



Department of English
SKC GOVERNMENT DEGREE COLLEGE POONCH
(AUTONOMOUS)

Accredited Grade 'A' by NAAC
(Affiliated to University of Jammu)

Phone: 01965220231, Email: degrecollegepoonch@gmail.com

Web: www.skcgdcpoonch.ac.in

Shri Krishan Chander Government Degree College Poonch has been accredited with 'A' Grade by NAAC and recently been awarded Autonomous status by UGC vide order No. F.2-10/2023(Ac-Policy) dated 20th February 2026. Consequently, the University of Jammu vide order No. CDC/2026/9724—26 dated 09/03/2026 has authorised the college to function as an Autonomous College with effect from the Academic Session 2026-27.

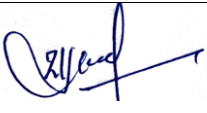
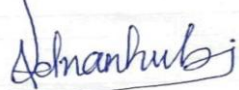
Keeping in view the guidelines of UGC, the Department of English has constituted its Board of Studies for developing, reviewing and updating course content, syllabi and academic programmes for FYUGP Semester—I&II for the examinations to be held in Dec. 2026, 2027 & 2028 (Semester—I) and May 2027, 2028 & 2029 (Semester—II)

MINUTES OF THE BOARD OF STUDIES MEETING

The Department of English, SKC GDC Poonch convened the meeting of its newly constituted Board of Studies under autonomous scheme on 30-05-2026 at 10:30 am in the Department of English (Virtual Mode), SKC GDC Poonch. The Chairman welcomed the members and briefed the agenda of the meeting and forum was opened for individual subject deliberations.

MEMBERS PRESENT

SL	Name and Designation	Nature	Signature
1	Dr. Syed Wajahat Hussain Head, Dept. of English, SKC GDC Poonch	Chairperson	
2	Dr. Sucheta Pathania Professor, Dept. of English, University of Jammu	Subject Expert	
3	Prof. Assadullah Khan Dean Academic Affairs, SKC GDC Poonch	Dean Academic Affairs	
4	Dr. Sachi Sood, Assistant Professor Dept. of English, BGSB University Rajouri	Subject Expert	
5	Dr. Mariya Aslam, Assistant Professor Dept. of English BGSB University Rajouri	Subject Expert	
6	Dr. Syed Hussain Abbas School of Journalism and Mass Communication, MANUU Hyderabad	Expert from Industry	

7	Dr. Zakir Hussain Kalis Associate Professor of English Government Degree College Rajouri	Alumni Member	
8	Dr. Mohd. Saleem Associate Professor of English Government Degree College Rajouri	Member	
9	Mr. Ayaz Ahmed Choudhary Associate Professor of English Government Degree College Rajouri	Member	
10	Mrs. Aafia Zaman, Assistant Professor Dept. of English, SKC GDC Poonch	Member	
11	Dr. Isha Sharma Dept. of English, SKC GDC Poonch	Member	
12	Dr. Mehnaz Kouser Dept. of English, SKC GDC Poonch	Member	
13	Mr. Adnan Ali Shah, Assistant Professor Dept. of English, GDC Surankote	Member	

The following agenda items were discussed in the meeting and resolved unanimously:

**Item No. 1. To discuss, adopt and approve the syllabus, credits and courses for
FYUGP Semester—I &II**

Resolution:

The department of English presented a draft syllabi before the members of the Board of Studies in English. They thoroughly discussed and suggested minor changes. All the members of BoS approved the 80% adoption of syllabus from the parent university (The University of Jammu) and the remaining 20% syllabus in all the courses framed by the department of English has been approved by the members of BoS after threadbare discussion.

The syllabi and courses of study for Semester I & II classes of Four Year Undergraduate Programme (FYUGP) under NEP-2020 to be taught are:

Semester	Course Type	Course Code	Course Title	Credits
I	Major	UMJENTH-101	Introduction to the Study of English Literature—I	4
	Major	UMJENTT-111	Major Tutorial—I	2
	Minor	UMIENTH-121	Literature from Middle Ages to Renaissance	4
	Minor	UMIENTT-131	Minor Tutorial—I	2
	Multidisciplinary	UMDENTT-141	English Grammar and Writing Skills	3
	Ability Enhancement Course (AEC)—I	UAEENTH-171	English Language and Literature—I	3

	Skill Enhancement Course (SEC)	USEENPR-151	Soft Skills	3
II	Major	UMJENTH-201	Introduction to the Study of English Literature—II	4
	Major	UMJENTT-211	Major Tutorial—II	2
	Minor	UMIENTH-221	Literature from beginning to Shakespeare	4
	Minor	UMIENTT-231	Minor Tutorial—II	2
	Multidisciplinary	UMDENTT-241	Media and Communication	
	Ability Enhancement Course (AEC)—II	UAENTH-271	English Language and Literature—II	3
	Skill Enhancement Course (SEC)	USEENPR-251	Employability Skills	3

The note for paper setting and evaluation strategy for above courses are as per the guidelines notified by the college authorities.

It was also resolved that the Syllabi of the above courses be notified after the approval of the competent authority.

Item No. 2. To review the course objectives and outcomes for FYUGP Semester—I &II

Resolution:

The members of Board of Studies in English approved the course objectives and outcomes prepared by the department.

Item No. 3. To approve the procedure relevant to both internal and external Examination to be held in Dec. 2026, 2027 & 2028 (Semester—I) and May 2027, 2028 & 2029 (Semester—II).

Resolution:

The members of Board of Studies in English approved the procedure and scheme of internal and external examination patterns as prepared by the department for the examinations to be held in Dec. 2026, 2027 & 2028 (Semester—I) and May 2027, 2028 & 2029 (Semester—II).

Item No. 4. To discuss the pattern and model of question papers for FYUGP Semester—I &II

Resolution:

The board unanimously agreed and approved the paper pattern and model question papers for all courses designed for FYUGP Semester—I &II.

Item No. 5. To prepare a panel of paper setters and evaluators to be sent to the Controller of Examination for FYUGP Semester—I &II.

Resolution:

Resolved to prepare a panel of paper setters and evaluators from amongst teachers in English working in colleges affiliated/autonomous to the University of Jammu, teachers working in the constituent colleges of Cluster University of Jammu,

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teachers working in University of Jammu and teachers retired from colleges affiliated/autonomous to University of Jammu. However, the chairperson, Board of Studies in English, SKC GDC Poonch was authorised to prepare a panel of paper setters and evaluators and the same may be communicated to the Controller of Examination SKC GDC Poonch.

