

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<sup>d</sup> 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.

P. Submitted  


**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. Shekokar
- 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 (4Hours)**

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

  
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

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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)

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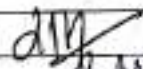

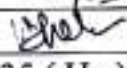
# Vidya Bharati Mahavidyalaya,

Amravati- 444602

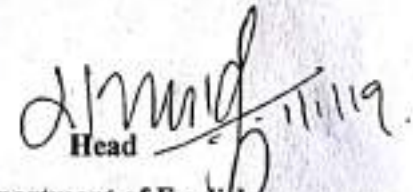
## Department of English

### Certificate Course in Enhancing Competence in English

#### Distribution of workload (In Hours)

Sr. No	Name of the Faculty Members	Theory	Practicals/ Activities	Signature
1	Dr.R.M.Patil	6	5	
2	Dr.P.S.Yenkar	6	6	
3	Prof. V.P.Shekokar	6	6	
	Total	18	17	35 (Hrs)

  
Course Coordinator

  
Head  
Department of English

# 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