

DATE:-19/07/2019

To,
The Principal,
Pravara Medical Trust's,
Arts, Commerce and Science College
Shevgaon

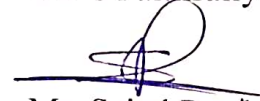
Subject: Permission for the organizing Syllabus framing workshop...

Respected Sir,

With the above reference subject, The Department of English is planning to commence 'Certificate Course on English in Use' in the month of (45 Hours). For the said the certificate course dept. of English to organized syllabus framing workshop.

However, it is our humble request to please allow us to organized said workshop dated on 23th July 2019.

Your's Faithfully,



Mr. Sajed Patel
(Course Coordinator)

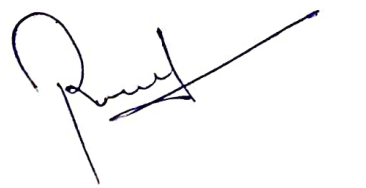
HEAD

Dept. of English
Pravara Medical Trust's
Arts, Commerce and Science College
Shevgaon, Dist. Ahmednagar



COORDINATOR



Permitted




Arts, Commerce and Science College, Shevgaon

Tal. Shevgaon Dist. Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com



College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

Date: 20/07/2019

To,
Prof. Vaidya R.G.
New Arts Commerce and Science
College Shevgaon

Subject: Subject expert for Syllabus Framing Workshop on 'Certificate Course on English in use' ...

Respected Sir,

With the above reference subject, Department of English of our college would like to run '**Certificate Course on English in use**' in the Academic Year 2019-20. The said Certificate course will be having 45 Hours Theory and Practical lecture sessions during the month of August to October.

You are nominated as a **Subject Expert-Member** for the Syllabus Framing Committee of the said course. Department of English organizes a Syllabus Framing Workshop of '**Certificate Course on English in use**' on 23rd July 2019.

We request you to attend the said Workshop and help us to frame the syllabus.

❖ **Syllabus framing committee as follows:**

Sr. No.	Name of the Expert	Designation
1	Prof. Ravindra G. Vaidya	Subject Expert
2	Prof. Sajed Patel	Coordinator & HoD
3	Prof. Mohan B. Partwagh	Skill Development Centre Coordinator

R.G. Vaidya
Received



Raj

Principal
Principal

Arts, Comm. & Sci. College
Shevgaon, Dist. Ahmednagar

Attachment: Proposed outline



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Date:- 23/07/2019

To,
Dr.R.G. Vaidya
HOD Department of English,
New Arts, Commerce and Science College,
Shevgaon

Subject: Thanking Letter...

Respected Sir,

With the above mentioned subject, The department of English of our college has organized "Syllabus Framing Workshop on Certificate Course on English In Use" for the Graduate Students on 23rd July 2019. We are thankful to you that you have attended the said workshop and help us to frame syllabus.

We wish you best wishes for future.

Thanking You!

R.G. Vaidya
Received

[Signature]
Principal
Arts, Comm. & Sci. College
Shevgaon, Dist Ahmednagar

Department of English

‘Multidisciplinary Certificate Course on English in use’

Proposed Outline

❖ About Course:

English in use course is for the students who wish to upgrade their English Communication skills for personal, educational and/or employment purposes. The course focuses on extending listening, speaking, reading and writing skills to improve confidence and develop basic proficiency in communication skills. The speaking and listening practice will also provide opportunities for language skill development including grammar, sentence structure, vocabulary and pronunciation.

Objectives	1	To reinforce the basic concepts of English Grammar.
	2	To improve the Pronunciation and Vocabulary skills.
	3	To implement the Grammar, Pronunciation and Vocabulary Skills into practice.
	4	To make the students build skills for Comprehension and Vocabulary.
	5	To develop Listening, Speaking, Reading and Writing Skills.
	6	To improve Verbal and Non-verbal communication skills.
	7	To enhance Effective Communication Skills and Interpersonal Skills.
	8	To build confidence in English language.

❖ Scope of the Course:

English has occupied an important place in our educational system and life of our country. It is the language that continues to dominate the nation. India is the third largest English speaking country. In India English is being perceived as a “must know” language. English has now become a ladder for upper social mobility and “a window to the world”. So, it is necessary to empower students with effective English language skills. The present course will definitely help the students to achieve the professional success.