Item No. 6. Departmental activities/events.

Resolution:

The members of Board of Studies in English suggested the department to organise developmental activities like seminars, workshops and FDPs for both faculty and students.

Item No. 7. Any other points.

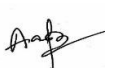
The board urged the teachers to make use of innovative tools in the classroom to enhance students' vocabulary and language skills (listening, speaking, reading and writing).

The meeting concluded with formal Vote of Thanks

Prof. Aafia Zaman proposed the Vote of Thanks. She individually thanked the worthy Principal, Dean Academic Affairs of the college and subject experts for their committed participation in the discussions and for their valid inputs to the course. She then thanked industry expert and other members of the board for their valuable involvement in the syllabus discussions and approval.

The details of all the above mentioned courses with course structure, syllabus and evaluation pattern is enclosed herewith.


(Dr. Syed Wajahat Hussain)
 Chairman

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Approved by


(Dr. Jasbir Singh)
Principal

SKC Govt. Degree College Poonch

Dated: 16/06/2026

**Shri Krishan Chander Government Degree College Poonch
AUTONOMOUS (Affiliated to University of Jammu)**

Department of English

SYLLABUS AND COURSES OF STUDY IN ENGLISH

(For the Examination to be held in December 2026, 2027 & 2028)

ENGLISH COURSE

UG

SEMESTER—I

UNDER

NEP-2020

Shri Krishan Chander Government Degree College Poonch

AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in Dec. 2026, 2027 & 2028

Semester—I

Major English

Course Title: Introduction to the Study of English Literature—I

Course Code: UMJENTH-101

Scheme of Instruction

Total Duration: 60 Hours

Classes per Week: 4

Credits: 4

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 100

Internal Evaluation: 20

End Semester: 80

Exam Duration: 3:00 Hours.

Course Objectives:

- To introduce students to different literary forms.
- To foster deep critical, analytical and communicative skills through the study of diverse literary texts.
- To enhance aesthetic appreciation, cultural and ethical understanding of literature.
- To prepare students for research and professional careers.

Course Outcomes:

- Improve cultural awareness and critical thinking.
- Gain knowledge of literary devices and aesthetics in poetry, drama and fiction.
- Develop ability to interpret complex literary texts.
- Improve oral and written proficiency in English.
- Learn to formulate research questions and evidence based arguments.

SYLLABUS

Unit—I

a) Introduction to English Literature

b) Literary Forms:

• Poetry: Lyric, Epic, Elegy, Ballad, Ode, Sonnet, Dramatic Monologue, Pastoral, Free Verse.

• Drama: Tragedy, Comedy, Tragicomedy, Melodrama, Opera, Pantomime, Mime, Ballet.

Unit—II Poetry

a) Leave this Chanting

Rabindranath Tagore

b) I will meet you yet again

Amrita Pritam

c) Virtue

George Herbert

Unit—III Drama

a) Morality Play: Everyman

Unit—IV Short Story

a) An Honest Thief

Fyodor Dostoevsky

Examination and Evaluation Pattern:

1. Internal Assessment (20 marks)

Duration 1:00 Hour

Test: 15 marks

- 05 short answer type questions with internal choice of 3 marks each.
(Number of words in an answer: 50—60)

Attendance: 5 marks.

2. End Semester Examination: (80 marks)

Duration 3:00 Hours

- **Section-A**

05 short answer type questions with internal choice of 4 marks each.

(Number of words in an answer: 50—60)

- **Section-B**

- 05 long answer type questions with internal choice of 12 marks each.

(Number of words in an answer: 200—250)

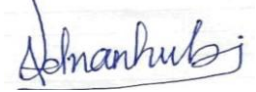
Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1:00 Hour	20
End-Semester	100%	3: 00 Hours	80

Recommended Reading

1. Brillenburg Wurth, Kiene and Ann Rigne. The Life of Texts: An Introduction to Literary Studies. Amsterdam University Press, 2019.
2. Carey John. A Little History of Poetry. United States, Yale University Press, 2020.
3. Casey, Mary Rose. Creating Space Contemporary Indigenous Theatre. Brisbane, University of Queensland Press, 2004.
4. Chaudhuri, Rosinka. A History of Indian Poetry in English. CU Press, 2016.
5. Damrosch, David. What is World Literature? Princeton University Press, 2018.
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7. Fischer-Lichte Erika History of Drama and Theatre Routledge 2002.
8. Frow John. Genre. UK, Taylor and Francis, 2013.
9. Harper, Michael S, Antony Walton. The Vintage book of African American Poetry New York Knopf Doubleday Publishing Group 2012.
10. Hart Stephen, M. The Cambridge Companion to Latin American Poetry Cambridge, Cambridge University Press 2008
11. Hosein, Ann. The History of Theatre. The Rosen Publishing Group, 2015.
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Tutorial cum Practicum Manual

Four Year Undergraduate Programme Semester—I

For the examinations to be held in Dec. 2026, 2027 & 2028

Tutorial: Major Tutorial—I Code: UMJENTT-111

Credits: 02

Teaching Hours: 30

Tutorial Marks: 50

Objectives

- To promote independent learning
- To provide personalized attention
- To clarify complex language concepts
- To involve students in problem solving and group discussion

Outcomes

At the end of this course the students will be able

- To speak language confidently with appropriate stress and intonation
- To apply foundational knowledge of language in communicative skills
- To develop independent study skills

Syllabus

Unit—I

- (i) **Sounds of the English Language** (Vowels and Consonants/ 44 English sounds.)

Note: After a thorough understanding of the sounds of the English language, students may be asked to find out sound devices in poetry. The teacher may ask the students to read the piece of literature aloud, especially prescribed in the syllabus, and teach the place and manner of articulation.

Exercises to be undertaken:

1. Practice words that differ by only one sound.
2. Consonant Sounds Drills e.g. /θ/ ("th" in think)
3. Tongue Twisters e.g. /s/ ,/ʃ/ ,/t/ , /d/ ,/r/ , /l/
4. Vowel Sounds Practice (Long vowel Short vowel)
5. Word Stress
6. Sentence Stress
7. Use of Pronouncing Dictionary
(Cambridge Dictionary Pronunciation / Oxford Learner's Dictionary)

- (ii) **Verbal and Non-verbal Communication**

Note: While teaching a piece of literature, the teacher may highlight Spoken words, gestures, facial expressions, body movements, etc. between characters that reveal relationships. Also guide them to prepare a communication in the form of a dialogue so that they can easily understand verbal and non-verbal communication.

