

**Rajarshi Shahu Mahavidyalaya, Latur**  
(Autonomous)  
Department of English  
Time Table  
Semester: Odd

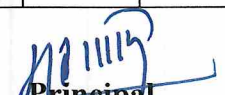
Name of the Teacher: Dr. Kale Sachin Madhukarrao

Academic Year: 2023-24

Period & Time	I 8.00 – 9.00	II 9.00- 10.00	III 10.00- 11.00	IV 11.30- 12.30	V 12.30-01.30	VI 01.30-02.30	VII 02.30-03.30	VIII 03.30- 04.30	IX 04.00- 05.00	X 05.00- 06.00
<b>Monday</b> Cl H C		BSc BT I Seminar Hall 101ENG1701		BSc CS II (A) 108 U-COE-301		BA III 315 U-ENG-501	GE I 110 101ENG1403			
<b>Tuesday</b> Cl H C		BSc BT I Seminar Hall 101ENG1701		BSc CS II (A) 108 U-COE-301		BA III 315 U-ENG-501	GE I 110 101ENG1403			
<b>Wednesday</b> Cl H C		BSc BT II U-COE-301		BSc CS II (A) 108 U-COE-301	BA III 315 U-ENG-501	BSC CS I (C ) 15 101ENG1701				
<b>Thursday</b> Cl H C		BSc BT II U-COE-301		BSc CS II (A) 108 U-COE-301		BSC CS I (C ) 15 101ENG1701				
<b>Friday</b> Cl H C		BSc BT II U-COE-301			BCA I (A) 111 101ENG1701		SEC I 108 101ENG1601			
<b>Saturday</b> Cl H C		BSc BT II U-COE-301			BCA I (A) 111 101ENG1701		SEC I 108 101ENG1601			

  
Teacher

  
Dr. Anuja Jadhav  
Head  
Department of English  
Rajarshi Shahu Mahavidyalaya,

  
Principal  
PRINCIPAL  
Rajarshi Shahu Mahavidyalaya, Latur  
(Autonomous)

**Rajarshi Shahu Mahavidyalaya, Latur**  
**(Autonomous),**

**Department of English**

**Academic Year: 2023-24**


**Details of Classes to be taught**

**Semester: Odd**

**Name of the Teacher: Dr. Kale Sachin Madhukarrao**

Sr. No.	Class	Title of the Course	Course Code	Weekly Lectures
1	BSc BT I	English for Professionals	101ENG1701	02
2	BSc BT II	Communicative English III	U-COE-301	04
3	BSc CS II (A)	Communicative English III	U-COE-301	04
4	BA III	Reading Prose IX	U-ENG-501	03
5	BCA I (A)	English for Professionals	101ENG1701	02
6	BSC CS I (C )	English for Professionals	101ENG1701	02
7	GE I	Developing Interpersonal Skills	101ENG1403	02
8	SEC I	Proof Reading and Editing	101ENG1601	02
Total Lectures/week: 21				

  
Teacher

  
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**Rajarshi Shahu Mahavidyalaya, Latur**  
**(Autonomous)**  
**Department of English**  
**Academic Year: 2023-24**  
**Teaching Plan**  
**Semester: Odd**


**Name of the Teacher: Dr. Kale Sachin Madhukarrao**  
**Title of the Course & No: English for Professionals**

**Class: BSc BT I Semester No I**  
**Course Code: 101ENG1701**

Sr. No.	Course Type	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test /Assignment with topic and date
1	AEC	<b>Unit-1: Communication &amp; Description</b> 1. Listening: 1.1. Listening to audio text and answering questions 1.2. Listening to Instructions 2.. Speaking: 2.1 Pair Work and debates – Just-A Minute Activities 2.2. Role play (formal context) 3. Reading: 3.1. Comprehension Passages –Differentiate Between Facts and Opinion, 3. 2. Skimming/Scanning: Reading Passages on Products, Equipment and Gadgets. 4. Writing: 4.1. Developing a Story with Pictures 4.2. Paragraph Writing & Product Profiles, Circulars, Minutes of Meeting	10/7/23 to 7/8/23	08	Lab Activity  Use of PPT  Videos in Language Lab	Seminar 31/7/23
2		<b>Unit-2: Negotiation Strategies</b> 1.Listening: Listening to interviews of specialists / Inventors in fields 2. Speaking: 2.1. Interviews with subject specialists 2.2. Small Group Discussions (Subject- Specific) 3.Reading: Selected sample of Web Page 4. Writing:	8/8/23 to 12/9/23	09	Lab Activity  Use of PPT  Videos in Language Lab	Assignment 11/9/23  29/8/23 Oral Presentation

