

Dear Students,

All backlog students of Semester I & II (2024 / 2019 Pattern) are informed that assignments and projects for English-I (AEC), Mass Communication (OE), Compulsory English, Additional English, and Add-On Courses have been announced.

◆ Important Instructions:

- Submit assignments only for the subject(s)/course(s) in which you have a backlog.
- Do not write all assignments.
- Submission should be in hard copy only.
- Last Date for Submission: 25th November 2025
- Late submissions will not be accepted.
- For Add-On Courses, students must repay the course fee, submit the fee receipt, and then complete the assignment and presentation.

Please read the detailed notice carefully and complete your work accordingly.

Regards,

Prasenjeet Ranit

Assistant Professor

Ness Wadia College of Commerce

NOTICE

Subject: English-1 (AEC) & Mass Communication (OE) Assignments for Backlog Students (**Semester I & II – 2024**)

All **Backlog Students (2024)** are hereby informed to complete and submit the following assignments **only for the subject(s) in which you have failed**. Do not write all assignments. Submit only for the subject(s) you have backlog in.

English (AEC) – Semester I

Assignment (10 Marks): Write detailed information about **any one author** from your prescribed textbook. Prepare a **PowerPoint Presentation (PPT)** on the same author. Submit the **hard copy** of your work.

Oral (5 Marks): Short oral presentation on the selected author.

English (AEC) – Semester II

Assignment (10 Marks): Write a **book review** on **any one story, poem, or essay** from your Semester II textbook. (Include introduction, summary, themes, language, and your opinion.) Prepare a

PowerPoint Presentation of your review and submit the **hard copy**.

Oral (5 Marks): Short oral presentation on your review and opinion about the selected work.

Mass Communication through English (OE) – Semester I

Assignment (10 Marks): Create a **print advertisement** using all necessary elements — **Title, tagline, slogan, product/service details, visuals/pictures, contact info**, etc. Submit the **handwritten hard copy** of your advertisement.

Oral (5 Marks): Brief oral explanation of your advertisement idea and design.

Mass Communication through English (OE) – Semester II

Assignment (10 Marks): Write **news reports on any two topics** using all necessary details (headline, byline, date, place, body, conclusion). **Suggested Topics:**

1. Annual Cultural Fest / College Event
2. Road Safety Awareness Drive
3. Flood / Cyclone Relief Operation
4. Sports Tournament
5. Election Results / Student Council Elections

Submit the **handwritten hard copy** of both reports.

Oral (5 Marks): You will have to **read and explain one report** during your oral examination.

Submission Date: 25/11/2025 Mode: Hard copy submission only

Note: Submit only for the subjects in which you have backlog. Late submissions will not be accepted.

NOTICE

Subject: Compulsory English & Additional English Assignments and Projects for Backlog **Students (2019 Pattern – Semester I & II)**

All **Backlog Students (2019 Pattern)** are hereby informed to complete and submit the following **assignments and projects only for the subject(s) in which you have failed**. Do not write all assignments. Submit only for the subject(s) you have backlog in.

Compulsory English – Semester I

Assignment (15 Marks): Write a **summary and critical appreciation** of any one poem or prose piece from your prescribed textbook. Include:

- Title and author's name
- Summary in your own words
- Central idea or theme
- Language and style
- Personal opinion

Project (15 Marks): Prepare a **project on any one author** from your Semester I textbook. Include:

1. Brief biography
2. Major literary works
3. Writing style and themes
4. Contribution to literature
5. Short note on the author's prescribed text
6. Add pictures or references (optional)

Compulsory English – Semester II

Assignment (15 Marks): Write a **review or interpretation** of any one story, essay, or poem from your Semester II textbook. Include:

- Title and author
- Summary and message
- Character/theme/language analysis
- Personal insights

Project (15 Marks): Prepare a **detailed project on any one author** from the Semester II syllabus. Include:

1. Author's biography
2. Important works and literary style
3. Central themes
4. Discussion of one text from the syllabus
5. Significance of the author's contribution
6. Include pictures/references if possible

Additional English – Semester I

Assignment (15 Marks): Write short notes (in about 150–200 words each) on **any three** of the following:

1. Importance of Communication Skills
2. Body Language and Non-Verbal Communication
3. Role of Listening Skills in Effective Communication
4. Barriers to Communication
5. Tips for Writing an Effective Resume

(Students must write answers in their own words and maintain proper format.)