Exercises to be undertaken:

Verbal Communication

1. Speaking continuously for one minute. (Focus on clarity, structure, and confidence).
2. Read a poem/prose passage/dialogue aloud. (Focus on pronunciation, volume, and expression).

3. Introducing oneself or explaining an idea in 30–60 seconds.
4. Asking/raising clarifying questions.

Verbal Communication

1. Communicating a message using only gestures and facial expressions.
2. Maintaining eye contact.
3. Expressing emotions (happy, surprised, concerned, confident) without speaking.
4. Practice active listening, turn-taking, and appropriate body language.

Unit—II

(i) Listening and Speaking Skills

Note: The students may be engaged thoughtfully while teaching and at the end they should be asked for comprehension and interpretation and may also be prepared for writing a Dialogue, participation in Group Discussion and how to face an Interview.

Exercises to be undertaken:

1. Choosing a short audio clip (30–60 seconds) from a podcast, video, or news report and listen carefully.
2. Copying the speaker's pronunciation, rhythm, and intonation.
3. Summarizing what a student heard in his/her own words.
4. Answering questions such as: Who is speaking? What happened? When did it happen? Why is it important?
5. Speaking for 1–2 minutes about: class experiences/ future plans/ hobbies, etc.
6. Recording small talks in Mobile phones.
7. Checking fluency and grammatical errors.

(ii) Reading and Writing Skills

Note: The students may be encouraged for Reading, Skimming, Scanning, and writing a Summary, Paraphrase and Analysis of text.

Exercises to be undertaken:

1. Reading prose and poetry from the prescribed texts.
2. Underlining important details.
3. Meaning of difficult words for vocabulary improvement.
4. Making inferences
5. Short Reading Comprehension (for vocabulary, inference, and critical reading)
6. Sentence Expansion/Story completion
7. Opinion writing
8. Five minutes writing continuously on any topic without stopping.

Examination and Evaluation Pattern:

Tutorial: (50 marks)

(a) Internal (25 marks)

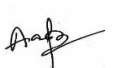
- Continuous Assessment/Daily Performance: (5 marks). The teachers must guide students to maintain practicum File/Register on daily basis and award them Alpha (A, α), Beta (B, β), and Gamma (Γ , γ). The maintained register will be attested by Principal of the college and the same shall be checked and verified by the external examiner.
- Test/Seminar/Presentation (10 marks)

- Project/content writing (5 marks). The Project/Content writing must be properly written in the practicum file.
- Attendance (5 marks)

(b) External (25 marks)

- Exam (10 marks)
- Presentation (10 marks). The presentation will be made on a topic to be selected by the External Examiner from the exercise part of the Tutorial.
- Practicum File (2.5 marks)
- Viva-voce (2.5 marks)

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Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in Dec. 2026, 2027 & 2028

Semester—I

Minor English

Course Title: Literature from Middle Ages to Renaissance

Course Code: UMIENTH-121

Scheme of Instruction

Total Duration: 60 hrs.

Classes per Week: 4

Credits: 4

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 100

Internal Evaluation: 20

End Semester: 80

Exam Duration: 3: 00 Hours

Course Objectives:

- To introduce students to different literary forms.
- To foster deep critical, analytical and communicative skills through the study of diverse literary texts.
- To enhance aesthetic appreciation, cultural and ethical understanding of literature.
- To prepare students for research and professional careers.

Course Outcomes:

- Improve cultural awareness and critical thinking.
- Gain knowledge of literary devices and aesthetics in poetry, drama and fiction.
- Develop ability to interpret complex literary texts.
- Improve oral and written proficiency in English.
- Learn to formulate research questions and evidence based arguments.

SYLLABUS

Unit—I

a) Introduction to English Literature

b) Literary Forms:

• Poetry: Lyric, Epic, Elegy, Ballad, Ode, Sonnet, Dramatic Monologue, Pastoral, Free Verse.

• Drama: Tragedy, Comedy, Tragicomedy, Melodrama, Opera, Pantomime, Mime, Ballet.

Unit—II Poetry

a) Leave this Chanting

Rabindranath Tagore

b) I will meet you yet again

Amrita Pritam

c) Virtue

George Herbert

Unit—III Drama

a) Morality Play: Everyman

Unit—IV Short Story

a) An Honest Thief

Fyodor Dostoevsky

Examination and Evaluation Pattern:

1. Internal Assessment (20 marks)

Duration 1:00 Hour

Test: 15 marks

- 05 short answer type questions with internal choice of 3 marks each.

(Number of words in an answer: 50—60)

Attendance: 5 marks.

2. End Semester Examination: (80 marks)

Duration 3:00 Hours

▪ **Section-A**

05 short answer type questions with internal choice of 4 marks each.

(Number of words in an answer: 50—60)

Section-B

▪ 05 long answer type questions with internal choice of 12 marks each.

(Number of words in an answer: 200—250)

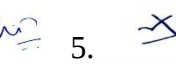
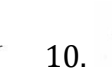
Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1:00 Hour	20
End-Semester	100%	3:00 Hours	80

Recommended Reading

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Tutorial cum Practicum Manual

Four Year Undergraduate Programme Semester—I

For the examinations to be held in Dec. 2026, 2027 & 2028

Tutorial: Minor Tutorial—I Code: UMJENTT-131

Credits: 02

Teaching Hours: 30

Tutorial Marks: 50

Objectives

- To promote independent learning
- To provide personalized attention
- To clarify complex language concepts
- To involve students in problem solving and group discussion

Outcomes

At the end of this course the students will be able

- To speak language confidently with appropriate stress and intonation
- To apply foundational knowledge of language in communicative skills
- To develop independent study skills

Syllabus

Unit—I

- (iii) **Sounds of the English Language** (Vowels and Consonants/ 44 English sounds.)

Note: After a thorough understanding of the sounds of the English language, students may be asked to find out sound devices in poetry. The teacher may ask the students to read the piece of literature aloud, especially prescribed in the syllabus, and teach the place and manner of articulation.

Exercises to be undertaken:

1. Practice words that differ by only one sound.
2. Consonant Sounds Drills e.g. /θ/ ("th" in think)
3. Tongue Twisters e.g. /s/ ,/ʃ/ ,/t/, /d/,/r/ , /l/
4. Vowel Sounds Practice (Long vowel Short vowel)
5. Word Stress
6. Sentence Stress
7. Use of Pronouncing Dictionary
(Cambridge Dictionary Pronunciation / Oxford Learner's Dictionary)

- (iv) **Verbal and Non-verbal Communication**

Note: While teaching a piece of literature, the teacher may highlight Spoken words, gestures, facial expressions, body movements, etc. between characters that reveal relationships. Also guide them to prepare a communication in the form of a dialogue so that they can easily understand verbal and non-verbal communication.