	4.1. Essay Writing 4.2. Creating Web Pages				
3	<b>Unit-3 Presentation &amp; Critical Thinking Skills</b> 1. Listening: 1.1. Listening to lectures 1.2. Listening comprehension- Listening for information 2. Speaking: 2.1. Short Talks 2.2. Making Academic Presentations (with PPT) 3. Reading: 3.1. Reading Comprehension Passages 3.2. Note making 4. Writing: 4.1. Writing Recommendations 4.2. Summary writing	18/9/23 to 30/10/23	08	Lab Activity  Use of PPT  Videos in Language Lab	Debate 26/9/23   Role Play 23/10/23
4	<b>Revision</b>	31/10/23	01		

  
Teacher

  
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**Rajarshi Shahu Mahavidyalaya, Latur****(Autonomous)****Department of English****Academic Year: 2023-24****Teaching Plan****Semester: Odd****Name of the Teacher: Dr. Kale Sachin Madhukarrao****Class: BSc CS I Semester No I****Title of the Course & No: English for Professionals****Course Code: 101ENG1701**

<b>Sr. No.</b>	<b>Course Type</b>	<b>Unit and Chapter to be covered</b>	<b>Date</b>	<b>No. of Lectures required</b>	<b>Academic activities to be organized</b>	<b>No. of Test /Assignment with topic and date</b>
1	AEC	<b>Introduction</b> <b>Unit-1: Communication &amp; Description</b> 1. Listening: 1.1. Listening to audio text and answering questions 1.2. Listening to Instructions 2.. Speaking: 2.1 Pair Work and debates – Just-A Minute Activities 2.2. Role play (formal context) 3. Reading: 3.1. Comprehension Passages –Differentiate Between Facts and Opinion, 3. 2. Skimming/Scanning: Reading Passages on Products, Equipment and Gadgets. 4. Writing: 4.1. Developing a Story with Pictures 4.2. Paragraph Writing & Product Profiles, Circulars, Minutes of Meeting	12/7/23  13/7/23 to 16/8/23	01  09	  Lab Activity  Use of PPT  Videos in Language Lab	         Seminar 27/7/23
2		<b>Unit-2: Negotiation Strategies</b> 1.Listening: Listening to interviews of specialists / Inventors in fields 2. Speaking: 2.1. Interviews with subject specialists 2.2. Small Group Discussions (Subject-	17/8/23 to 27/09/23	10	Lab Activity  Use of PPT	Debate 30/8/23    Role play 12/10/23

	Specific) 3. Reading: Selected sample of Web Page 4. Writing: 4.1. Essay Writing 4.2. Creating Web Pages			Videos in Language Lab	
3	<b>Unit-3 Presentation &amp; Critical Thinking Skills</b> 1. Listening: 1.1. Listening to lectures 1.2. Listening comprehension- Listening for information 2. Speaking: 2.1. Short Talks 2.2. Making Academic Presentations (with PPT) 3. Reading: 3.1. Reading Comprehension Passages 3.2. Note making 4. Writing: 4.1. Writing Recommendations 4.2. Summary writing	4/10/23 to 2/11/23	08	Lab Activity  Use of PPT  Videos in Language Lab	Assignments
4	<b>Revision</b>	2/11/23	01		

  
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**Department of English**  
**Academic Year: 2023-24**  
**Teaching Plan**  
**Semester: Odd**


**Name of the Teacher: Dr. Kale Sachin Madhukarrao**  
**Title of the Course & No: English for Professionals**

**Class: BCA I Semester No I**  
**Course Code: 101ENG1701**

Sr. No.	Course Type	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No.ofTest /Assignment with topicanddate
1	AEC	<b>Introduction</b> <b>Unit-1: Communication &amp; Description</b> 1. Listening: 1.1. Listening to audio text and answering questions 1.2. Listening to Instructions 2.. Speaking: 2.1 Pair Work and debates – Just-A Minute Activities 2.2. Role play (formal context) 3. Reading: 3.1. Comprehension Passages –Differentiate Between Facts and Opinion, 3. 2. Skimming/Scanning: Reading Passages on Products, Equipment and Gadgets. 4. Writing: 4.1. Developing a Story with Pictures 4.2. Paragraph Writing & Product Profiles, Circulars, Minutes of Meeting	14/7/23 15/7/23 to 19/8/23	01 10	Lab Activity  Use of PPT  Videos in Language Lab	Seminar 28/7/23
2		<b>Unit-2: Negotiation Strategies</b> 1.Listening: Listening to interviews of specialists / Inventors in fields 2. Speaking: 2.1. Interviews with subject specialists	25/8/23 to 29/9/23	10	Lab Activity  Use of PPT	Debate 26/8/23

