

**Department of Language
Meeting of Board of Studies**

Date: May 04, 2019

Time: 10:00 AM

Place: Lachoo Memorial College of Science & Technology (Autonomous)

Agenda of Meeting:-

To Review and finalize the course contents of Communicative English in UG and PG courses.

To Suggest Panel of course wise external examiners for theory and practical.

Any other matter regarding the course of studies with permission from chair.

NOTE: Each Theory Paper Carries 100 Marks.
[20 CIA (Two in each semester) + 80 ESE.

CIA – Continuous Internal Assessment

ESE – End Semester Examination.

Proposed Syllabus for B.Sc. I Semester I (2019-20)
BSEN 131- Communicative English

Max Marks: 80
3 L/ week

UNIT I

Comprehension:

Comprehension includes understanding the language by reading and writing. Passages will be given to read and question will be asked to evaluate the level of comprehension.

[10]

UNIT II

Text:

Remedial Course in English Book II

Short questions based on the passage from the text will be given.

[10]

UNIT III

Functional Grammar:

Grammar will be taught in a functional, integrated and informal way, laying stress more on the usage rather than defining them

- (a) Modal verbs [5]
- (b) Tenses
- (c) Common Errors involving the uses of Articles, Prepositions and Tenses [5]
- (d) Antonyms , synonyms, prefix and suffix [5]

UNIT IV

Writing Skills

- (a) Letter Writing :- (Formal and Informal),
Various types of business and social letters and Applications [10]
- (b) Report Writing:-
(Newspaper Report and Factual Reports) [10]

UNIT V

- (a) Paragraph Writing
(Descriptive and Factual) [10]
- (b) Précis Writing

[10]

(Dr. S.K. Harit) (Dr. Madhvika Mathur) (Dr. Rashmi Rajpal Singh) (Dr. Namrata Mathur)

Proposed Syllabus for B.Sc. I Semester II (2019-20)
BSEN 231- Communicative English

Max Marks: 80
3 L/ week

UNIT I

1. Unseen Passage for Analysis
(Question answer, vocabulary, sentence formation, synonyms and antonyms) [20]

UNIT II

Grammar:

1. Reported Speech [5]
2. Active and Passive Voice [5]
3. Subject Verb Concord [5]
4. Non finite verbs: Gerunds, Infinitives, Participles [5]

UNIT III

1. Idioms [5]
2. Phrasal Verbs [5]
3. One Word Substitution [5]

UNIT IV

Writing Skills

- Short Composition [10]
Various types of Business letters

UNIT V

- Job application and Resume writing [15]

(Dr. S.K. Harit) (Dr. Madhvika Mathur) (Dr. Rashmi Rajpal Singh) (Dr. Namrata Mathur)

Proposed Syllabus for B.Com. I Semester I (2019-20)
B Com EN 115 - Communicative English

Max Marks: 80
3 L/ week

UNIT I

Comprehension:

Comprehension includes understanding the language by reading and writing. Passages will be given to read and question will be asked to evaluate the level of comprehension. [10]

UNIT II

Text:

Remedial Course in English Book II

Short questions based on the passage from the text will be given. [10]

UNIT III

Functional Grammar:

Grammar will be taught in a functional, integrated and informal way, laying stress more on the usage rather than defining them

- (a) Modal verbs [5]
- (b) Tenses [5]
- (c) Common Errors involving the uses of Articles, Prepositions and Tenses [5]
- (d) Antonyms , synonyms, prefix and suffix [5]

UNIT IV

Writing Skills

- (c) Letter Writing :- (Formal and Informal),
Various types of business and social letters and Applications [10]
- (d) Report Writing:-
(Newspaper Report and Factual Reports) [10]

UNIT V

- (c) Paragraph Writing
(Descriptive and Factual) [10]
- (d) Précis Writing [10]

(Dr. S.K. Harit) (Dr. Madhvika Mathur) (Dr. Rashmi Rajpal Singh) (Dr. Namrata Mathur)

Proposed Syllabus for B.Com. I Semester II (2019-20)

B Com EN 215 - Communicative English

Max Marks: 80
3 L/ week

UNIT I

1. Unseen Passage for Analysis
(Question answer, vocabulary, sentence formation, synonyms and antonyms) [20]

UNIT II

Grammar:

1. Reported Speech [5]
2. Active and Passive Voice [5]
3. Subject Verb Concord [5]
4. Non finite verbs: Gerunds, Infinitives, Participle [5]

UNIT III

1. Idioms [5]
2. Phrasal Verbs [5]
3. One Word Substitution [5]

UNIT IV

Writing Skills

- Short Composition [10]
Various types of Business letters

UNIT V

- Job application and Resume writing [15]

(Dr. S.K. Harit) (Dr. Madhvika Mathur) (Dr. Rashmi Rajpal Singh) (Dr. Namrata Mathur)

Proposed Syllabus for B.C.A. I Semester I (2019-20)
BCA-114 Communicative English

Max Marks : 80
3 L/ week

UNIT I

Comprehension:

Comprehension includes understanding the language by reading and writing. Passages will be given to read and question will be asked to evaluate the level of comprehension.

[10]

UNIT II

Text:

Remedial Course in English Book II

Short questions based on the passage from the text will be given.

