To

The Principal
Vidya Bharati Mahavidyalaya,
Amravati.

Subject: - Submission of a proposal to start the Value added/Add on course in English.

Respected Sir,

The department of English is herewith submitting the proposal to start the Value added/Add on Course in English entitled Certificate Course in Enhancing Competence in English from this academic year to cater the need of the students seeking their UG & PG degrees in the institution. This course shall be commenced from 07/01/2019 to 21/01/2019. The target group has already been identified and such a circular also has been issued for the concerned Heads of Departments.

You are request to peruse the proposal and grant the permission to introduce such a certificate course of immense relevance. Kindly endorse and oblige.

Date: - 1/1/2019

Head
Department of English

Encl: - 1. Copy of a proposal along with details of the course
2. Distribution of workload.
3. Admission form.
4. Names of the departments identified.
Vidya Bharati Mahavidyalaya,
Amravati. 444602

A Proposal to start Value Added / Add on Course in English

Name of the Course
“Certificate Course in Enhancing Competence in English”

Submitted by
Department of English
2018-19
A Proposal to start Value Added/Add on Course in English

Department of English

I. Name of the Course:- “Certificate Course in Enhancing Competence in English”

II. Code of the Course:- ENG -01

III. Course Coordinator:- Prof. V. P. Shekoker

IV. Eligibility: -Students admitted to UG/PG programme.

V. Intake capacity:- 35

VI. Course Objectives :-
   a. Students will be able to recognize and understand the meaning of targeted grammatical structures in written form.
   b. The course is aimed at making the students better articulate in English thereby increasing their comprehension level and self confidence.
   c. Recognize the present/past/future tenses in contextualized speech.
   d. Use of basic vocabulary such as days of the week, months of the year and dates (ordinals), as well as vocabulary for performing basic tasks such as shopping, riding the bus, going to a doctor, and eating in a restaurant.
   e. Students will be able to write Notice, Agenda and Minutes of the meeting.

VII. Contact Hours:- 35 Hrs
VIII. Course Content:-

I. Unit I: - Grammar: (10 Hours)
   1. Sentence structure
   2. Parts of Speech: Articles, Prepositions, Conjunctions, Nouns and their typology, Adjectives and their typology, Adverbs and their typology, Verbs, Pronouns
   3. Question/negation formation
   4. Tenses: Simple Present, Present Continuous, Present Perfect, Past, Future

II. Unit II: - Technical writing (4 Hours)
   1. Meeting- Notice, agenda and Minutes.
   2. Curriculum Vitae
   3. E- Communication.

III. Unit III: - Communicative strategies: A few are indicated here: (4 Hours)
   1. Introducing self/others
   2. Requesting
   3. Apologising/accepting apologies

IV. Unit: - IV : - Computer assisted Learning (12 Hours)
   1. Words Worth Language Lab.

V. Unit: - V Activities such as (5 Hours)
   Seminars / Presentations / Assignments/library work/ etc

[Signature]
Head
Department of English
Scheme of Examination

I. There shall be a paper of 100 marks
II. The passing percentage shall be of 50%.
III. Theory paper shall be of 80 marks.
IV. Internal assessment 20 marks.
   1. Home Assignment -10 marks
   2. Seminar /Activities/ presentation- 10 marks

The details of the question paper
Distribution of marks

Vidya Bharati Mahavidyalaya, Amravati

Certificate Course in Enhancing Competence in English

Time: 3 Hrs) (Max. Marks: 80)

All questions are compulsory

Que.1. Do as directed (16marks) (Based on Unit- I Grammar)

   2. Answer any two carry 8 marks each with an internal
      option. ( Meeting- Notice, Agenda & minutes) (16 marks)
      (Based on Unit- II Technical writing)

   3. a) Answer any one with an internal option (Curriculum
      vitae, ( 8 Marks )
      b) Answer any one with an internal option.
      (Based on E-communication (8 marks)
      (Unit- II Technical writing)

   4. Dialogue writing (16) (Communicative strategies)

   5. Multiple choice questions (16) (Unit- I Grammar)
Vidya Bharati Mahavidyalaya,
Amravati- 444602
Department of English
Certificate Course in Enhancing Competence in English

Distribution of workload (In Hours)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of the Faculty Members</th>
<th>Theory</th>
<th>Practicals/ Activities</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. R. M. Patil</td>
<td>6</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Dr. P. S. Yenkar</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Prof. V. P. Shekokar</td>
<td>6</td>
<td>6</td>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td>18</td>
<td>17</td>
<td>35 (Hrs)</td>
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Vidya Bharati Mahavidyalaya,
C.K. Naidu Road, Camp, Amravati-444602

Department of English
Certificate Course in Enhancing Competence in English

Application Form

Duration: ................ to ....................

1. Students ID :- .................
2. Class :- .................
3. Name of the Student:---------------------------------------------------------------
4. Name of Father/Guardian :---------------------------------------------------------
5. Address: - ...........................................................................................................
6. Email ID: - ...........................................................................................................
7. Aadhar No:--------------------------------------------------------------
8. Contact No:---------------------------------------------------------------
9. Religion:---------------------- Caste:---------------------- Category:----------------------
10. Date of Birth: - .....................................................................................................

Signature of Applicant