module IV: Business Correspondence and Marketing	Inviting Quotations Placing Orders, Complaining Describing Products and writing advertisements	---	Complete


(Signature of the Teacher)
Ms. S.M. Patil




Dr. K. D. Tiwade
(Signature of the Head of Department)
Head
DEPARTMENT OF ENGLISH
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STATEMENT OF SYLLABUS COMPLETION

Voc. Part II

Subject	Syllabus assigned	Syllabus Completion	Semester-III & IV	
			Syllabus Covered	Remark
c. II (III)	Business Communication III	Module I: Grammar & Vocabulary for Business Communication	Using Tenses in the given Context Use of modal auxiliary Use of collocations and idioms	Complete
		Module II: Spoken English	Introducing yourself Introducing Others Giving Instructions Asking and Giving information Talking on the given topic	Complete
Voc. II (IV)	Business Communication IV	Module III: English for General Communication	Presentation Skills SWOT Analysis Captioning a Picture or Video	Complete
		Module IV: Professional Skills	Types of Leadership Leadership Skills Emotional Management	Complete

(Signature of the Teacher)
Ms. S.M. Patil



(Signature of the Head of Department)
Dr. K.D. Tiwade
Head
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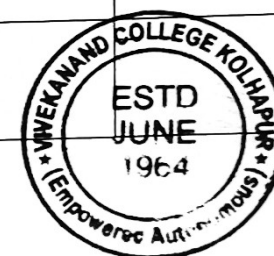
VIVEKANAND COLLEGE, KOLHAPUR
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STATEMENT OF SYLLABUS COMPLETION

Year- 2024-25

Name of teacher- Snehal Warekar

Department- English

Class/Subject	Syllabus Assigned	Syllabus Completion	Syllabus Not Covered	Remark
B.A. III, Linguistics (Sem-I)	Module 1: 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 7) Language and Cognitive Process 8) Aphasia	Module 1: 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 7) Language and Cognitive Process 8) Aphasia	--	--
	Module 2: Clause Structure 1) Clause Structure Basic Labelling 2) Form Label 3) Function Label	Module 2: Clause Structure 1) Clause Structure Basic Labelling 2) Form Label 3) Function Label	--	--
	Module 3: Introduction to Semantics 1) Introduction 2) Nature 3) Scope	Module 3: Introduction to Semantics 1) Introduction 2) Nature 3) Scope	--	--
	Module 4: Introduction to Pragmatics 1) Introduction 2) Nature	Module 4: Introduction to Pragmatics 1) Introduction 2) Nature	--	--



	Scope	Scope		
B.A. III, Linguistics (Sem-II)	Module 1: Language variations 1) Dialect 2) Types of Dialect- Sociolect, Ethnolect, Temporal, Regional 3) Register	Module 1: Language variations 1) Dialect 2) Types of Dialect- Sociolect, Ethnolect, Temporal, Regional 3) Register		
	Module 2: Ambiguity 1) Types of Ambiguity 2) Lexical 3) Syntactic	Module 2: Ambiguity 1) Types of Ambiguity 2) Lexical 3) Syntactic		
	Module 3: Discourse Analysis 1) Mode, Tenor, Domain 2) Unity, Cohesion, Coherence	Module 3: Discourse Analysis 1) Mode, Tenor, Domain 2) Unity, Cohesion, Coherence		
	Module 4: Practical Discourse Analysis of the texts	Module 4: Practical Discourse Analysis of the texts		
B.Sc. III, English for Communication (Sem-I)	Module 1: E-Communication & Prose 1. Email 2. Blog 3. "The Ant and the Grasshopper" by William Mugham	Module 1: E-Communication & Prose 1. Email 2. Blog 3. "The Ant and the Grasshopper" by William Mugham		
	Module 2: Interview Skills & Poem 1. Preparation 2. Interview Winning Skills 3. Dos and Don'ts 4. "Enterprise" by Nissim Ezekiel	Module 2: Interview Skills & Poem 1. Preparation 2. Interview Winning Skills 3. Dos and Don'ts 4. "Enterprise" by Nissim Ezekiel		
	Module 3: English for Competitive	Module 3: English for Competitive Examination		