	2.2. Small Group Discussions (Subject-Specific) 3. Reading: Selected sample of Web Page 4. Writing: 4.1. Essay Writing 4.2. Creating Web Pages			Videos in Language Lab	Assignment
3	<b>Unit-3 Presentation &amp; Critical Thinking Skills</b>  1. Listening: 1.1. Listening to lectures 1.2. Listening comprehension- Listening for information 2. Speaking: 2.1. Short Talks 2.2. Making Academic Presentations (with PPT) 3. Reading: 3.1. Reading Comprehension Passages 3.2. Note making 4. Writing: 4.1. Writing Recommendations 4.2. Summary writing	6/10/23 to 3/11/23	08	Lab Activity  Use of PPT  Videos in Language Lab	Role Play 30/9/23   Discussion 27/10/23
4	<b>Revision</b>	4/11/23	01		

  
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**Department of English**  
**Academic Year: 2023-24**  
**Teaching Plan**  
**Semester: Odd**


**Name of the Teacher: Dr. Kale Sachin Madhukarrao**  
**Title of the Course & No: Communicative English III**

**Class: BSc CS II Semester No III**  
**Course Code: U-COE-301**

Sr. No.	Course	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test /Assignment with topic and date
1	AECC	<b>Introduction</b> <b>Unit 1: Reading Skills 1</b> <b>A. features of Reading:</b> 1.Introduction. 2. Qualities of a good Reader. 3. Bad habits of Reading. 4. Sub skills of Reading. 5. Types of Reading <b>B. Reading Techniques:</b> Surveying the Reading Matters and identifying the text. 2. Skimming the Text for identifying the general theme. 3. Scanning the Text to locate specific details. 4. Understanding meaning of words, phrases and sentences	26/6/23 to 17/7/23	12	Lab Activity Use of PPT Videos in Language Lab	Seminar Presentation
2		<b>Unit 2: Reading Stories</b> 1. Who is cultured? – Munshi Premchand 2. Work of Art - Anton Chekhov 3. Three Dancing Goats – (a folk-tale) 4. The Doll's House - Katherine Mansfield 5. Bhaut Kuch Hota Hai- Sudha Murthy 6. Honesty Comes from the Heart- Sudha Murthy	18/7/23 to 10/8/23	15	Lab Activity Use of PPT Videos in Language Lab	Seminar 31/7/23
3		<b>Unit 3: Writing Skill-I</b> A.Features of Writing	14/8/23 to 12/9/23	17	Lab Activity	Assignment 5/9/23

	1. Features of Writing 2. Paragraph Writing B. Writing Techniques Note Making and Note Taking. C. Writing Comprehension			Use of PPT Videos in Language Lab	Debate 28/8/23
4	<b>Unit 4: WRITTEN COMMUNICATION-I</b> A. Letter Writing. B. Email Letter. C. Job Application with CV. D. What are Bio-data, Resume and CV?	13/9/23 to 11/10/23	10	Lab Activity Use of PPT Videos in Language Lab	Oral Presentation 18/9/23 Role Play 3/10/23
	<b>Revision</b>	12/10/23	01		

  
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**Rajarshi Shahu Mahavidyalaya, Latur****(Autonomous)****Department of English****Academic Year: 2023-24****Teaching Plan****Semester: Odd****Name of the Teacher: Dr. Kale Sachin Madhukarrao****Title of the Course & No: Communicative English III****Class: BSc BT II Semester No III****Course Code: U-COE-301**

Sr. No.	Course Type	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test / Assignment with topic and date
1	AECC	<b>Introduction</b> <b>Unit 1: Reading Skills 1</b> <b>A. features of Reading:</b> 1. Introduction. 2. Qualities of a good Reader. 3. Bad habits of Reading. 4. Types of Reading. 5. Sub skills of Reading. <b>B. Reading Techniques:</b> Surveying the Reading Matters and identifying the text. 2. Skimming the Text for identifying the general theme. 3. Scanning the Text to locate specific details. 4. Understanding meaning of words, phrases and sentences	28/6/23 to 20/7/23	13	Lab Activity  Use of PPT  Videos in Language Lab	Seminar
2		<b>Unit 2: Reading Stories (3)</b> 1. Who is cultured? – Munshi Premchand 2. Work of Art - Anton Chekhov 3. Bhaut Kuch Hota Hai- Sudha Murthy	21/7/23 to 16/8/23	14		26/07/23 Group Discussion
3		<b>Unit 3: Writing Skill-I</b> <b>a) Stories (3)</b> 1. Honesty Comes from the Heart- Sudha Murthy 2. Three Dancing Goats – (a folk-tale)	17/8/23 to 13/9/23	16		23/8/23 Debate  Assignment