Exercises to be undertaken:

Verbal Communication

1. Speaking continuously for one minute. (Focus on clarity, structure, and confidence).
2. Read a poem/prose passage/dialogue aloud. (Focus on pronunciation, volume, and expression).
3. Introducing oneself or explaining an idea in 30–60 seconds.
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Verbal Communication

1. Communicating a message using only gestures and facial expressions.
2. Maintaining eye contact.
3. Expressing emotions (happy, surprised, concerned, confident) without speaking.
4. Practice active listening, turn-taking, and appropriate body language.

Unit—II

(iii) Listening and Speaking Skills

Note: The students may be engaged thoughtfully while teaching and at the end they should be asked for comprehension and interpretation and may also be prepared for writing a Dialogue, participation in Group Discussion and how to face an Interview.

Exercises to be undertaken:

1. Choosing a short audio clip (30–60 seconds) from a podcast, video, or news report and listen carefully.
2. Copying the speaker's pronunciation, rhythm, and intonation.
3. Summarizing what a student heard in his/her own words.
4. Answering questions such as: Who is speaking? What happened? When did it happen? Why is it important?
5. Speaking for 1–2 minutes about: class experiences/ future plans/ hobbies, etc.
6. Recording small talks in Mobile phones.
7. Checking fluency and grammatical errors.

(iv) Reading and Writing Skills

Note: The students may be encouraged for Reading, Skimming, Scanning, and writing a Summary, Paraphrase and Analysis of text.

Exercises to be undertaken:

1. Reading prose and poetry from the prescribed texts.
2. Underlining important details.
3. Meaning of difficult words for vocabulary improvement.
4. Making inferences
5. Short Reading Comprehension(for vocabulary, inference, and critical reading)
6. Sentence Expansion/Story completion
7. Opinion writing
8. Five minutes writing continuously on any topic without stopping.

Examination and Evaluation Pattern:

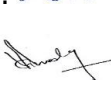
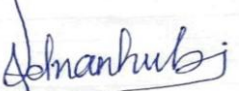
Tutorial: (50 marks)

(a) Internal (25 marks)

- Continuous Assessment/Daily Performance: (5 marks). The teachers must guide students to maintain practicum File/Register on daily basis and award them Alpha (A, α), Beta (B, β), and Gamma (Γ , γ). The maintained register will be attested by Principal of the college and the same shall be checked and verified by the external examiner.
- Test/Seminar/Presentation (10 marks)
- Project/content writing (5 marks). The Project/Content writing must be properly written in the practicum file.

- (b) External (25 marks)
- Attendance (5 marks)
 - Exam (10 marks)
 - Presentation (10 marks). The presentation will be made on a topic to be selected by the External Examiner from the exercise part of the Tutorial.
 - Practicum File (2.5 marks)
 - Viva-voce (2.5 marks)

Signatures:

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Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in Dec. 2026, 2027 & 2028

Semester—I

Multidisciplinary Course

Course Title: English Grammar and Writing Skills

Course Code: UMDENTT-141

Scheme of Instruction

Total Duration: 45 hrs.

Classes per Week: 3

Credits: 3

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 75

Internal Evaluation: 15

End Semester: 60

Exam Duration: 3: 00 hrs.

Course Objective

The objective of this course is to help the student improve in all forms of writing using correct grammar.

Course outcomes

By the end of this course, the students will be able to:

- Write effectively in English;
- Use English Grammar correctly in writing;
- Use appropriate vocabulary;
- Choose the best words in writing;

Syllabus

Unit I:

- a. Proof Reading and Editing
- b. Punctuation
- c. Paraphrasing

Unit-II

- a. Developing a paragraph from given hints
- b. Précis Writing
- c. Jumbled Sentences. : (Rearrangement of jumbled sentences in a paragraph of not more than ten sentences)

Unit-III

- a. Letter Writing
- b. Change of Voice

Unit -IV

- a. Essay Writing
- b. Direct/Indirect Speech

Examination and Evaluation Pattern:

1. **Internal Assessment Test:** (10 marks) Duration 1:00 Hour
 - 05 short answer type questions with internal choice of 2 marks each.
(Number of words in an answer: 50—60)
2. **End Semester Examination:** (60 marks) Duration 3: 00 Hours
 - Section-A
04 short answer type questions with internal choice of 3 marks each.
(Number of words in an answer: 50—60)
 - 04 long answer type questions with internal choice of 12 marks each.
(Number of words in an answer: 200—250)

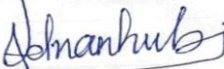
Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1:00 Hour	10
End-Semester	100%	3:00 Hours	60

Recommended Reading

1. English Grammar Rules and Mistakes by Melany Jacobs.
2. Perfect English Grammar by Grant Barrette.
3. The Blue Book of grammar and Punctuation by Jane Straus, Lester Kaufman, and Tom Stern.
4. English Grammar Workbook by Wendy Wilson and James H. Barlow.

Signatures:

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Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in Dec. 2026, 2027 & 2028

Semester—I

Ability Enhancement Course (AEC)—I

Course Title: English Language and Literature—II

Course Code: UAEENTH-171

Scheme of Instruction

Total Duration: 45 hrs.

Classes per Week: 3

Credits: 3

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 75

Internal Evaluation: 15

End Semester: 60

Exam Duration: 3:00 Hours

Course Objectives:

- To introduce students to different literary genres, such as, essays, poems, short stories, basic grammatical constructions in language and speaking skills.
- To foster the ability to identify and analyze genre-specific characteristics and maintaining consistency in the use of articles, verbs, transformation of sentences (Affirmative-Negative-Interrogative-Exclamatory and vice-versa)
- To identify vowel and consonant sounds of English language (IPA)

Course Outcomes:

By the end of this course, students will be able to:

- Identify and differentiate between different literary genres.
- Identify different sounds in English language.
- Explain the importance of speaking skills
- Understand the cultural and historical contexts influencing the creation of literary works.
- Develop skills in close reading, textual analysis, and effective communication of ideas related to different genres of literature.

