

University of Mumbai




No. UG/ 79 of 2021

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities.

They are hereby informed that the recommendations made by the Board of Studies in English at its online meeting held on 30th May, 2020 vide item No. 2 and subsequently approved by the Board of Deans at its meeting held on 26th June, 2020 vide item No. 11(14) have been accepted by the Academic Council at its meeting held on 23rd July, 2020 vide item No. 4.34 and subsequently approved by the Management Council at its online meeting held on 28th August, 2020 vide item No. 2 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the Ordinance 6590 & 6591 Regulations 9336 & 9337 and the syllabus of **Certificate Course in Advanced English Grammar** has been introduced and the same have been brought into force with effect from the academic year 2020-21. (The said course might be introduced from the academic year 2021-2022 in the wake of prolonged Covid-19 pandemic situation in the country and subsequent delay in the commencement of the new academic year) accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI - 400 032
25th January, 2021
To.


(Dr. B.N. Gaikwad)
I/c. REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C/4.34/23/07/2020
M.C/2/28/08/2020

No. UG/ 79-A of 2021

MUMBAI-400 032

25th January, 2021

Copy forwarded with Compliments for information to:-

- 1) The Dean Faculty of Humanities,
- 2) The Chairman, Board of Studies in English,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Co-ordinator, University Computerization Centre,


(Dr. B.N. Gaikwad)
I/c. REGISTRAR

Copy to :-

- 1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),**
- 2. The Deputy Registrar, College Affiliations & Development Department (CAD),**
- 3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
- 4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
- 5. The Deputy Registrar, Executive Authorities Section (EA),**
- 6. The Deputy Registrar, PRO, Fort, (Publication Section),**
- 7. The Deputy Registrar, (Special Cell),**
- 8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,**
- 9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**

They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.

- 1. P.A to Hon'ble Vice-Chancellor,**
- 2. P.A Pro-Vice-Chancellor,**
- 3. P.A to Registrar,**
- 4. All Deans of all Faculties,**
- 5. P.A to Finance & Account Officers, (F.& A.O),**
- 6. P.A to Director, Board of Examinations and Evaluation,**
- 7. P.A to Director, Innovation, Incubation and Linkages,**
- 8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),**
- 9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,**
- 10. The Director of Board of Student Development,**
- 11. The Director, Department of Students Welfare (DSD),**
- 12. All Deputy Registrar, Examination House,**
- 13. The Deputy Registrars, Finance & Accounts Section,**
- 14. The Assistant Registrar, Administrative sub-Campus Thane,**
- 15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
- 16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
- 17. The Assistant Registrar, Constituent Colleges Unit,**
- 18. BUCTU,**
- 19. The Receptionist,**
- 20. The Telephone Operator,**
- 21. The Secretary MUASA**

for information.

Board of Studies in English

Syllabus

1	Title of the Course D-6590	Certificate Course in Advanced English Grammar
2	Eligibility for Admission D-6591	Candidate who passed 10+2 examination in Arts / Science / Commerce or equivalent examination
3	Intake Capacity R-9336	40 Students per batch
4	Passing Marks	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
5	Selection	First Come First Served Basis
6	Credits	02 Credits
7	Duration of the Course R-9337	6 Months (July-December / January-June)
8	Number of Lectures	30 Hours
9	Fee Structure	Rs. 2000/- (The fee covers tuition fee, remuneration of teacher, infrastructural expenses, books, stationery, examination fee etc.)
10	Teaching Faculty Qualification	As per UGC Guidelines
11	Remuneration of Teacher	As per University / Government Guidelines
12	Centre	Any College/Department/Institution under the purview of the University of Mumbai
13	Level	P.G. / U.G. / Diploma / Certificate (Strike out which is not applicable)
14	Pattern	Yearly / Semester (Strike out which is not applicable)
15	Status	To be implemented from the Academic Year 2020-2021

Date:

Signature:



University of Mumbai

Certificate Course in Advanced English Grammar

Syllabus (with effect from the academic year 2020-21)

(Choice Based Credit System)

Board of Studies in English

Dr. Sudhir Nikam (Chairperson)

Dr. Rajesh Karankal (Member)