	3. The Doll's House - Katherine Mansfield				
	b) 1. Features of Writing 2..Writing Techniques Note Making and Note Taking. 3.Writing Comprehension				
4	<b>Unit 4: WRITTEN COMMUNICATION-I</b> A. Letter Writing. B. Email Letter. C. Job Application with CV. D. What are Bio-data, Resume and CV?	15/9/23 to 13/10/23	11		22/9/23 Seminar 4/10/23 Role Play
	<b>Revision</b>	14/10/23	01		

  
Teacher

  
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**Dr. Anuja Jadhav**  
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**PRINCIPAL**  
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(Autonomous)



**Rajarshi Shahu Mahavidyalaya, Latur**  
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**Department of English**

**Academic Year: 2023-24**

**Teaching Plan**

**Semester: Odd**

**Name of the Teacher: Dr. Kale Sachin Madhukarrao**


**Title of the Course & No: Reading Prose IX**

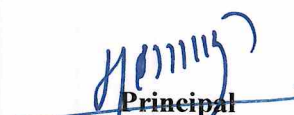
**Class: BA III Semester No V**

**Course Code: U-ENG-501**

Sr. No.	Course CC	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test / Assignment with topic and date
1	CC	<b>Introduction</b> <b>Unit 1:</b> Background of Essays  Francis Bacon: Of Marriage and Single Life, Of Love, Of Superstition, Of Ambition	21/6/23 26/8/23 to 28/6/23  3/7/23 to 9/8/23	01 03  18	Lab Activity  Use of PPT  Videos in Language Lab	   Seminar 24/7/23
2		<b>Unit 2:</b> T. Washington: Brooker: My Struggle for Education	14/8/23 to 29/8/23	07	Lab Activity  Use of PPT  Videos in Language Lab	Oral Presentation 28/8/23 Assignment
3		<b>Unit 3:</b> James Balden: Notes of a Native Son	30/8/23 to 12/9/23	06	Lab Activity	Debate 18/9/23
4		<b>Unit 4:</b> George Orwell: Shooting an Elephant	13/09/23 to 10/10/23	07	Lab Activity Use of PPT Videos in Language Lab	Discussion 9/10/23
5		<b>Revision</b>	11/10/23	01		

  
Teacher

  
**Dr. Anuja Jadhav**  
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**Principal**  
**PRINCIPAL**  
Rajarshi Shahu Mahavidyalaya, Latur  
(Autonomous)

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(Autonomous)**

**Department of English**

**Academic Year: 2023-24**

**Teaching Plan**

**Semester: Odd**

**Name of the Teacher: Dr. Kale Sachin Madhukarrao**

**Title of the Course & No: Proof Reading and Editing**


**Class: SEC I Semester No I**

**Course Code: 101ENG1601**

Sr. No.	Course SEC	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test / Assignment with topic and date
1	SEC	<b>Introduction</b> <b>Unit-1: Basic grammar and syntax</b> 1. Spellings, Tracing Errors in Spellings 2. Word Classes 3. Sentence Structure, Sentence Completion, Phrases and idioms 4. Vocabulary, Synonyms, Antonyms 5. Phrases and Idioms	14/7/23 15/7/23 to 26/8/23	01 11	Lab Activity Use of PPT Videos in Language Lab	Seminar 5/8/23
2		<b>Unit-2: Punctuation and Technical Terms</b> 1. Full stop, Colon, Semi colon, Question mark, Comma, Exclamatory, Dashes, Parentheses, Square brackets, Hyphen, Ellipsis, Apostrophe, Quotation marks 2. Abbreviation, Abstract, Acronym, Alignment, Close Parenthesis, Close Quote, Content Management System (CMS), Content Mapping, Context Sensitive, Copy Writing, Dash Leader, Document Management, Editing Marks, Correction	2/9/23 to 6/10/23	09	Lab Activity Use of PPT Videos in Language Lab	Debate 1/9/23 Assignment

	Marks., Proof-Reader Marks				
3	<b>Unit-3 Editing</b> 1.Basic Steps in Editing: Planning, Gathering/Organizing Composing/ Drafting, Revising/ Editing, Symbols of Editing, Analysis and Critique of Manuscripts/Media.  2.Types of Editing: Structural editing, Stylistic editing, copy editing,Proof reading, Formatting, Web editing, Line editing, Developmental editing  3. Documentation: Entries, references, works cited, bibliography, citing online and offline sources, formatting.	7/10/23 to 3/11/23	08	Lab Activity  Use of PPT  Videos in Language Lab	Guest Lecture 27/10/23
4	<b>Revision</b>	4/11/23	01		

  
Teacher

  
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**Rajarshi Shahu Mahavidyalaya, Latur**  
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**Department of English**  
**Academic Year: 2023-24**  
**Teaching Plan**  
**Semester: Odd**

