


BIDHANNAGAR COLLEGE  
GOVERNMENT OF WEST BENGAL

On 10<sup>th</sup> March 2023, Bidhannagar College signed a Memorandum of Understanding with 'WeForAll', an NGO. It had been agreed that 'WeForAll' would conduct a self-financed Course on "Communication Skills in English" within the premises on the institute. The duration of the course would be 120 hours. On completion of the course, a certificate would be awarded to the students by West Bengal State Council of Technical and Vocational Education and Skill Development.

The current batch began their classes in May 2023 and the course will tentatively end in June 2025. There is currently only one ongoing batch.

  
Principal  
Bidhannagar College, Salt Lake  
Bidhannagar College

  
Course Coordinator 10/6/2024  
Assistant Professor  
W.B.E.S.  
Department of English  
BIDHANNAGAR COLLEGE





# COMMUNICATION SKILL IN ENGLISH

A Certificate Course of West Bengal State Council of Technical & Vocational Education & Skill Development

Conducted by: **WE FOR ALL** (A Non-Government Non-Profit Organization)  
in collaboration with

## BIDHANNAGAR COLLEGE

### COURSE CO-ORDINATOR



**Dr. Srimanta Das**, Department of English, Bidhannagar College  
(Contact no: 9830540259 E-mail id - [srimanta007@yahoo.com](mailto:srimanta007@yahoo.com))

### FACULTY MEMBERS

#### Chandana Chowdhury – M.A. (English)



Vast experience for over 40 years  
IELTS teacher and examiner - British Council, Oman  
Winner of An Inspiring Woman (2019)  
Awarded best presenter at the International ELT Conference  
at Sultan Qaboos University, Muscat

#### Gargi Ghosh (M.A, B.Ed., M.B.A, TEFL)



An Educator with a quest for knowledge  
and passionate for various forms of arts  
Top Educators of India (2020)  
Top 100 Iconic Educators of India (2021)

#### Amit Das (B. Com.)



Corporate Trainer - Fidelity National  
Personality Development Trainer - Frankfinn  
Soft Skill Trainer - Vertex

#### Swamapi Biswas Das (B.Ed., B. Com., TEFL)



Business English - Goenka College of Commerce  
TEFL Advanced Diploma - ACT  
Spoken English Instructor – Iris World School, Telangana



#### Sucheta Dhar (M.A. in Psychology)

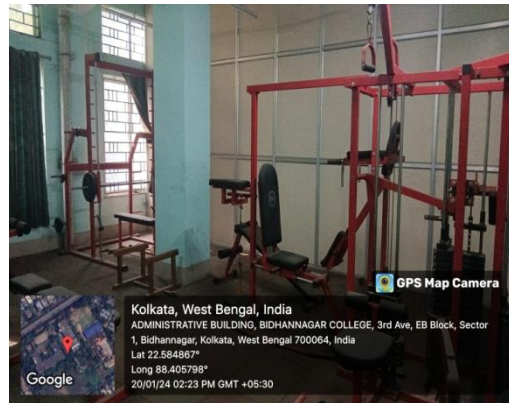
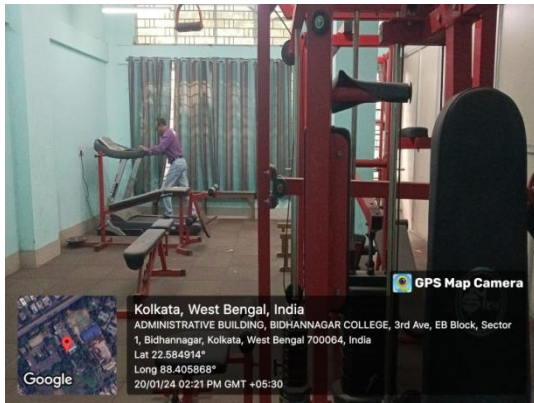
Counsellor and co-ordinator  
Former intern (Nil Ratan Sarkar Medical College)