Dr. Santosh Rathod (Member)

Dr. Bhagyashree Varma (Member)

Dr. Deepa Mishra (Member)

Dr. B. N. Gaikwad (Member)

Dr. Dattaguru Joshi (Member)

Dr. Satyawan Hanegave (Member)

Dr. Deepa Murdeshwar-Katre (Member)

Syllabus Sub-Committee

Dr. Deepa Murdeshwar-Katre (Convener): Department of English, Vartak College, Vasai Road, Dist. Palghar

Dr. Dinesh Kumar (Member): Department of English, Vaze-Kelkar College, Mulund, Mumbai

Dr. Lakshmi Muthukumar (Member): Department of English, S. I. E. S. College, Sion, Mumbai

Dr. Shashikant Mhalunkar (Member): Department of English, B. N. N. College, Bhiwandi

Dr Pramod B. Patil (Member): Department of English, S. G. A. S. & G. P. C. College, Shivale

Ms Gayatri Gadgil (Member): Department of English, D. G. Ruparel College, Matunga, Mumbai

Board of Studies in English

Syllabus

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13	Level	P.G. /-U.G. /Diploma / Certificate (Strike out which is not applicable)
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15	Status	To be implemented from the Academic Year 2020-2021

Date:

Signature:

Certificate Course in Advanced English Grammar

Preamble:

It has been observed that many of our student-learners lack a good command over the English language which has been, for quite some time, not just an international language of communication, but also the most dominant language of the huge variety of social media platforms. Keeping this in mind, under the guidance of the Board of Studies (English), we have designed this course on Advanced English Grammar for those learners having a fair knowledge of Basic English grammar. It intends to guide them to improve their English grammar levels further using the tools prescribed in the syllabus of the course. We understand that it is not possible to include all that comes under the purview of Advanced Grammar in just 30 hours. We hope that students will dive deeper into the fascinating and vast semantic and syntactic sea of language even after finishing the course.

- **Necessity of the Course:**

There is an urgent need to introduce a Certificate Course in Advanced Grammar to ensure that the learner gets an opportunity to revise items such as vocabulary building, knowledge of collocations, homonyms, homophones, grammar, editing and awareness of collocations in English before he/ she graduates from an institution. There are no compulsory courses training the learners currently in Communication Skills in English (henceforth referred to in this note as CSE) in the last four semesters of graduation thus making the learner a diffident user of English. Introducing a Certificate Course in Advanced Grammar will ensure that the skills relevant to English pronunciation, spelling, vocabulary, grammar, listening, speaking, reading and writing are revised, reinforced and tested by giving the learners enough opportunities to practice these within the language classroom. The success of such a certificate course is automatically assured by the urgency felt by the motivated learners to polish these skills that they are going to require for higher studies and employment. The learner outcomes will definitely be better than they were in school and in junior college because the motivation levels are naturally, and logically high. They will be more attentive and focused in class. The language classroom will become far more dynamic, powered by the determination in the learners, who will make every attempt to succeed by involving themselves in the learning process actively because they are aware that, whatever the professional career they may choose, English will be the medium of communication. The Certificate Course in Advanced Grammar will address the gap caused by the major time lag between the first year of graduation when the learners are taught CSE skills and when they end up actually using them in a productive manner.

Objectives:

1. To give guidelines to student-learners on Advanced English Grammar
2. To help learners improve their vocabulary and express themselves better in the English language
3. To assess their understanding of the course through a variety of testing methods
4. To equip the learners to better their prospects in the competitive world of jobs.

Learning Outcomes: After the completion of the course, students will be equipped

1. To improve their linguistic skills in English
2. To be confident in expressing themselves in English
3. To have better job opportunities
4. To be able to increase their vocabulary.
5. To be able to use fairly complex grammatical structures correctly.