**Name of the Teacher: Dr. Kale Sachin Madhukarrao**

**Title of the Course & No: Developing Interpersonal Skills**

**Class: GE I Semester No I**


**Course Code: 101ENG1403**

Sr. No.	Course GE	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No.ofTest /Assignment with topicanddate
1	GE	<b>Introduction</b> <b>Unit-1: Understanding Interpersonal Communication</b> 1.Communication Process 2. Social Perceptions 3.Communicating in Relationships 4.Verbal& Non-Verbal Communication	10/7/23	1	Lab Activity	.Seminar 31/7/23
			11/7/23 to 7/8/23	16	Use of PPT  Videos in Language Lab	
2		<b>Unit-2: Developing Interpersonal Communication Skills</b> 1.Conversational Skills 2. Listening Effectively 3.Empathic Responsiveness 4.Communicating inthe Workplace	8/8/23 to 4/9/23	14	Lab Activity  Use of PPT Videos in Language Lab	Debate 28/8/236  Discussion 27/9/23
3		<b>Unit-3 Self-Management Technique</b> 1.Self-Management, Self-Evaluation, Self-discipline, Self-criticism 2.Recognition of one's own limits and deficiencies, dependency, etc. 3.Self-Awareness, Self-Management 4.Identifying ones strengths and weaknesses 5.Planning & Goal setting 6.Managing self-emotions, ego, pride 7.Leadership and Team Dynamics	5/9/23 to 9/10/23	15	Lab Activity  Use of PPT  Videos in Language Lab	Role play 31/10/23  .Assignment



4	<b>Unit-4: Interpersonal Skills Development</b> 1. Building Positive Relationship, Positive Attitudes. 2. Empathies: comprehending others opinions, points of views, and face them with understanding 3. Emotional Bonding, Handling Situations (Interview), 4. Importance of interpersonal skills	10/10/23 to 1/11/23	12	Lab Activity  Use of PPT  Videos in Language Lab	
5	<b>Revision</b>	2/11/23	01		

  
Teacher

  
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**Dr. Anuja Jadhav**  
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**Rajarshi Shahu Mahavidyalaya, Latur**

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**Department of English**

**Semester: Even**

**Name of the Teacher: Dr. Sachin Madhukarrao Kale**

**Academic Year: 2023-24**

Details of classes to be taught

Sr. No.	Course Type	Class	Title of the Course	Course Code	Weekly Lectures
1	AEC	BSc BT I	English for Professionals	101ENG2701	02
2	AECC	BSc BT II	Communicative English IV	U-COE-401	04
3	AEC	BCA I (A)	English for Professionals	101ENG2701	02
4	AEC	BCA I (B)	English for Professionals	101ENG2701	02
5	AEC	BCA I (C)	English for Professionals	101ENG2701	02
6	AECC	B Voc I	English Language Skills II	U-ELS-305	03
7	AECC	B Voc II	Soft-Skills and Personality Development - II	U-SPD-524	03
8	SEC	SEC I	Proof Reading and Editing	101ENG2602	02
	Total Lectures/week: 20				

  
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**Rajarshi Shahu Mahavidyalaya, Latur**  
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Department of English  
Time Table  
Semester: Even


Name of the Teacher: Dr. Sachin Madhukarrao Kale

Academic Year: 2023-24

Period & Time		I	II	III	IV	V	VI	VII	VIII	IX	X
		8.00 – 9.00	9.00- 10.00	10.00- 11.00	11.30- 12.30	12.30-01.30	01.30-02.30	02.30-03.30	03.30- 04.30	04.00-05.00	05.00- 06.00
Monday	Cl H C		BSc BT I Seminar Hall 101ENG1701				BCA I (B) 109 101-ENG-2701				
Tuesday	Cl H C		BSc BT I Seminar Hall 101ENG1701			B Voc I 201	BCA I (B) 109 101-ENG-2701				
Wednesday	Cl H C		BSc BT II 201 U-COE-201				BCA I (C) 109 101-ENG-2701			BVoc II 222 U-SPD-524	
Thursday	Cl H C		BSc BT II 201 U-COE-201				BCA I (C) 109 101-ENG-2701			BVoc II 222 U-SPD-524	
Friday	Cl H C		BSc BT II 201 U-COE-201			B Voc I 201	BCA I (A) 109 101-ENG-2701	SEC I 108 101ENG1601		BVoc II 222 U-SPD-524	
Saturday	Cl H C		BSc BT II 201 U-COE-201			B Voc I 201	BCA I (A) 109 101-ENG-2701	SEC I 108 101ENG1601		BVoc II 222 U-SPD-524	

  
Teacher



  
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**Rajarshi Shahu Mahavidyalaya, Latur****(Autonomous)****Department of English****Teaching Plan****Semester: Even****Name of the Teacher: Dr. Sachin Madhukarrao Kale****Class: BSc BT II Semester No IV****Academic Year: 2023-24****Title of the Course & No: Communicative English IV****Course Code: U-COE-401****Total Number of Lectures : 60 hrs (60 hrs)****Lectures per Week: 4****Day and Time: Wed to Sat : 9.00 to 10.00**