SYLLABUS

Unit—I Prose

(i) Good Manners	J.C. Hill
(ii) How Wealth Accumulates and Mend Decay	G.B. Shaw
(iii) To Students	M.K. Gandhi

Unit—II Poetry

(i) Night of the Scorpion	Nissim Ezekiel
(ii) When I have Fears that I may Cease to be	John Keats
(iii) The World is too much with us	William Wordsworth

Unit—III Short Story

- (i) The Gift of the Magi
- (ii) The Child
- (iii) The Bet

O' Henry
Munshi Premchand
Anton Chekhov

Unit—IV Grammar and Speaking Skills

- (i) Transformation of Sentences
- (ii) Use of Articles
- (iii) Use of Appropriate Verb
- (iv) Vowel and Consonant Sounds (IPA)

Examination and Evaluation Pattern:

1. **Internal Assessment Test:** (10 marks) Duration 1:00 Hour
 - 05 short answer type questions with internal choice of 2 marks each.
(Number of words in an answer: 50—60)
 - Attendance (5 Marks)
2. **End Semester Examination:** (60 marks) Duration 3:00 Hours
 - Section-A
04 short answer type questions with internal choice of 3 marks each.
(Number of words in an answer: 50—60)
 - 04 long answer type questions with internal choice of 12 marks each.
(Number of words in an answer: 200—250)

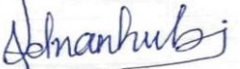
Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1:00 Hour	10
End-Semester	100%	3: Hours	60

Recommended Reading

- Embark: English for Undergraduates by Steve Hart, Arvind R. Nair & Veena Bharti published by Cambridge University Press.
- The Pierion Spring Orient Blackswan.
- Timeless Thoughts Orient Blackswan.

Signatures:

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Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in Dec. 2026, 2027 & 2028

Semester—I

Skill Enhancement Course (SEC)

Course Title: Soft Skills

Course Code: USEENPR-151

Scheme of Instruction

Total Duration: 45 hrs.

Classes per Week: 3

Credits: 3

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 75

Internal Evaluation: 25

End Semester: 50

Exam Duration: 2:00 Hours

Course Objectives

The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and inter-personal skills.

Course outcomes

By the end of the soft skills training program, the students will be able to:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.

Syllabus

Unit-I Soft Skills and You

- i. English Pronunciation
- ii. Phonetic Transcription
- iii. What are soft skills?
- iv. Soft skills versus hard skills
- v. Why are soft skills important for success?
- vi. Can soft skills be cultivated?

Unit-II Goal Setting

- i. What is a goal?
- ii. What are SMART goals?
- iii. How does SMART goal setting work?
- iv. Useful guidelines for goal setting

- v. Tying personal and professional goals
- vi. Goals at the workplace
- vii. Cascading goals
- viii. Types of goals

Unit-III Social Consciousness

- i. What is social consciousness?
- ii. Social awareness and civic responsibility
- iii. Social intelligence
- iv. Social inclusion
- v. Social entrepreneurship
- vi. Environmental consciousness
- vii. Sustainable development and conservation of resources

Examination and Evaluation Pattern:

1. Internal Assessment (25 marks)

Test: (10 marks)

Duration 1:00 Hour

- 05 short answer type questions with internal choice of 2 marks each.

(Number of words in an answer: 50—60)

2. Presentation:

10 marks

3. Viva-voce:

05 marks

4. End Semester Examination: (50 marks)

Duration 2:00 Hours

- Section-A
06 short answer type questions with internal choice of 3 marks each.

(Number of words in an answer: 50—60)

- Section-B
04 long answer type questions with internal choice of 8 marks each.

(Number of words in an answer: 200—250)

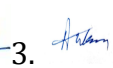
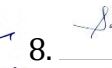
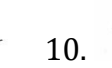
Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1: 00 Hour	10
End-Semester	100%	2: 00 Hours	50

Prescribed Books

1. S.P. Balasubramanyam 'A Textbook of English Phonetics', Blackswan, Hyd. 1998
2. Sabina Pillai and Agna Fernandez: Soft Skills and Employability Skills. Cambridge University Press, 2018.

Signatures:

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**Shri Krishan Chander Government Degree College Poonch
AUTONOMOUS (Affiliated to University of Jammu)**

Department of English

SYLLABUS AND COURSES OF STUDY IN ENGLISH

(For the Examination to be held in May 2027, 2028 & 2029)

ENGLISH COURSE

UG

SEMESTER—II

UNDER

NEP-2020

Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in May 2027, 2028 & 2029

Semester—II

Major English

Course Title: Introduction to the Study of English Literature—II

Course Code: UMJENTH-201

Scheme of Instruction

Total Duration: 60 Hours

Classes per Week: 4

Credits: 4

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 100

Internal Evaluation: 20

End Semester: 80

Exam Duration: 3: 00 Hours

Course Objectives

1. Introduce the origin and growth of English literature
2. Familiarize the historical phases of English literature
3. Provide glimpses of writers and literary texts that are pivotal to an understanding of British literature
4. Discuss the development of British literature from Beginning to Shakespeare

Course Outcomes

At the end of this course, the students will be able to:

- Comprehend the origins of English literature
- Understand the specific features of the particular periods
- Understand themes, structure and style adopted by early British writers
- Gain knowledge of growth and development of British Literature in relation to the historical developments
- Understand how writers use language and creativity to capture human experience through different literary forms.

UNIT-I: LITERARY TERMS

Alliteration, Sonnet, Metaphor, Simile, Prologue, Epilogue, Monologue, Personification, Soliloquy, Satire, Irony, onomatopoeia, Anaphora, Pun Aside, Climax, Anti-climax, Chorus, Comic relief, Prosody.

UNIT-II: HISTORY OF ENGLISH LITERATURE: BEGINNING TO SHAKESPEARE

1. Literature in the Age of Chaucer.
2. The University Wits.
3. Development of Drama till Shakespeare
4. Development of Poetry till Elizabethan Age

UNIT-III: POETRY AND PROSE

1. Chaucer: – General Prologue, Canterbury Tales – Introduction- Lines 1-31, Character of Wife of Bath and Monk
2. Sir Thomas Wyatt: Whoso List to Hunt
3. Shakespeare: Sonnet XV

4. Francis Bacon: Of Studies.

UNIT IV: DRAMA

William Shakespeare: Macbeth

Examination and Evaluation Pattern:**1. Internal Assessment (20 marks)**

Duration 1:00 Hour

Test: 15 marks)

- 05 short answer type questions with internal choice of 3 marks each.

