

 <p>Estd. 1962 "A++" Accredited by NAAC (2021) With CGPA 3.52</p>	<p align="center">SHIVAJI UNIVERSITY, KOLHAPUR 416 004, MAHARASHTRA PHONE : EPABX - 2609000, BOS Section - 0231-2609094, 2609487 Web : www.unishivaji.ac.in Email: bos@unishivaji.ac.in शिवाजी विद्यापीठ, कोल्हापूर, ४१६ ००४, महाराष्ट्र दूरध्वनी - इपीबीएक्स - २०६०९०००, अभ्यासमंडळे विभाग : ०२३१- २६०९०९४, २६०९४८७ वेबसाईट : www.unishivaji.ac.in ईमेल : bos@unishivaji.ac.in</p>		
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Ref. No./SU/BOS/Humanities/ 294

Date :07/05/2025

To,
The Principal,
All Concerenced Affiliated Colleges/Institutions,
Shivaji University, Kolhapur

Subject: Regarding syllabi of B. A. Part II (sem. III & IV) degree programme under the
Faculty of Humanities as per National Education Policy, 2020 (NEP 2.0)

Sir/Madam,

With reference to the subject mentioned above I am directed to inform you that the University authorities have accepted and granted approval to the revised syllabi, equivalence and nature of question paper of B. A. Part II (Sem. III & IV) under the Faculty of Humanities as per National Education Policy, 2020. (NEP 2.0)

Sr.No.	Syllabus	Sr.No.	Syllabus	Sr.No.	Syllabus
1	Hindi	4	English (AEC) B.A.	7	Economics
2	English	5	English (AEC) B.Sc		
3	Psychology	6	English (AEC) B.Com	8	Defence Studies (Entire)


This syllabi shall be implemented from the academic year 2025-26 onwards. A soft copy containing the syllabus is attached herewith and it is also available on university website www.unishivaji.ac.in (Online Syllabus).

The question paper on the pre-revised syllabi of above mentioned course will be set for the examinations to be held in October/November 2025 & March/ April, 2026. These chances are available for repeater students, if any.

You are therefore, requested to bring this to the notice of all students and teachers concerned.

Thanking you,

Yours faithfully


(Dr. S. M. Kubal)
 Dy. Registrar

Encl: As above

Copy to,

For Information and necessary action.

Dean, Faculty of Humanities.	Distance Education Section.
Chairman, B.O.S./Ad-hoc Board under faculty of Humanities.	Eligibility Section.
Director, Board of Examinations & Evaluation	P. G. Seminar Section.
Appointment Section A & B	P. G. Admission Section.
B. A./B.Com./B.Sc. Exam. Section.	Affiliation Section (T. 1 & T 2)
Internal Quality Assorance Cell (IQAC)	Computer Center/I. T. Cell.



SHIVAJI UNIVERSITY, KOLHAPUR

Established: 1962

A++ Accredited by NAAC (2021) With CGPA 3.52

New Syllabus For

Bachelor of Science [B. Sc.]

Prepared by

Faculty of Humanities

ABILITY ENHANCEMENT COURSE (AEC)

B. Sc. Part - II (Semester - III and IV)

STRUCTURE AND SYLLABUS IN ACCORDANCE WITH

NATIONAL EDUCATION POLICY – 2020 (2.0)

HAVING CHOICE BASED CREDIT SYSTEM

WITH MULTIPLE ENTRY AND MULTIPLE EXIT OPTIONS

(TO BE IMPLEMENTED FROM ACADEMIC YEAR 2025-26 ONWARDS)

QUESTION PAPER PATTERN FOR SEMESTER III

B. Sc. Part II, Semester III

Course category: Ability Enhancement Course (AEC)

Course Name: Communication Skills in English

Course number:

Course Code: BSCU0325AEL303C01

Course Credits: 02

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50

QUESTION PAPER PATTERN FOR SEMESTER III

(Sem. End Exam 40 + Internal Exam 10 = 50)