Sr. No.	Course AECC	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test /Assignment with topic and date
1	AECC	<b>Introduction</b> <b>Unit 1:</b> Short Stories: 1) The Gift of Magi 2) The Dying Detective 3) Who Is a Great Man?	06/12/23 to 7/12/23 8/12/23 to 21/12/23 22/12/23 to 30/12/23 3/1/24 to 10/1/24	02 08 06 05		
2		<b>Unit 2:</b> Written Communication A. Writing Review I Book Review II Film/ Serial Review	12/1/24 to 17/1/24 18/1/24 to 24/1/24	03 04	Videos in Language Lab	
3		<b>Unit 3:</b> Reading Skills 1) Testament of a Walker 2) A Letter to Mahatma 3) Kishorganj	25/1/24 to 7/2/24 8/2/24 to 16/2/24 17/2/24 to 24/2/24	07 06 05		Seminar
4		<b>Unit 4:</b> Applied Writing Skills 1. Essay Writing 2. Newspaper report	28/2/24 to 14/3/24 15/3/24 to 28/3/24	06 08	Debate	
		<b>Revision</b>	29/3/24	01		

  
**Teacher**  
**Dr. Anil Jadhav**  
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**Rajarshi ShahuMahavidyalaya, Latur**  
**(Autonomous)**  
**Department of English**  
**Teaching Plan**  
**Semester: Even**

**Name of the Teacher: Dr. Sachin Madhukarrao Kale**  
**Title of the Course &No: English For Professionals**  
**Total Number of Lectures: 30 hrs (28 hrs)**

**Class: BSc BT I Semester No II**

**Academic Year: 2023-24**

**Course Code: 101ENG 2701**

**Lectures per Week: 2**

**Day and Time: Mon to Tue : 9.00 to 10.00**

Sr. No.	Course	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No.ofTest /Assignment with topicanddate
1	AEC	<b>Unit-1:Introduction to Fundamentals of Communication</b> A). Listening – For specific purpose, conversation: Introduction to classmates - B)Speaking – Strategies for effective day to day conversation such as Self Introduction; introducing a friend C)Reading –Pre and Post reading Strategies D)Writing - Writing emails E)Grammar - Present Tense (simple and progressive); Question types	11/12/23 to 8/1/24	09		
2		<b>Unit-2: Narration and Summation</b> A)Listening - Listening to podcast, anecdotes / stories / event narration; documentaries B)Speaking - Narrating personal experiences / events; Reporting / and summarizing of documentaries /podcasts C)Reading - Reading biographies, travelogues, newspaper reports, Excerpts from literature. D)Writing - Writing Short Report on an event (field trip etc.) Free Writing. E)Grammar – Past tense; Subject-Verb Agreement	9/1/24 to 13/2/24	10	Discussion	Seminar

3	<b>Unit-3: Practical Approach</b> A) Listening – Listening to process description.-Drawing a flow chart. B)Speaking – Public speaking on given topic, speaking with confidence and refusal skill C).Reading – Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills) D)Writing – Transferring information from non-verbal (chart, graph etc, to verbal mode) and vice versa E)Grammar – Future Tense, Simple, Compound & Complex Sentences	20/2/24 to 26/3/24	09	Debate	
	<b>Revision</b>				

  
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**Department of English**

**Teaching Plan**

**Semester: Even**

**NameoftheTeacher: Dr. SachinMadhukarrao Kale**

**Class: BCA I (A) Semester No II**

**Academic Year: 2023-24**

**Title of the Course & No:English For Professionals**

**Course Code: 101ENG 2701**

**Total Lectures : 30 hrs (28 hrs)**


**Lectures per Week: 2**

**Day and Time: Fri to Sat : 1.30 to 2.30**

Sr. No.	Course	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No.ofTest /Assignment with topicanddate
1	AEC	<b>Unit-1:Introduction to Fundamentals of Communication</b> A). Listening – For specific purpose, conversation: Introduction to classmates - B)Speaking – Strategies for effective day to day conversation such as Self Introduction; introducing a friend C)Reading –Pre and Post reading Strategies D)Writing - Writing emails E)Grammar - Present Tense (simple and progressive); Question types	15/12/23 to 12/01/24	09		
2		<b>Unit-2: Narration and Summation</b> A)Listening - Listening to podcast, anecdotes / stories / event narration; documentaries B)Speaking - Narrating personal experiences / events; Reporting / and summarizing of documentaries /podcasts C)Reading - Reading biographies, travelogues, newspaper reports, Excerpts from literature. D)Writing - Writing Short Report on an event (field trip etc.) Free Writing. E)Grammar – Past tense; Subject-Verb Agreement	13/1/24 to 17/2/24	10	Debate	Seminar