Unit I: Vocabulary building:

(07 lectures)

1. Transformation of nouns to verbs, adjectives, adverbs
2. synonyms, antonyms
3. root words (free and bound stems)
4. Affixes -prefixes, suffixes (derivational and inflectional)
5. homonyms, homophones

Unit II: Phrases and Clauses:

(08 lectures)

1. Modifiers & heads in phrases
2. Clauses with subordination and co-ordination, Adverbial clauses
3. Conditionals

Unit III: Errors in usage & how to avoid them:

(06 lectures)

1. Common grammatical errors; collocation errors
2. Importance of punctuation
3. Subject - verb concord, errors in word order
4. Redundancy & other errors

Unit IV: Writing better:

(09 lectures)

Usage of

1. idioms
2. phrasal verbs
3. sentence adverbials
4. markers of cohesion and linkers
5. logical tools to organize information such as general statement, specific statement, listing, classification, exemplification, comparison and contrast, cause and effect, process, analysis, amplification, case studies, statistical data and argumentation.
6. language and gender-sensitivity

Evaluation Pattern:

A) Internal Assessment

(40 marks)

Sr. No.	Particulars	Marks
1.	One assignment (using fill in the blanks, MCQs, True/ False, Match the following questions on Unit I&II)	10 marks

2.	One assignment (using fill in the blanks, MCQs, True/ False, Match the following questions on Unit III)	10 marks
3.	One presentation of a role play involving 3-4 students using the elements they have learnt in the course	20 marks

B) Semester End Examination Pattern:

(60 marks)

Question 1:	On Unit I	15 marks
Question 2:	On Unit II	15 marks
Question 3:	On Unit III	15 marks
Question 4:	On Unit IV	15 marks

Note: The paper-setter is expected to use discretion in framing the questions. They may use objective-type questions or passages to test the learners. There can be internal choices in each question.

Reading List:

Hoge, A J. *Effortless English*, LLC, 2014

Kumar, Sanjay et al. *Communication Skills*, OUP

Murphy, Raymond. *Essential English Grammar*, London, Cambridge University Press,

2018
Murphy, Raymond. *Intermediate English Grammar*, London, Cambridge University Press, 1999

Navneet. *Navneet Speakwell English*, Navneet Publications, 2017

Oxenden, Clive et al. *New English File Advanced Workbook*, OUP, 2012

Dr. Prasada Rao, N. D. V. *Wren & Martin: English Grammar and Composition*, New Delhi, Blackie ELT Books, 2017

Quirk, Randolph et al. *A University Grammar of English*, London, Longman, 1973

Swan, Michael et al. *Oxford English Grammar Course*, Oxford, 2012

Swan, Michael et al. *Oxford English Grammar Course – Advanced*, OUP, 2012

Swan, Michael. *Practical English Usage*, Oxford University Press, 2017

Taylor, Grant. *English Conversation Practice*, MacGraw Hill Education, 2016

YouTube Video URL List:

<https://youtu.be/veTo6eWJQrM>

https://youtu.be/TesbMy_Uq8

<https://youtu.be/O3fBvxRNBkE>

<https://youtu.be/LfJPA8GwTdk>

<https://youtu.be/Ll23cChDSKE>

<https://youtu.be/GFzoY9lJVPc>

<https://youtu.be/IsDR3XEv50E>

<https://youtu.be/XnrAM9QZ90U>

<https://youtu.be/mZQgd2sPxpK>
<https://youtu.be/53SIKuCuHv0>
<https://youtu.be/z5eNjLBneiA>
<https://youtu.be/GQQEadxgIy0>
<https://youtu.be/bZVsaWP4WvU>
<https://youtu.be/zoiSln5n4g0>

Web Resources:

<https://www.bbc.co.uk/learningenglish/upper-intermediate-grammar-guide>
<https://learnenglish.britishcouncil.org/grammar/intermediate-to-upper-intermediate>
<https://dictionary.cambridge.org/grammar/british-grammar/nouns-forming-nouns-from-other-words>
<https://dictionary.cambridge.org/grammar/british-grammar/nouns-forming-nouns-from-other-words>
<https://academicguides.waldenu.edu/writingcenter/grammar/subjectverbagreement#s-lg-box-19852453>
<https://www.eapfoundation.com/vocab/academic/acl/>
<https://www.thoughtco.com/collocation-examples-1210325>
<https://www.englishmaven.org/Pages/Synonyms%20and%20Antonyms.htm>
<https://agendaweb.org/vocabulary/homonyms-exercises.html>
<https://www.ieltsadvantage.com/2015/08/12/cohesive-devices/>
<https://www.thoughtco.com/sentence-adverb-1692084>
<https://courses.dcs.wisc.edu/wp/grammar/prefixes-and-suffixes/>

N.B.:

1. At the end of the course, the Centre (College/Institute/Department) should ensure that the university rules and regulations have been duly followed.
2. On the basis of examination results and credits earned by the student, the Centre will issue the joint certificate with the name of University and College/Institute/Department.