Project (15 Marks): Prepare a **project on “Self-Development and Professional Communication.”**

Include:

1. Introduction to Soft Skills
2. Importance of Personality Development
3. Role of Time Management and Goal Setting
4. Self-Assessment of Strengths and Weaknesses
5. How Soft Skills help in Career Growth
6. Attach any examples or visuals (optional)

Additional English – Semester II

Assignment (15 Marks): Answer the following (write in paragraph form, 150–200 words each):

1. Describe the qualities of an effective team leader.
2. Explain the importance of Emotional Intelligence in the workplace.
3. What are the essential interview skills every candidate should know?
4. Discuss the significance of Presentation Skills in professional life.
5. What is Workplace Etiquette? Give examples.

(Attempt any three out of five.)

Project (15 Marks): Prepare a **project on “Soft Skills for Professional Success.”** Include:

1. Introduction to Employability Skills
2. Key Soft Skills (Communication, Teamwork, Problem-Solving, Leadership, Adaptability)
3. Real-life examples or case studies
4. How to improve Soft Skills
5. Your personal learning/reflection
6. Include neat formatting and visuals if possible

Submission Date: 25/11/2025 Mode: Hard copy submission only

Note:

- Submit **only for the subject(s) in which you have backlog.**
- Late submissions will not be accepted.

NOTICE

Subject: Add-On Course Assignments & Presentations for Backlog Students

All **Backlog Students** are hereby informed that they must **complete the payment again in the college** for the respective **Add-On Course(s)** and **submit the fee receipt** in the department. **Only after submission of the fee receipt**, your assignment and presentation will be considered for evaluation.

Do not write all assignments. Submit only for the course(s) in which you have backlog.

Each Add-On Course carries:

- **Assignment – 25 Marks**
- **Presentation – 25 Marks**

Add-On Course: Value Education

Assignment (25 Marks): Write short essays (300–400 words each) on **any two** of the following topics:

1. The importance of moral values in student life
2. Role of family and education in developing human values
3. Relevance of Gandhian values in today's world
4. Ethics and integrity in personal and professional life
5. Environmental values and sustainable living

(Neatly handwritten; proper structure and examples expected.)

Presentation (25 Marks): Prepare a **PowerPoint Presentation (PPT)** on **any one** of the following topics:

1. Universal Human Values and Peace
2. Role of Youth in Nation Building
3. Importance of Emotional Intelligence and Empathy
4. Value-based Decision Making
5. Role of Culture and Religion in Value Formation

Add-On Course: Employability Skill Enhancement Program

Assignment (25 Marks): Write short essays (300–400 words each) on **any two** of the following:

1. Importance of Communication Skills in Job Interviews
2. Resume Writing and Professional Etiquette
3. Time Management and Goal Setting
4. Problem Solving and Decision-Making at Workplace
5. Role of Teamwork and Leadership in Career Growth

Presentation (25 Marks): Prepare a **PPT** on **any one** of the following:

1. How to Prepare for Interviews and Group Discussions
2. Workplace Etiquette and Professionalism
3. The Importance of Continuous Learning and Upskilling
4. Building a Positive Attitude and Confidence
5. Career Planning and Personality Development

Add-On Course: Democracy, Election and Governance

Assignment (25 Marks): Answer any **two** of the following in about 200–250 words each:

1. Features of Indian Democracy
2. Role of Youth in Strengthening Democracy
3. Importance of Voting and Electoral Participation
4. Functions and Powers of the Election Commission of India
5. Good Governance and Accountability in Public Life

Presentation (25 Marks): Prepare a **PPT** on **any one** of the following:

1. Evolution of Democracy in India
2. Electoral Reforms and Challenges in India
3. Role of Media in Democratic Governance
4. Importance of Citizen Participation in Governance
5. Case Study: Model Code of Conduct during Elections

Important Instructions:

- Submit **fee receipt** along with your assignment hard copy.
- Assignments must be **handwritten** and neatly presented.
- Presentations should be prepared in **PowerPoint format** and submit the hard copy.
- Late submissions or missing fee receipts will lead to **non-evaluation**.

Submission Date: 25/11/2025 Mode: Hard copy submission and PPT presentation

Note:

- Submit **only for the course(s)** in which you have backlog.
- Ensure fee payment is completed before submission.