3	<b>Unit-3: Practical Approach</b> A) Listening – Listening to process description.-Drawing a flow chart. B)Speaking – Public speaking on given topic, speaking with confidence and refusal skill C).Reading – Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills) D)Writing – Transferring information from non-verbal (chart, graph etc, to verbal mode) and vice versa E)Grammar – Future Tense, Simple, Compound & Complex Sentences	23/2/24 to 29/3/24	09	Discussion	
4	<b>Revision</b>				

  
**Teacher**

  
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**RajarshiShahuMahavidyalaya, Latur**  
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**Department of English**  
**Teaching Plan**  
**Semester: Even**

**NameoftheTeacher:Dr. SachinMadhukarrao Kale**  
**Title of the Course &No:English For Professionals**  
**Total Lectures : 30 hrs (28 hrs)**

**Class: BCA I (B) Semester No II**

**Academic Year: 2023-24**  
**Course Code: 101ENG 2701**


**Lectures per Week: 2**

**Day and Time: Mon to Tue : 1.30 to 2.30**

Sr. No.	Course	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No.ofTest /Assignment with topicanddate
1	AEC	<b>Unit-1:Introduction to Fundamentals of Communication</b> A). Listening – For specific purpose, conversation: Introduction to classmates - B)Speaking – Strategies for effective day to day conversation such as Self Introduction; introducing a friend C)Reading –Pre and Post reading Strategies D)Writing - Writing emails E)Grammar - Present Tense (simple and progressive); Question types	11/12/23 to 8/1/24	09		
2		<b>Unit-2: Narration and Summation</b> A)Listening - Listening to podcast, anecdotes / stories / event narration; documentaries B)Speaking - Narrating personal experiences / events; Reporting / and summarizing of documentaries /podcasts C)Reading - Reading biographies, travelogues, newspaper reports, Excerpts from literature. D)Writing - Writing Short Report on an event (field trip etc.) Free Writing. E)Grammar – Past tense; Subject-Verb Agreement	9/1/24 to 13/2/24	10	Debate	

3	<b>Unit-3: Practical Approach</b> A) Listening – Listening to process description.-Drawing a flow chart. B)Speaking – Public speaking on given topic, speaking with confidence and refusal skill C).Reading – Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills) D)Writing – Transferring information from non-verbal (chart, graph etc, to verbal mode) and vice versa E)Grammar – Future Tense, Simple, Compound & Complex Sentences	20/2/24 to 26/3/24	09	Seminar	Test
	<b>Revision</b>				

  
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**Department of English**  
**Teaching Plan**  
**Semester: Even**

**Name of the Teacher: Dr. Sachin Madhukarrao Kale**  
**Title of the Course & No: English For Professionals**  
**Total Lectures : 30 hrs (29 hrs)**

**Class: BCA I (C) Semester No II**

**Academic Year: 2023-24**  
**Course Code: 101ENG 2701**


**Lectures per Week: 2**

**Day and Time: Wed to Thur : 1.30 to 2.30**

Sr. No.	Course	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test / Assignment with topic and date
1	AEC	<b>Unit-1: Introduction to Fundamentals of Communication</b> A). Listening – For specific purpose, conversation: Introduction to classmates - B) Speaking – Strategies for effective day to day conversation such as Self Introduction; introducing a friend C) Reading – Pre and Post reading Strategies D) Writing - Writing emails E) Grammar - Present Tense (simple and progressive); Question types	13/12/23 to 10/1/24	09		
2		<b>Unit-2: Narration and Summation</b> A) Listening - Listening to podcast, anecdotes / stories / event narration; documentaries B) Speaking - Narrating personal experiences / events; Reporting / and summarizing of documentaries / podcasts C) Reading - Reading biographies, travelogues, newspaper reports, Excerpts from literature. D) Writing - Writing Short Report on an event (field trip etc.) Free Writing. E) Grammar – Past tense; Subject-Verb Agreement	17/1/24 to 21/2/24	11	Seminar	Debate

3		<b>Unit-3: Practical Approach</b> A) Listening – Listening to process description.-Drawing a flow chart. B)Speaking – Public speaking on given topic, speaking with confidence and refusal skill C).Reading – Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills) D)Writing – Transferring information from non-verbal (chart, graph etc, to verbal mode) and vice versa E)Grammar – Future Tense, Simple, Compound & Complex Sentences	22/2/24 to 28/3/24	09	Discussion	.Test
4		<b>Revision</b>				

  
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**Department of English**  
**Teaching Plan**  
**Semester: Even**

**Name of the Teacher: Dr. Sachin Madhukarrao Kale**  
**Title of the Course & No: English for Professionals**  
**Total Lectures : 30 hrs (28 hrs)**