Sem. End Exam 40

Q. 1. A. Multiple choice questions with four alternatives (To be set on Module I and II)

[05]

B. Answer in one word/ phrase/sentences each (To be set on Module I and II) [05]

Q. 2. Based on Module I

[10]

A. Based on module I (To be set on Module I Description of Place/Person/)

B. Description of Process/Experiments

Q. 3 Question to be set On Module I

[05]

Description of an object/Event

Q. 4. . Question to be set on module II

[15]

A. Write a covering letter of job application

B. Draft a C V

C. Write letter of internship/acceptance

Internal Exam 10

Activities and exercises suggested for internal assessment:

Students will choose one of the following prompts:

- Describe your favourite place you have visited, memorable person etc.
- Describe a festive event or cultural celebration you attended.
- Describe processes and experiment done in the laboratory.
- Describe an imaginary world or fictional place.
- Students will be given a fictional job advertisement for a specific role (e.g., marketing coordinator, customer service representative, etc.).
- Based on the job description, students will draft an application letter addressing the key qualifications, skills, and experience required for the position.

- Students will create a corresponding C.V. that highlights relevant skills, qualifications, and experiences tailored to the job. The C.V. should include sections like Personal Information, Career Objective, Education, Work Experience, Skills, and References.
- Any other exercise/activity approved by concerned teacher.

SEMESTER-IV

B. Sc. Part II, Semester IV

Course category: Ability Enhancement Course (AEC)

Course Name: Communication Skills in English

Course number:

Course Code: BSCU0325AEL303D02

Course Credits: 02

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50

QUESTION PAPER PATTERN

(Sem. End Exam 40 + Internal Exam 10 = 50)

Semester End Exam 40

Q. 1. A. Multiple choice questions with four alternatives (To be set on Module I and II) [05]

B. Answer in one word/ phrase/sentence each (To be set on Module I and II) [05]

Q. 2. Based on module I

A Telephonic Conversation [05]

B. Telephonic Conversation [05]

Q. 3 Based on module II (To be set on Module II) Telephonic Conversation [05]

Q. 4. Based on module II [15]

A. Answer the following questions in 3-4 contingences each (2out of 4)

B. Write Short note on the following in about 7-8 sentences each (1 out of 3)

Internal Exam 10

CURRICULUM / SYLLABUS:

Ability Enhancement Course (AEC)

B. Sc. Part II Sem. III

(To be implemented from Academic Year 2025-26)

Detailed Syllabus

Course category: Ability Enhancement Course (AEC)

Course Name: Communication Skills in English

Course number:

Course Code: BSCU0325AEL303C01

Course Credits: 02

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50

Course Objectives:

- To enhance the ability to describe people, places, objects, and events vividly and accurately using sensory details, precise vocabulary, and organized structure.
- To master various descriptive techniques to create engaging, immersive and contextually appropriate content for academic, creative, and professional writing.
- To gain a comprehensive understanding of the components, formats, and language styles used in drafting effective application letters and C.Vs.
- To learn to tailor application letters and C.V.s to specific job roles, highlighting relevant skills, qualifications, and experiences to align with employer expectations.
- To write effective application letters and prepare professional CVs, emphasizing clarity, structure, and persuasive communication.

Course Outcomes:

After learning this course, students will be able:

- Compose well-organized, vivid, and contextually relevant descriptions of people, places, objects, and events using sensory details and precise language.
- Apply various descriptive techniques in academic, creative, and professional writing, enhancing clarity, engagement, and reader comprehension.
- Draft well-structured and persuasive application letters and C.V.s, demonstrating clarity, professionalism, and relevance to job requirements.
- Customize application letters and C.V.s by effectively showcasing their skills, qualifications, and experiences, enhancing their employability and career prospects.