	Examination & Prose <ol style="list-style-type: none"> 1. Letter Writing 2. Report Writing 3. Paragraph Writing 4. "The Look-out Man" by Nicolas Bentley 	& Prose <ol style="list-style-type: none"> 1. Letter Writing 2. Report Writing 3. Paragraph Writing 4. "The Look-out Man" by Nicolas Bentley 		
	Module 4: Prose & Poem <ol style="list-style-type: none"> 1. "Forgetting our own history" by Sudha Murty 2. "The Butterfly" by Arun Kolatkar 3. "For Your Lanes My Country" by Faiz Ahmad Faiz 	Module 4: Prose & Poem <ol style="list-style-type: none"> 1. "Forgetting our own history" by Sudha Murty 2. "The Butterfly" by Arun Kolatkar 3. "For Your Lanes My Country" by Faiz Ahmad Faiz 	--	--
B.Sc. III, English for Communication (Sem-II)	Module 1: Group Discussion & Poetry <ol style="list-style-type: none"> 1. Initiating the GD 2. Inviting comments 3. Expressing Agreement and Disagreement 4. "Evolution" by Sherman Alexie 	Module 1: Group Discussion & Poetry <ol style="list-style-type: none"> 1. Initiating the GD 2. Inviting comments 3. Expressing Agreement and Disagreement 4. "Evolution" by Sherman Alexie 	--	--
	Module 2: Note Making and Note Taking & Prose <ol style="list-style-type: none"> 1. Methods of Note Making 2. Methods of Note Taking 3. "Gateman's Gift" by R. K. Narayan 	Module 2: Note Making and Note Taking & Prose <ol style="list-style-type: none"> 1. Methods of Note Making 2. Methods of Note Taking 3. "Gateman's Gift" by R. K. Narayan 	--	--
	Module 3: Media Writing & Prose <ol style="list-style-type: none"> 1. Writing Editorials 2. Editing 3. Script writing for Radio and Television 4. "Karma" by Khushwant Singh 	Module 3: Media Writing & Prose <ol style="list-style-type: none"> 1. Writing Editorials 2. Editing 3. Script writing for Radio and Television 4. "Karma" by Khushwant Singh 	--	--
	Module 4: Prose & Poetry	Module 4: Prose & Poetry	--	--

	<ol style="list-style-type: none"> 1. "Bhaurao in America" by Barr. P.G. Patil 2. "The Grass is Really Like Me" by Kishwar Naheed 3. "The Granny" by Tejswini Patil 	<ol style="list-style-type: none"> 1. "Bhaurao in America" by Barr. P.G. Patil 2. "The Grass is Really Like Me" by Kishwar Naheed 3. "The Granny" by Tejswini Patil 		
B.Com. I, English for Business Communication (Sem-I)	Module 1: Description, Grammar & Poem <ol style="list-style-type: none"> 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 4. Parts of Speech 5. Types of Sentences 6. "Money Madness" by D. H. Lawrence 7. "Success is counted Sweetest" by Emily Dickinson 	Module 1: Description, Grammar & Poem <ol style="list-style-type: none"> 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 4. Parts of Speech 5. Types of Sentences 6. "Money Madness" by D. H. Lawrence 7. "Success is counted Sweetest" by Emily Dickinson 	--	--
	Module 2: Narration, Grammar & Prose <ol style="list-style-type: none"> 1. Present Events 2. Narrating Past Event/Experience 3. Narration from Different Points of View (First person and Third person) 4. Tenses 5. Link Words 6. "Why a Start-up Needs to Find its Customers First" by Pranav Jain 7. "Dhirubhai Ambani" 	Module 2: Narration, Grammar & Prose <ol style="list-style-type: none"> 1. Present Events 2. Narrating Past Event/Experience 3. Narration from Different Points of View (First person and Third person) 4. Tenses 5. Link Words 6. "Why a Start-up Needs to Find its Customers First" by Pranav Jain 7. "Dhirubhai Ambani" 	--	--
B.Com. I, English	Module 3: Writing Official Letters, Grammar	Module 3: Writing Official Letters, Grammar &	--	--