(Number of words in an answer: 50—60)

Attendance: 5 marks.**2. End Semester Examination: (80 marks)**

Duration 3:00 Hours

- Section-A**

05 short answer type questions with internal choice of 4 marks each.

(Number of words in an answer: 50—60)

Section-B

- 05 long answer type questions with internal choice of 12 marks each.

(Number of words in an answer: 200—250)

Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1:00 Hour	20
End-Semester	100%	3: 00 Hours	80

Recommended Reading:

- Alexander, Michael. A History of English Literature. Macmillan.
- Baugh, A.C. A History of English Literature. Routledge. 2013.
- Boitani, Piero. Jill Mann(ed). The Cambridge Companion to Chaucer. CUP. 2003.
- Carter, Ronald, John McRay. The Routledge History of Literature in English. Routledge, 2017
- Chaucer, Geoffrey. The Canterbury Tales. Neville Coghill. Penguin, 2003.
- Print Christopher Ricks, ed., English Poetry and Prose 1540-1674
- Poplawski, Paul. English Literature in Context. CUP. 1993 Peck,
- John, Martin Coyle. A Brief History of English literature. Palgrave 2003

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Tutorial cum Practicum Manual

Four Year Undergraduate Programme Semester—II

For the examinations to be held in May 2027, 2028 & 2029

Tutorial: Major Tutorial—II Code: UMJENTT-211

Credits: 02

Teaching Hours: 30

Tutorial Marks: 50

Objectives

- To develop critical thinking
- To convey thoughts clearly and persuasively
- To develop effective personal and professional communication
- To develop writing with logical and structured arguments
- To use appropriate grammar for fluency and clarity in speech and writing.

Outcomes

At the end of this course the students will be able to

- Write emails/CV/Business letters and applications with competence
- Organize thoughts and arguments clearly and logically.
- Expand vocabulary and enhance verbal fluency
- Maintain subject-verb agreement and use proper verb tenses.

Syllabus

Unit—I (Applied Writing Skills)

- (i) Applications /Business Letters
- (ii) C.V (Curriculum Vitae)/ Resume/ Bio-Data
- (iii) Email
- (iv) Note Making

Exercises to be undertaken:

1. Job Application
2. Leave Application
3. Scholarship Application
4. Order Letter
5. Complaint Letter
6. Inquiry Letter
7. Reminder Letter
8. Writing CV (Introduction/Achievements/Skills).
9. Language and keywords of CV.
10. Writing Summary and Review of CV.
11. Writing Emails(use of electronic gadgets)
12. Writing Emails (greeting, organizing ideas into paragraphs, and finishing with a proper sign-off.)
13. Imagining different situations in writing emails (emailing a manager, a professor, a customer support team, or a friend with different tone and formality).
14. Note Making (Make notes using: Title/ Subheadings /Bullet points/Abbreviations)
15. Note Making (Focusing on headings, definitions, dates, and important facts).

Unit—II (Grammar)

- (i) Punctuation
- (ii) Capitalization
- (iii) Articles
- (iv) Correct Usage of Tense

Exercises to be undertaken:

1. Rewriting the sentences with proper punctuation marks.
2. Differentiating punctuated and unpunctuated sentences.
3. Capitalizing Sentencing.
4. Fixing errors in the use of capitalization.
5. Using Proper Nouns.
6. Fill in the blanks (Capitalize where needed).
7. Differentiating definite and indefinite Articles.
8. Creating a specific task, activity, or practice item for appropriate use of Articles.
9. Creating a specific known activity for definite or indefinite articles.
10. Sentences where the use of Articles is not needed.
11. Fill in the blanks with the correct form of the verb.
12. Identifying the tense of different sentences.
13. Writing sentences with actions happening regularly.
14. Sentences with actions already happened.
15. Sentences with actions that will happen.

Examination and Evaluation Pattern:

Tutorial: (50 marks)

(a) Internal (25 marks)

- Continuous Assessment/Daily Performance: (5 marks). The teachers must guide students to maintain practicum File/Register on daily basis and award them Alpha (A, α), Beta (B, β), and Gamma (Γ , γ). The maintained register will be attested by Principal of the college and the same shall be checked and verified by the external examiner.
- Test/Seminar/Presentation (10 marks)
- Project/content writing (5 marks). The Project/Content writing must be properly written in the practicum file.
- Attendance (5 marks)

(b) External (25 marks)

- Exam (10 marks)
- Presentation (10 marks). The presentation will be made on a topic to be selected by the External Examiner from the exercise part of the Tutorial.
- Practicum File (2.5 marks)
- Viva-voce (2.5 marks)

Signatures:

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Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in May 2027, 2028 & 2029

Semester—II

Minor English

Course Title: Literature from beginning to Shakespeare

Course Code: UMIENTH-221

Scheme of Instruction

Total Duration: 60 hrs.

Classes per Week: 4

Credits: 4

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 100

Internal Evaluation: 20

End Semester: 80

Exam Duration: 3: 00 Hours

Course Objectives

1. Introduce the origin and growth of English literature
2. Familiarize the historical phases of English literature
3. Provide glimpses of writers and literary texts that are pivotal to an understanding of British literature
4. Discuss the development of British literature from Beginning to Shakespeare

Course Outcomes

At the end of this course, the students will be able to:

- Comprehend the origins of English literature
- Understand the specific features of the particular periods
- Understand themes, structure and style adopted by early British writers
- Gain knowledge of growth and development of British Literature in relation to the historical developments
- Understand how writers use language and creativity to capture human experience through different literary forms.

UNIT-I: LITERARY TERMS

Alliteration, Sonnet, Metaphor, Simile, Prologue, Epilogue, Monologue, Personification, Soliloquy, Satire, Irony, onomatopoeia, Anaphora, Pun Aside, Climax, Anti-climax, Chorus, Comic relief, Prosody.

UNIT-II: HISTORY OF ENGLISH LITERATURE: BEGINNING TO SHAKESPEARE

1. Literature in the Age of Chaucer.
2. The University Wits.
3. Development of Drama till Shakespeare
4. Development of Poetry till Elizabethan Age

UNIT-III: POETRY AND PROSE

1. Chaucer: – General Prologue, Canterbury Tales – Introduction- Lines 1-31, Character of Wife of Bath and Monk
2. Sir Thomas Wyatt: Whoso List to Hunt
3. Shakespeare: Sonnet XV
4. Francis Bacon: Of Studies.