**Class: SEC I Semester No II**

**Academic Year: 2023-24**  
**Course Code: 101ENG1701**

**Lectures per Week: 2**

**Day and Time: Fri to Sat : 1.30 to 2.30**

Sr. No.	Course	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test / Assignment with topic and date
1	SEC	<b>Introduction</b> <b>Unit-1: Basic grammar and syntax</b> 1. Spellings, Tracing Errors in Spellings  2. Word Classes  3. Sentence Structure, Sentence Completion, Phrases and idioms  4. Vocabulary, Synonyms, Antonyms  5. Phrases and Idioms	15/12/23 to 13/1/24	10		
2		<b>Unit-2: Punctuation and Technical Terms</b> 1. Full stop, Colon, Semi colon, Question mark, Comma, Exclamatory, Dashes, Parentheses, Square brackets, Hyphen, Ellipsis, Apostrophe, Quotation marks  2. Abbreviation, Abstract, Acronym, Alignment, Close Parenthesis, Close Quote, Content Management System (CMS), Content Mapping, Context Sensitive, Copy Writing, Dash Leader, Document Management, Editing Marks, Correction Marks., Proof-Reader Marks	19/1/24 to 17/2/24	9	Debate	

3	<p><b>Unit-3 Editing</b></p> <p>1.Basic Steps in Editing: Planning, Gathering/Organizing Composing/ Drafting, Revising/ Editing, Symbols of Editing, Analysis and Critique of Manuscripts/Media.</p> <p>2.Types of Editing: Structural editing, Stylistic editing, copy editing,Proof reading, Formatting, Web editing, Line editing, Developmental editing</p> <p>3. Documentation: Entries, references, works cited, bibliography, citing online and offline sources, formatting.</p>	23/2/24 to 29/3/24	09	Guest Lecture	Seminar
4	<b>Revision</b>				

  
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**Department of English**  
**Teaching Plan**  
**Semester: Even**

**Name of the Teacher: Dr. Sachin Madhukarrao Kale**  
**Title of the Course & No:Developing Interpersonal Skills**  
**Total Lectures :60hrs(46 hrs)**

**Class: BVoc II Semester No I V**  
**Lectures per Week: 3**

**Academic Year: 2023-24**  
**Course Code: U-SPD-524**

**Day and Time: Wed to Thur : 4.00 to 5.00 Fri. 3.30 to 4.30**

Sr. No.	Course	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No.ofTest /Assignment with topicanddate
1	AECC	<b>Introduction</b>  <b>Unit I Career selection</b> Skill of selection career Finding out inborn qualities and interest. Interest- attraction or love <b>Entrepreneurship:</b> definition, definition of entrepreneur, qualities of entrepreneur, scope and limitations of entrepreneurship <b>Business:</b> - definition of business, definition of businessman, qualities of businessman, scope and limitations of businessman. <b>Service:</b> definitionofservice,servicesectorsi nIndiaandAbroad, scopeandlimitationofservice	6/12/23 to 28/12/23	11		
2		<b>Unit II Components of Attitude</b> i) Formation ofAttitude ii) Emotional, Behavioral andCognitive. iii) Functions ofAttitude.	29/12/24 to 25/1/24	11	Debate	Seminar

3	<b>Unit III Leadership and Team Management</b> i) Definition of leader ii) Qualities of leader iii) Duties of leader iv) Definition of team v) Importance of team vi) Formation of team vii) Management of team.	31/1/24 to 23/2/24	12		
4	<b>Unit IV Personality Development</b> i) Definition of personality ii) External factors affecting personality Internal factors affecting personality iv) Meditation	28/2/24 to 29/3/24	12	Discussion	
5	<b>Revision</b>				

  
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Department of English  
Teaching Plan  
Semester: Even

Name of the Teacher: Dr. Sachin Madhukarrao Kale  
Title of the Course & No: English Language Skills II  
Total Lectures : 60 hrs (43 hrs)

Class: B Voc I Semester No II  
Lectures per Week: 03

Academic Year: 2023-24  
Course Code: U-ELS-305  
Day and Time: Mon, Fri, Sat : 12.30 to 1.30

Sr. No.	Course	Unit and Chapter to be covered	Date	No. of Lectures required	Academic activities to be organized	No. of Test / Assignment with topic and date
1	AECC	Introduction  Unit 1 : Process of Communication	12/12/23 to 2/1/24	10		
2		Unit 2: Types of Communication	5/1/24 to 6/2/24	14		
3		Unit 3: Listening Skill	9/2/24 to 27/2/24	09	Seminar	Test
4		Unit 4: Speaking Skill	1/3/24 to 29/3/24	10	Discussion	
5		Revision				

  
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