for Business Communication (Sem-II)	& Prose <ol style="list-style-type: none"> 1. Letter of Enquiry, Reply to the Letter of Enquiry 2. Placing an Order 3. Letter of Complaint, Reply to the Complaint 4. Types of Sentences 5. "Commerce Education: Key to Prosperity and security" by Manjushree Deshpande 6. Rahul Bajaj 	Prose <ol style="list-style-type: none"> 1. Letter of Enquiry, Reply to the Letter of Enquiry 2. Placing an Order 3. Letter of Complaint, Reply to the Complaint 4. Types of Sentences 5. "Commerce Education: Key to Prosperity and security" by Manjushree Deshpande 6. Rahul Bajaj 		
	Module 4: Interdepartmental Communication, Grammar & Poetry <ol style="list-style-type: none"> 1. Memorandum 2. Office order 3. Circular 4. Elements of Clause 5. "Leisure" by D. H. Lawrence 6. "Trees" by Joyce Kilmer 	Module 4: Interdepartmental Communication, Grammar & Poetry <ol style="list-style-type: none"> 1. Memorandum 2. Office order 3. Circular 4. Elements of Clause 5. "Leisure" by D. H. Lawrence 6. "Trees" by Joyce Kilmer 		

Snehal S Warekar
Subject Teacher




Dr. Kavita Tiwade
Head of the Department
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STATEMENT OF SYLLABUS COMPLETION

Year- 2024-25 BSc. Computer Science Part I (Sem I & II)

Name of teacher- Ms. Madhuri Pawar

Department- English

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
BCS I	Business Communication	Module I A) Introduction to Communication	<ul style="list-style-type: none"> • Introduction • Purpose of communication • Elements of communication • Origin and definitions • Basic types of communication • Barriers to communication 	—	
		B) Verbal and Non-verbal Communication	<ul style="list-style-type: none"> • Oral and written communication • Its merits and demerits • Non-verbal communication • Types of non-verbal communication • Its merits and demerits 	—	
		Module II C) English for Banking and Industries	Writing Memo, Circulars: <ul style="list-style-type: none"> • Memo-Characteristics of a memo • Language and writing style • Format of a memo • Circular- guidelines for writing a circular • Language and writing style of a circular • Format of a circular 	—	
		D) Writing Notice, Agenda and Minutes	<ul style="list-style-type: none"> • Purpose • Format • Important guidelines to remember • examples 	—	
BCS I (Sem II)	Business Communication	Module III A) Communication Network	<ul style="list-style-type: none"> • Scope and types of communication • Formal and informal communication network • Upward communication • Downward communication • Diagonal communication • Grapevine 	—	



		B) Writing Business letters	<ul style="list-style-type: none"> • Importance of business letters • Difference between personal business letters • Structure and format of business letters • Types of business letters • Enquiry letter, complaint letter and request letter 	—	
		Module IV) C) Oral Skill	<ul style="list-style-type: none"> • Oral and written skill • Oral presentation • Compering skill • Power point presentation • Interviewing the famous personality 	—	
		D) Report writing	<ul style="list-style-type: none"> • Introduction • Format of report • Specimen of report • Elements of report • Types of report • Structure of report • Parts of report 		

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STATEMENT OF SYLLABUS COMPLETION