UNIT IV: DRAMA

William Shakespeare: Macbeth

Examination and Evaluation Pattern:**1. Internal Assessment (20 marks)**

Duration 1:00 Hour

Test: 15 marks

- 05 short answer type questions with internal choice of 4 marks each.

(Number of words in an answer: 50—60)

Attendance: 5 marks.**2. End Semester Examination: (80 marks)**

Duration 3:00 Hours

- Section-A**

05 short answer type questions with internal choice of 4 marks each.

(Number of words in an answer: 50—60)

Section-B

- 05 long answer type questions with internal choice of 12 marks each.

(Number of words in an answer: 200—250)

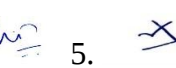
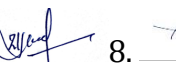
Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1:00 Hour	20
End-Semester	100%	3:00 Hours	80

Recommended Reading:

- Alexander, Michael. A History of English Literature. Macmillan.
- Baugh, A.C. A History of English Literature. Routledge. 2013.
- Boitani, Piero. Jill Mann(ed). The Cambridge Companion to Chaucer. CUP. 2003.
- Carter, Ronald, John McRay. The Routledge History of Literature in English. Routledge, 2017
- Chaucer, Geoffrey. The Canterbury Tales. Neville Coghill. Penguin, 2003.
- Print Christopher Ricks, ed., English Poetry and Prose 1540-1674
- Poplawski, Paul. English Literature in Context. CUP. 1993 Peck,
- John, Martin Coyle. A Brief History of English literature. Palgrave 2003

Signatures:

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Tutorial cum Practicum Manual

Four Year Undergraduate Programme Semester—II

For the examinations to be held in May 2027, 2028 & 2029

Tutorial: Minor Tutorial—II Code: UMJENTT-231

Credits: 02

Teaching Hours: 30

Tutorial Marks: 50

Objectives

- To develop critical thinking
- To convey thoughts clearly and persuasively
- To develop effective personal and professional communication
- To develop writing with logical and structured arguments
- To use appropriate grammar for fluency and clarity in speech and writing.

Outcomes

At the end of this course the students will be able to

- Write emails/CV/Business letters and applications with competence
- Organize thoughts and arguments clearly and logically.
- Expand vocabulary and enhance verbal fluency
- Maintain subject-verb agreement and use proper verb tenses.

Syllabus

Unit—I (Applied Writing Skills)

- (v) Applications /Business Letters
- (vi) C.V (Curriculum Vitae)/ Resume/ Bio-Data
- (vii) Email
- (viii) Note Making

Exercises to be undertaken:

1. Job Application
2. Leave Application
3. Scholarship Application
4. Order Letter
5. Complaint Letter
6. Inquiry Letter
7. Reminder Letter
8. Writing CV (Introduction/Achievements/Skills).
9. Language and keywords of CV.
10. Writing Summary and Review of CV.
11. Writing Emails(use of electronic gadgets)
12. Writing Emails (greeting, organizing ideas into paragraphs, and finishing with a proper sign-off.)
13. Imagining different situations in writing emails (emailing a manager, a professor, a customer support team, or a friend with different tone and formality).
14. Note Making (Make notes using: Title/ Subheadings /Bullet points/Abbreviations)
15. Note Making (Focusing on headings, definitions, dates, and important facts).

Unit—II (Grammar)

- (i) Punctuation
- (ii) Capitalization
- (iii) Articles
- (iv) Correct Usage of Tense

Exercises to be undertaken:

1. Rewriting the sentences with proper punctuation marks.
2. Differentiating punctuated and unpunctuated sentences.
3. Capitalizing Sentencing.
4. Fixing errors in the use of capitalization.
5. Using Proper Nouns.
6. Fill in the blanks (Capitalize where needed).
7. Differentiating definite and indefinite Articles.
8. Creating a specific task, activity, or practice item for appropriate use of Articles.
9. Creating a specific known activity for definite or indefinite articles.
10. Sentences where the use of Articles is not needed.
11. Fill in the blanks with the correct form of the verb.
12. Identifying the tense of different sentences.
13. Writing sentences with actions happening regularly.
14. Sentences with actions already happened.
15. Sentences with actions that will happen.

Examination and Evaluation Pattern:

Tutorial: (50 marks)

(c) Internal (25 marks)

- Continuous Assessment/Daily Performance: (5 marks). The teachers must guide students to maintain practicum File/Register on daily basis and award them Alpha (A, α), Beta (B, β), and Gamma (Γ , γ). The maintained register will be attested by Principal of the college and the same shall be checked and verified by the external examiner.
- Test/Seminar/Presentation (10 marks)
- Project/content writing (5 marks). The Project/Content writing must be properly written in the practicum file.
- Attendance (5 marks)

(d) External (25 marks)

- Exam (10 marks)
- Presentation (10 marks). The presentation will be made on a topic to be selected by the External Examiner from the exercise part of the Tutorial.
- Practicum File (2.5 marks)
- Viva-voce (2.5 marks)

Signatures:

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Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in May 2027, 2028 & 2029

Semester—II

Multidisciplinary Course

Course Title: Media and Communication

Course Code: UMDENTT-241

Scheme of Instruction

Total Duration: 45 Hours

Classes per Week: 3

Credits: 3

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 75

Internal Evaluation: 15

End Semester: 60

Exam Duration: 3: 00 Hours

Course Objectives

The objectives of the course are:

- to enable students to understand theoretical concepts related to social media as a form of communication;
- to enable students to gain an analytical insight into research framework in Social Media;
- to enable students to understand audiences and usage patterns of social media in communication studies.

Course Outcomes

By the end of this course, the students will be able to:

- Explain the origins of the Communication Discipline
- Summarize the broad nature of the Communication discipline
- Articulate the importance of communication expertise in career development and civic engagement.

Syllabus

Unit I. Introduction to Mass Communication

- a. Mass Communication and Globalization
- b. Forms of Mass Communication
- c. Electronic and Print Media

Topics for Student Presentations:

- a. Case studies on current issues of Indian journalism
- b. Performing street plays
- c. Writing pamphlets and posters, etc.