❖ Other Details:

No. of Lectures (In Hours)	45 Hours
Duration	August to October 2019
Course Fee	-
Eligibility	Any student of UG & PG course
Course Certificate	After successful completion of the course
No. of Participants	20 Students
Course Coordinator	Mr. Sajed S. Patel



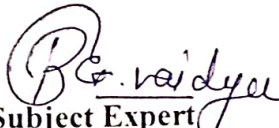
Syllabus

Unit No	Topic	Content
Unit -1 Grammar (Duration- 05 Hours)	A] Parts Of Speech	<ul style="list-style-type: none"> ➤ Noun ➤ Pronoun ➤ Adjective ➤ Verb ➤ Adverb ➤ Preposition ➤ Conjunction ➤ Interjection
	B] Articles	
	C] Tenses	<ul style="list-style-type: none"> ➤ Past ➤ Present ➤ Future
	D] Types of Sentences	<ul style="list-style-type: none"> ➤ Declarative ➤ Exclamatory ➤ Imperative ➤ Interrogatory
	E] Auxiliaries:	<ul style="list-style-type: none"> ➤ Primary ➤ Modal
Unit – 2 Spelling and Pronunciation (3 Hours)	Phonetics	<ul style="list-style-type: none"> ➤ Vowels and Consonant Sounds ➤ Stress in Connected Speech
Unit – 3 Vocabulary (3 Hours)	Morphology and Semantics	<ul style="list-style-type: none"> ➤ Synonyms and Antonyms ➤ One Word Substitution ➤ Idioms
Unit- 4 Reading Comprehension (4 Hours)	Reading Skill	<ul style="list-style-type: none"> ➤ News Paper Reading ➤ Magazines ➤ Articles ➤ Books
Unit- 5 Improving Writing Skills (5 Hours)	Writing Skill	<ul style="list-style-type: none"> ➤ Letter Writing ➤ Resume Writing ➤ Paragraph Writing
Unit- 6 Comprehension While Interacting Face To Face (5Hours)	Communication Skills	<ul style="list-style-type: none"> ➤ Greetings ➤ Requesting ➤ Complaining ➤ Seeking Permission ➤ Asking Information
Unit- 7 Presentation (5 Hours)	Presentation Skill	<ul style="list-style-type: none"> ➤ Delivering A Speech ➤ PPT ➤ GD & Interview




Reference Books:


- A Dictionary of Advanced English by Martin H. Manser
- High School English Grammar and Composition - Regular Edition by Wren & Martin
- English Grammar in Use by Raymond Murphy
- World Power Made Easy by Norman Lewis
- English Grammar in Use by Raymond Murphy
- English Vocabulary in Use by Michael McCarthy and Felicity O'Dell
- English Collocations in Use by Michael McCarthy and Felicity O'Dell
- Practical English Usage by Michael Swan
- Advanced Grammar in Use by Martin Hewings
- English Idioms in Use by Michael McCarthy and Felicity O'Dell
- English for Everyone: English Grammar Guide
- Cambridge English Skills: Real Listening and Speaking" by Miles Craven