[10]

UNIT III

Functional Grammar:

Grammar will be taught in a functional, integrated and informal way, laying stress more on the usage rather than defining them

- (a) Modal verbs [5]
- (b) Tenses [5]
- (c) Active and Passive Voice [5]
- (d) Antonyms , synonyms, prefix and suffix [5]

UNIT IV

Writing Skills

- (a) Letter Writing :- (Formal and Informal),
Various types of business and social letters and Applications

[10]

- (a) Report Writing:-
(Newspaper Report and Factual Reports)

[10]

UNIT V

- (a) Paragraph Writing
(Descriptive and Factual) [10]
- (a) Précis Writing

[10]

We propose communicative skills lab along with the theory classes in the same semester.

(Dr. S.K. Harit) (Dr. Madhvika Mathur) (Dr. Rashmi Rajpal Singh) (Dr. Namrata Mathur)

Proposed Syllabus for BCA I Semester II (2019-20)
BCA-214 Communicative English

Max Marks: 80
3L/Week

UNIT I

Unseen Passage for analysis
(Question answers, vocabulary, one word, sentence formation, synonyms and Antonyms) [20]

UNIT II

- (a) Subject verb concord [5]
- (b) Reported Speech [5]
- (c) Non Finite verbs: Gerunds, infinitives and participles [5]

UNIT III

- (a) Idioms [6]
- (b) Common Errors [Involving the use of Articles, Prepositions and Tenses] [10]
- (c) One word substitution. [5]

UNIT IV

Writing skills: Formal Letters
Various types of Business letters related to Job Application and Resume Writing
Report writing, Project Report [12]

UNIT V

Essay writing and short composition. [12]

(Dr. S.K. Harit) (Dr. MadhviMathur) (Dr. Rashmi Rajpal Singh) (Dr. Namrata Mathur)

SUGGESTED PANEL OF EXAMINERS:-

S.No.	N a m e	D e s i g n a t i o n	A d d r e s s
1	Dr. Anil Pathak	Retd. Professor	A-294,Shastri Nagar, Jodhpur
2	Dr. Sharad Rajimwale	Retd. Professor	48,Prem Nagar ,Pal Road Jodhpur
3	Dr. Rashmi Rajpal Singh	Associate Professor	Government College, Rohat
4	Dr. Jagrati Upadhyay	Associate Professor	Sardar Patel University Of Police, Security And Criminal Justice
5	Dr. Rashmi Mathur	Associate Professor	National Law University, Jodhpur
6	Dr. Satish Harit	Associate Professor	Jai Narain Vyas University, Jodhpur
7	Dr. Rimika Singhvi	Associate Professor	IIS University, Jaipur
8	Dr. Rajshree Ranawat	Assistant Professor	Jai Narain Vyas University, Jodhpur
9	Dr. Madhvika Mathur	Assistant Professor	Mahila PG Mahavidhyalaya, Jodhpur
10	Dr Vibha Bhoot	Assistant Professor	Jai Narain Vyas University, Jodhpur

BOOKS SUGGESTED FOR REFERENCE:-

1. Wren and Martin – High School Grammar and Composition.
2. Thomas and Martinet – Practical English Grammar.
3. R. P. Sinha – English Grammar and Usage with Composition.
4. Sasi Kumar, V. Dutta and Rajeevan-
A course in Listening and Speaking-1 Foundation books.
5. Murphy's English Grammar.
6. Oxford Practice Grammar.

**Lachoo Memorial College of Science & Technology (Autonomous),
Jodhpur**

Department of English

Attendance Sheet for meeting of Board of Studies held on 04.05.2019

- | | |
|------------------------|--------------------|
| 1. Dr. Namrata Mathur | Chairperson |
| 2. Dr. Satish K Herit | University Nominee |
| 3. Dr. Rashmi Rajpal | Member |
| 4. Dr. Madhvika Mathur | Member |

MINUTES OF MEETING OF BOARD OF STUDIES OF DEPARTMENT OF ENGLISH

Meeting of Board of studies was held on May 04, 2019 in the conference hall at 10.00 a.m.
Following members attended the meeting.

- | | | |
|---|-------------------------|---|
| 1 | Dr. S.K. Harit | (University Nominee) |
| 2 | Dr. Rashmi Rajpal Singh | (Lecturer, Govt. College, Rohat) |
| 3 | Dr Madhika Mathur | (Lecturer Mahila PG Mahavidhyalaya,Jodhpur) |
| 4 | Dr Namrata Mathur | (Lecturer, Lachoo Memorial College) |

The Board reviewed the syllabus for B.Sc I Semester , BSc II Semester, B.Com I Semester, B.Com II Semester ,BCA I semester, BCA II Semester , B. Pharma I Semester and MCA II Semester for the Academic session 2019-20) and found it appropriate in accordance to contemporary need and competitive diorama. No modifications for this session were proposed by the committee.

Following suggestions were made by the members.

1. Spoken English should be encouraged in the professional courses.
2. Emphasis to be laid on deployment of English in quotidian life of students.
3. Encouragement to guide students for inculcating regular reading habits.
4. Reference books should be increased in the library.

The meeting ended with vote of thanks.

(Dr. S.K. Harit) (Dr. MadhikaMathur) (Dr. Rashmi Rajpal Singh) (Dr. Namrata Mathur)