Detailed syllabus for Semester III

Course Name: B. Sc. II Ability Enhancement Course (AEC) Semester III			
Module	Title of the Module	Subtitles of the Module	Hours
I	Description	<ul style="list-style-type: none">● Describing People, Places, Objects, Events, Processes & Experiments etc.	15
II	Drafting Application letter and preparing C.V.	Application Letter: <ul style="list-style-type: none">● Importance of Application Letters and C.V.s● Purpose and Relevance in Career Development● Types of Application Letters (Job Application, Internship, Academic Admission)● Key Components of Application Letter C.V.: <ul style="list-style-type: none">● Definition and Purpose of a C.V.● Difference Between a C.V. and a Resume● Key Components	15

SEMESTER-IV

Ability Enhancement Course (AEC)

B. Sc. Part II, Semester IV

Course category: Ability Enhancement Course (AEC)

Course Name: Communication Skills in English

Course number:

Course Code: BSCU0325AEL303D02

Course Credits: 02

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50

Course Objectives:

- To equip students with the skills needed for effective telephonic communication, including proper etiquette, active listening, and clear articulation in professional contexts.
- To train students to handle telephonic conversations involving inquiries, complaints, and negotiations by using appropriate communication strategies and maintaining a courteous tone.
- To enable students to interpret and evaluate the central themes of spirituality, human values, cultural change, and personal development presented in the literary texts.
- To foster the ability to analyse poetic techniques, narrative styles, and persuasive strategies used by the authors to convey their messages effectively.
- To encourage students to connect the moral, philosophical, and motivational lessons from the texts to everyday life challenges, fostering personal growth and emotional intelligence.

Course Outcomes:

After learning this course, students will be able:

- Communicate clearly and professionally over the phone, using appropriate language, tone, and etiquette in various business and personal contexts.
- Develop the ability to handle inquiries, complaints, and conflict situations over the phone, applying active listening and effective communication strategies to achieve positive outcomes.
- Analyse the central themes, literary devices, and emotional impact of the texts, interpreting how the authors use language to convey moral, philosophical, and societal messages.
- Demonstrate the ability to apply the lessons from these works to real-world situations, enhancing personal development, emotional intelligence, and effective problem-solving skills.

Detailed syllabus for Semester IV

Course Name: B. Sc. II Ability Enhancement Course (AEC) Semester IV			
Module	Title of the Module	Subtitles of the Module	Hours
I	Telephonic Communication	<ul style="list-style-type: none">● Introduction to Telephonic Communication● Telephonic Etiquette● Effective Listening and Response● Telephonic Communication in the Workplace● Telephonic Communication in the Digital Age● Overcoming Barriers in Telephonic Communication	15
II	A) The Divine Image by William Blake B) Once upon a Time by Okara C) The Magic Formula for Solving Worry Situations by Dale Carnegie	NA	15

Activities and exercises suggested for internal assessment:

1. Students will be given a set of role-play scenarios that involve different types of telephonic conversations, such as:

- A customer making an inquiry about a product or service
- A client requesting support for a technical issue
- A professional conducting a follow-up call after a job interview
- A complaint call about a delayed service or product

2. In pairs or groups, students will take turns playing the roles of the caller and the receiver.

They will conduct the conversation based on the scenario, ensuring to:

- Greet the other person politely
- Introduce themselves and state the purpose of the call
- Use appropriate professional language and tone
- Address any queries or concerns effectively
- Close the conversation courteously

3. Thematic Analysis

Students will be assigned to one of the three texts:

- The Divine Image by William Blake
- Once Upon a Time by Gabriel Okara
- The Magic Formula for Solving Worry Situations by Dale Carnegie

Each student will identify the central theme(s) of their assigned text. They will write a brief (250-300 words) thematic analysis, exploring how the author conveys the message, the literary devices used (such as symbolism, imagery, tone, etc.), and the relevance of these themes to modern life.

4. Application to Real-Life Situations

After analyzing the text, students will choose one life lesson or moral from the reading and apply it to a real-life situation or personal experience.

5. Students will then write a reflection (200-250 words) on how applying the life lesson from the text helped resolve or better understand the situation.

6. Any other exercise/activity approved by concerned teacher.

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Carnegie, Dale. *How to Stop Worrying and Start Living*. Simon and Schuster, 1948.