**Submission on Feasibility of Starting New Courses as per the Provision of
Maharashtra Public University Act 2016
Ac - 23/7/2020, Resolution No. 4.34**

CERTIFICATE COURSE IN ADVANCED ENGLISH GRAMMAR

1. Necessity of Starting this course:

There is an urgent need to introduce a Certificate Course in Advanced Grammar to ensure that the learner gets an opportunity to revise items such as vocabulary building, knowledge of collocations, homonyms, homophones, grammar, editing and awareness of collocations in English before he/ she graduates from an institution. There are no compulsory courses training the learners currently in Communication Skills in English (henceforth referred to in this note as CSE) in the last four semesters of graduation thus making the learner a diffident user of English. Introducing a Certificate Course in Advanced Grammar will ensure that the skills relevant to English pronunciation, spelling, vocabulary, grammar, listening, speaking, reading and writing are revised, reinforced and tested by giving the learners enough opportunities to practice these within the language classroom. The success of such a certificate course is automatically assured by the urgency felt by the motivated learners to polish these skills that they are going to require for higher studies and employment. The learner outcomes will definitely be better than they were in school and in junior college because the motivation levels are naturally, and logically high. They will be more attentive and focused in class. The language classroom will become far more dynamic, powered by the determination in the learners, who will make every attempt to succeed by involving themselves in the learning process actively because they are aware that, whatever the professional career they may choose, English will be the medium of communication. The Certificate Course in Advanced Grammar will address the gap caused by the major time lag between the first year of graduation when the learners are taught CSE skills and when they end up actually using them in a productive manner.

2. Whether UGC has recommended to start the said Courses?

UGC has given guidelines for introduction of career oriented courses (<https://www.ugc.ac.in/oldpdf/xiplanpdf/revisedcareerorientedcourses.pdf>). Universities are allowed to run the diploma / certificate courses and with due approval of its governing councils/ statutory council wherever required (Ref: <https://www.ugc.ac.in/faq.aspx>). However, u/s 5(16) under Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), Universities are empowered to start to prescribe the courses of instruction and studies in choice based credit system for the various examinations leading to specific degrees, diplomas or certificates in a stand-alone format or joint format with other State or national or global universities.

3. Whether all the courses have commenced from academic year 2019-20?

The above certificate course recommended by the BoS in English, and further approved by the statutory bodies is to be introduced from the Academic Year 2020-2021.

4. The courses started by the University are self-financed, whether adequate number of eligible permanent Faculties are available?

The certificate course is purely self-financed. The department/affiliated colleges interested in its affiliation need to comply with the norms laid down as above.

5. To give details regarding duration of the course and is it possible to compress the course?

The duration of the course is maximum 6 month {6 Months (July-December / January-June)} with total 30 contact hours consist of maximum 2 Credits on completion of total 30 hours.

6. The intake capacity of each course and no. of admissions given in the current academic year (2019-20)

The intake capacity is set to maximum 40 students per batch.

7. Opportunities of employability/employment available after undertaking these courses:

The learners who have successfully completed the Certificate Course in Advanced Grammar will be more confident users of the language having had the opportunity to refine and practice existing skills in the English Language. It will enable them to intern in various organizations and after having a first-hand experience of working as content writers, editors, teachers, technical writers, or working in NGOs or private organizations in HR, PR or Management oriented posts, they can decide on the type of career they want to pursue. This certificate course will boost their confidence and enable them to practice and rehearse language skills closer to the year of their graduation in the absence of any compulsory CSE paper in the final four semesters of their graduation program. It is suggested that the teachers of the certificate course actively encourage the learners to take up internships before they graduate so that they get an opportunity to apply the skill sets learnt during the Certificate course in a real setting.