Subject Expert


Course Coordinator

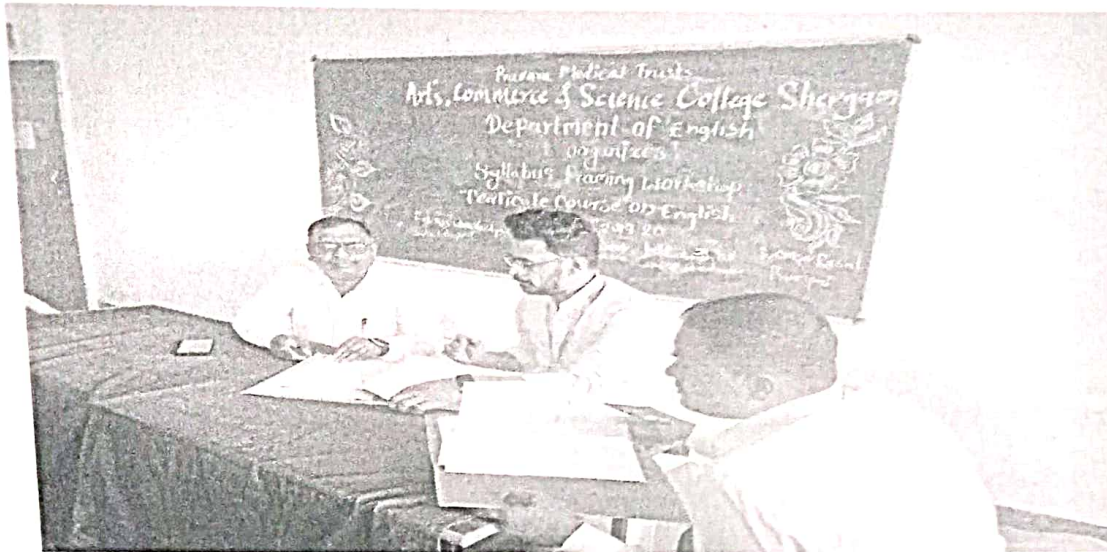

Courses Coordinator


HoD & IQAC Coordinator
IQAC
PMT's ACSC
Shevgaon


Principal
Arts, Comm. & Sci. College
Shevgaon, Dist Ahmednagar



Syllabus Framing Workshop Photo

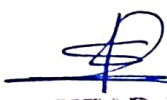


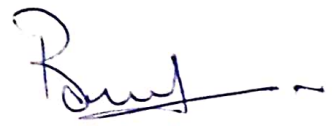
Syllabus Framing workshop for "Certificate Course on English in Use"




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Syllabus Framing Workshop for "Certificate Course on English in Use" 2019-20

Report

Date:23/07/2019

The Department of English at Pravara Medical Trust's Arts, Commerce, and Science College, Shevgaon, organized a one-day workshop on 23rd July 2019 to frame the syllabus for the certificate course titled "English in Use." The workshop was attended by faculty members; course Coordinator, Prof. Ravindra Vaidya, a subject expert, presided over the workshop, along with Prof. Sajed Patel, the course coordinator, and Prof. Mohan Paratwagh from the Certificate Courses Coordinator. The session aimed to create a curriculum tailored to improve the students' proficiency in English for academic and professional applications.

The workshop began with a welcome address by Prof. Sajed Patel, who outlined the objectives of the session. Prof. Ravindra Vaidya then provided valuable insights into the importance of practical and functional English in today's world. He emphasized the need for a course that would help students acquire strong communication skills, enhance their vocabulary, and improve their confidence in using the language effectively.

During the interactive session, participants engaged in discussions on key components of the syllabus. Topics included grammar fundamentals, spoken English, business communication, and the role of technology in language learning. The importance of including modules on writing emails, formal letters, and resumes was also highlighted. The proposed syllabus was designed to be interactive and skill-oriented, incorporating group discussions, role plays, and real-life situations.


Prof. Mohan Paratwagh shared his expertise on integrating skill development activities into the curriculum. He emphasized aligning the course content with industry needs, making students better equipped for job interviews and professional interactions. Three participants were present for the respective program.

The workshop was a successful, achieving its objective of framing a well-rounded syllabus for the certificate course. The curriculum is expected to empower students with essential language skills and enhance their employability in a competitive environment. There were 03 members participated in the respective workshop.




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Date: 23/07/2019

To,

Prof. Ravindra G. Vaidya

New Arts, Commerce & Science College.

Shevgaon.

Subject: Appreciation for Guidance and Contribution....

On behalf of our institute we like to extend our heartfelt gratitude for your presence and invaluable guidance during the **One-Day Workshop on Syllabus Framing for certificate Course on English in Use** organized by our college on 23rd July 2019


Your expertise and insights were help in shaping a comprehensive syllabus for the certificate course. Your active involvement and thoughtful suggestions have greatly enhanced the quality and relevance of the curriculum, ensuring that it meets the evolving needs of learners and the professional world.

We deeply appreciate the time and effort you dedicated to this workshop and your commitment to advancing the cause of quality education. Your contribution has been a source of inspiration for our faculty and will undoubtedly benefit the students who will engage with this curriculum.

Once again, thank you for your valuable support and guidance. We look forward to collaborating with you in future to enhance academic excellence.

With warm regards,




Principal
Arts, Comm. & Sci. College
Shevgaon, Dist. Ahmednagar

R.G. Vaidya

Received