Year- 2023-24 B.sc Computer Science Part II Semester-III and IV

Department- English

Name of teacher- Ms. Madhuri Pawar

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
BCS II(Sem III)	Business Communication	Module I A) Oral Skills	<ul style="list-style-type: none"> • Giving speeches • Oral presentation • Preparing to speak • Developing formal speech • Extempore speech 	—	
		B) E-Communication	<ul style="list-style-type: none"> • Email writing • Formal and informal E-mail writing • Format of E-mail • Email pals 	—	

			<ul style="list-style-type: none"> • Blog writing • Personal and professional Blog writing 		
		C) Group Discussion	<ul style="list-style-type: none"> • Introduction • Initiating the group discussion • Inviting comments • Expressing agreement and disagreement • Intervening the group discussion • Making suggestion and accepting suggestion • conclusion 	--	
		D) Seminar	<ul style="list-style-type: none"> • Introduction • Preparing for seminar • Conducting seminar • Organizing conferences • Writing and preparing of paper 	--	

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
BCSII (Sem IV)	Business Communication	Module III A) Strategies for effective communication	<ul style="list-style-type: none"> • Introduction • 'M' Approaches • 7 C's of communication • Other gateways to communication 	--	
		B) Presentation Skill	<ul style="list-style-type: none"> • Introduction • Preparing a presentation • Structuring content • Visual Aids • Delivering a presentation • Language and various expressions during presentation 	--	
		C) Career Skills	<ul style="list-style-type: none"> • Introduction • Job Application • Cover Letters • CV or Resume • Formats 	--	
		D) Interview	<ul style="list-style-type: none"> • Introduction 	--	

			<ul style="list-style-type: none"> • Preparing for the interview • Making the best first impression • Importance of dressing sense • Interview body language • Frequently asked questions • Telephonic interview 		
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VIVEKANAND COLLEGE, KOLHAPUR (AN EMPOWERED AUTONOMOUS INSTITUTE)
STATEMENT OF SYLLABUS COMPLETION
 Year- 2024-25 BSc & Entire Biotech II

Name of teacher- Ms. Madhuri Pawar

Department- English

Class	Subject	Syllabus assigned	Syllabus Completion	Syllabus not Covered	Remark
B. Sc II Sem III	English for Communication	Module I A) Oral and Written Skill	<ul style="list-style-type: none"> • Difference between oral and written skill • Power Point Presentation • Compering Skill • Interviewing the famous personality 	—	
		B) Group Discussion	<ul style="list-style-type: none"> • Introduction • Initiating the group discussion • Inviting comments • Expressing agreement and disagreement • Intervening the group discussion • Making suggestion and accepting suggestion • conclusion 	—	
		Module II Prose	<ul style="list-style-type: none"> • The Ant and the Grasshopper by William Maugham • Youth and the Tasks Ahead by Karan Singh • Kusum by Khushwant Singh 	—	
		Module III Poems	<ul style="list-style-type: none"> • To Science by Edger Allan Poe • Evolution by Sharman Alexie • Father Returning Home by Dilip Chitre 	—	
Sem IV	English for Communication	Module IV Oral and Written Skill	<ul style="list-style-type: none"> • Note Making and Note Taking • Tips • Examples 	—	
		Interview	<ul style="list-style-type: none"> • Introduction 	—	

		<ul style="list-style-type: none"> • Preparing for an interview • During the interview • Do's and Don'ts of Interview 		
	Module V Prose	<ul style="list-style-type: none"> • Karma by Khushwant Singh • The Tiger in the Tunnel by Ruskin Bond • The Prophet who taught India how to win by Shashi Tharoor 	--	
	Module VI Poems	<ul style="list-style-type: none"> • Enterprise by Nissim Ezekiel • The Granny by Tejswini Patil • The Butterfly by Arun Kolatkar 	--	

MPaw

Ms. Madhuri Pawar
Subject Teacher

[Signature]

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

[Signature]

Dr. R. R. Kumbhar
Principal
Vivekanand College, Kolhapur
(An Empowered Autonomous Institute) ✓