Unit II. Advertisement

- a. Types of advertisements
- b. Advertising ethics
- c. How to create advertisements/storyboards

Topics for Student Presentations:

- a. Creating an advertisement/visualization
- b. Enacting an advertisement in a group

- c. Creating jingles and taglines

Unit III. Media Writing

1. Scriptwriting for TV and Radio
2. Writing News Reports and Editorials
3. Editing for Print and Online Media

Topics for Student Presentations:

- a. Script writing for a TV news/panel discussion/radio programme/hosting radio programmes on community radio
- b. Writing news reports/book reviews/film reviews/TV program reviews/interviews
- c. Editing articles
- d. Writing an editorial on a topical subject

Unit IV. Introduction to Cyber Media and Social Media

- a. Types of Social Media
- b. The Impact of Social Media
- c. Introduction to Cyber Media

Examination and Evaluation Pattern:

1. **Internal Assessment Test:** (10 marks) Duration 1:00 Hour
 - 05 short answer type questions with internal choice of 2 marks each.
(Number of words in an answer: 50—60)
2. **End Semester Examination:** (60 marks) Duration 3: 00 Hours
 - Section-A
04 short answer type questions with internal choice of 3 marks each.
(Number of words in an answer: 50—60)
 - 04 long answer type questions with internal choice of 12 marks each.
(Number of words in an answer: 200—250)

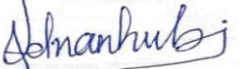
Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1:00 Hour	10
End-Semester	100%	3:00 Hours	60

Suggested Readings

1. Bell, A. The Language of News Media. B Blackwell, 1991.
2. Bell, A. Garrett, P. Approaches to Media Discourse. B Blackwell, 1998.
3. Scannell, Paddy. Media and Communication. Sage Publication, 2007.

Signatures:

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 12.  13. 

Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in May. 2027, 2028 & 2029

Semester—II

Ability Enhancement Course (AEC)—II

Course Title: English Language and Literature—II

Course Code: UAEENTH-271

Scheme of Instruction

Total Duration: 45 hrs.

Classes per Week: 3

Credits: 3

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 75

Internal Evaluation: 15

End Semester: 60

Exam Duration: 3:00 Hours

Course Objective

The objective of this paper is to further the comprehension, reading, writing & speaking skills of the students through the exercises in language & literature. The listening skills will be developed & assessed in the class by the teacher.

Course Outcomes

By the end of this course, the students will be able to:

- Communicate effectively and appropriately in real life situation;
- Use English effectively for study purpose across the curriculum;
- Develop interest in and appreciation of Literature;
- Develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and writing.

SYLLABUS

Unit-I Prose and Poetry

- I. Eryn Paul Why Germans Work Fewer Hours but Produce More?
- II. Francis Bacon Of Studies
- III. Rudyard Kipling If

Unit-II Drama

- I. G.B. Shaw Pygmalion

Unit-III: Writing Skills

- I. Taking and Making notes
- II. C.V/ Resume Writing

Unit-IV: Speaking Skills and Vocabulary

- I. Syllable and Stress (Disyllabic and Tri-syllable words)
- II Vocabulary (One Word Substitution)

Examination and Evaluation Pattern:

1. Internal Assessment Test: (15 marks)

Duration 1:00 Hour

- 05 short answer type questions with internal choice of 3 marks each.

(Number of words in an answer: 50—60)

2. End Semester Examination: (60 marks) Duration 3:00 Hours

- Section-A
04 short answer type questions with internal choice of 3 marks each.
(Number of words in an answer: 50—60)
- 04 long answer type questions with internal choice of 12 marks each.
(Number of words in an answer: 200—250)

Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1:00 Hour	15
End-Semester	100%	3: 00 Hours	60

Recommended Reading

- Embark: English for Undergraduates by Steve Hart, Arvind R. Nair & Veena Bharti published by Cambridge University Press.
- The Pierion Spring Orient Blackswan.
- Timeless Thoughts Orient Blackswan.

Signatures:

1.  2.  3.  4.  5. 
 6.  7.  8.  9.  10.  11. 
 12.  13. 

Shri Krishan Chander Government Degree College Poonch AUTONOMOUS (Affiliated to University of Jammu)

Department of English

Four Year Undergraduate Programme (FYUGP) ENGLISH

Detailed Syllabus for the Examination to be held in Dec. 2026, 2027 & 2028

Semester—II

Skill Enhancement Course (SEC)

Course Title: Employability Skills

Course Code: USEENPR-251

Scheme of Instruction

Total Duration: 45 Hours.

Classes per Week: 3

Credits: 3

Instruction Mode: Lecture (Offline/Online)

Scheme of Examination

Maximum Marks: 75

Internal Evaluation: 25

End Semester: 50

Exam Duration: 2:00 Hours

Course Objectives

1. To hone the employability related communication skills of the students on the foundations built during Executive Communication;
2. To assist students in becoming well-versed, responsible, creative communicators;
3. To develop students' knowledge of communication skills in the structure, elucidation, and delivery of message in diverse cultural and global communities;
4. To promote theoretical understanding and professional/personal practice of effective and ethical human communication between and within a broad range of contexts and communities.

Course Outcomes

On completion of this course, the students will be able to:

- Introspect & develop a planned approach towards his/her career & life in general.
- Have clarity on his/her career exploration process and to match his/her skills and interests with a chosen career path.
- Explain the use of functional and chronological resume.
- Develop thinking ability and polish his/her expression in group discussions.
- Be prepared for the personal interview through mock interviews while being aware of the various kinds of interviews.

Syllabus

Unit I: Employability Skills

- a) What are employability skills?
- b) How important these skills are?
- c) How to raise the employability quotient?

Unit II: Communication at the Workplace

- a) Language and communication
- b) Communication at the Workplace
- c) Formal and informal communication
- d) Direction of flow of communication
- e) Nonverbal communication

Unit III: Workplace Etiquette

- a) Etiquette in the modern workplace
- b) Workplace etiquette - global and local
- c) Culture sensitivity and Gender sensitivity
- d) Importance of Grooming
- e) Etiquette in interaction

Examination and Evaluation Pattern:

1. Internal Assessment (25 marks)

Test: (10 marks)

Duration 1:00 Hour

- 05 short answer type questions with internal choice of 2 marks each.
(Number of words in an answer: 50—60)

2. Presentation:

10 marks

3. Viva-voce:

05 marks

4. End Semester Examination: (50 marks)

Duration 2:00 Hours

- Section-A
06 short answer type questions with internal choice of 3 marks each.
(Number of words in an answer: 50—60)
- Section-B
04 long answer type questions with internal choice of 8 marks each.
(Number of words in an answer: 200—250)

Paper Setting

Examination	Syllabus to be covered	Time Allotted	Marks
Internal Assessment	50%	1: 00 Hour	10
End-Semester	100%	2: 00 Hours	50

Signatures:

1.  2.  3.  4.  5. 
 6.  7.  8.  9.  10.  11. 
 12.  13. 