  
Principal

Bidhannagar College  
EB-2, Sec.- I, Salt Lake, Kol - 64

## Report on Gymnasium for physical fitness of teachers and students of Bidhannagar College

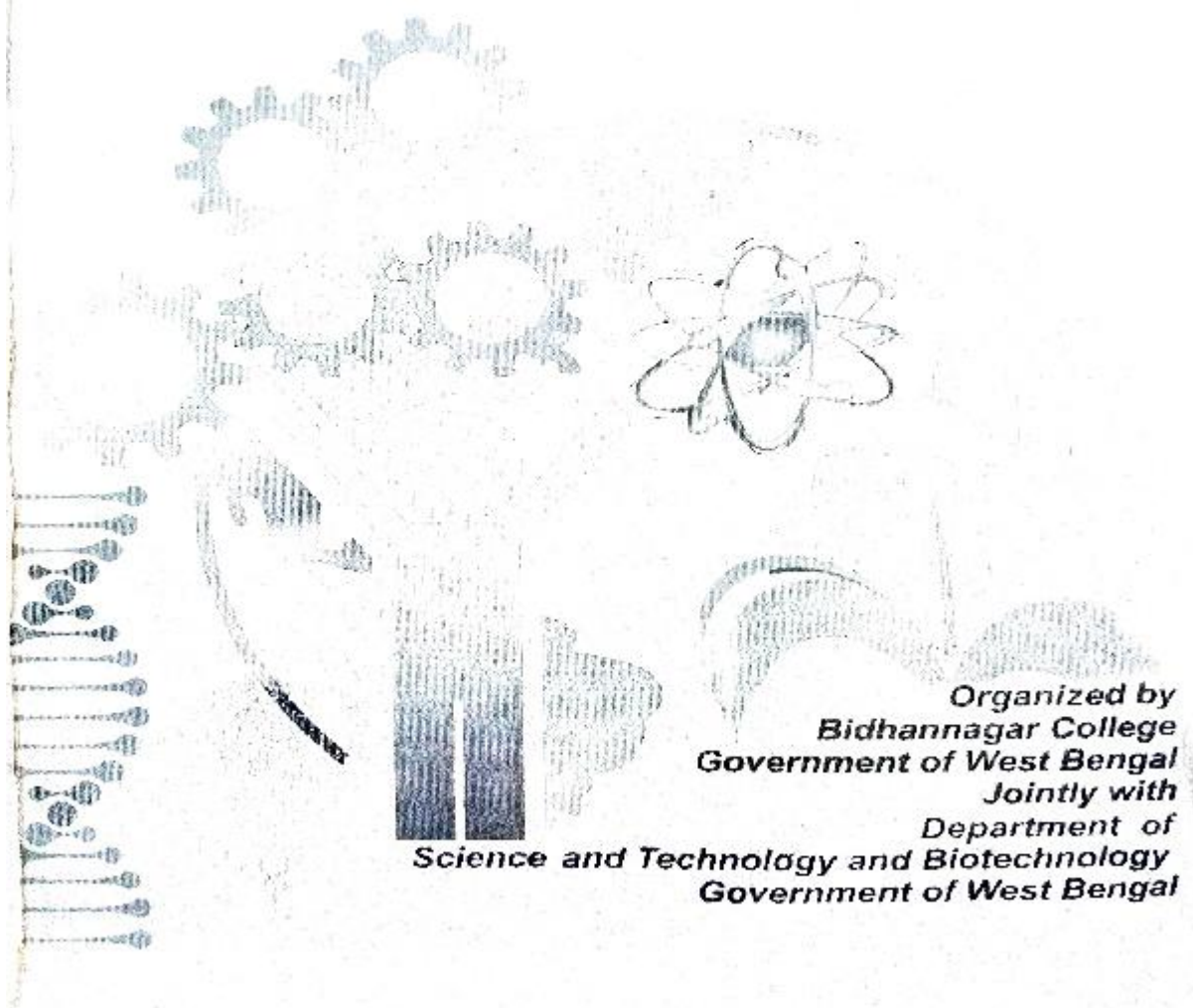
A newly build gymnasium equipped with advanced fitness machines functioning is present in the ground floor of New building of our college. It is actually a multi gym. It is open for faculty members and students.



  
Principal  
Bidhannagar College  
EB-2, Sec.- I, Salt Lake, Kol - 64

ABSTRACT VOLUME

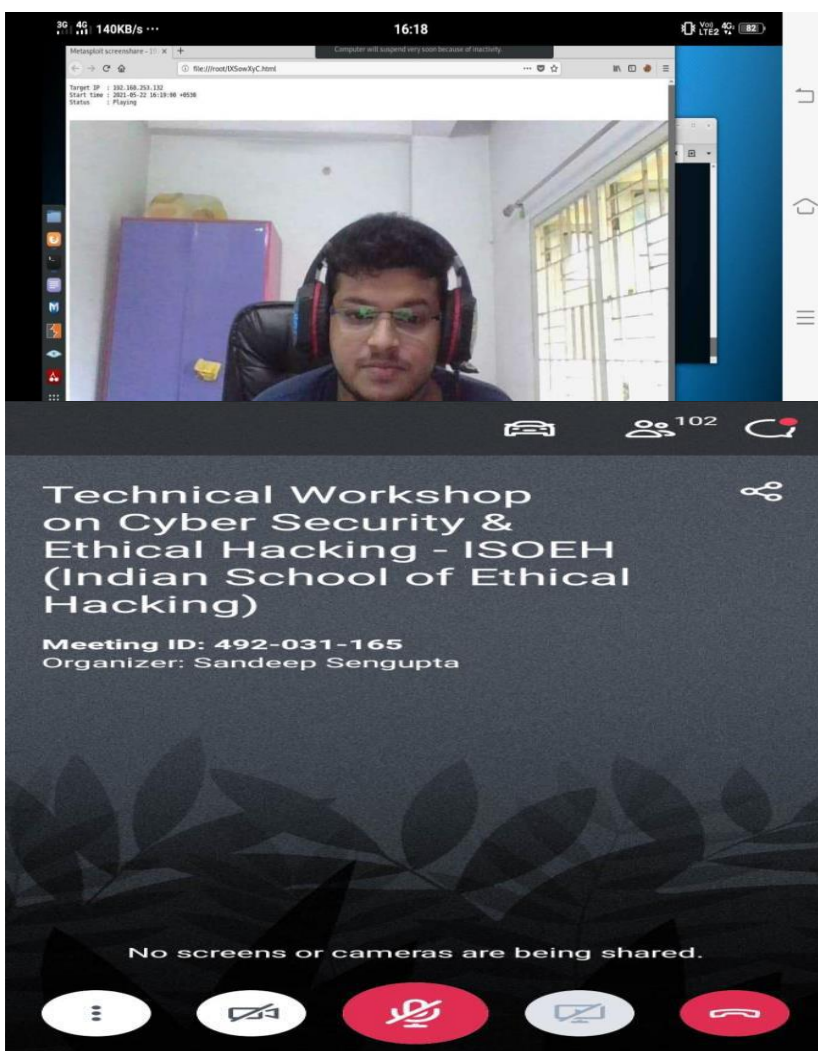
**3rd Regional  
Science & Technology Congress,  
2018  
Southern Region  
18th and 19th December, 2018**



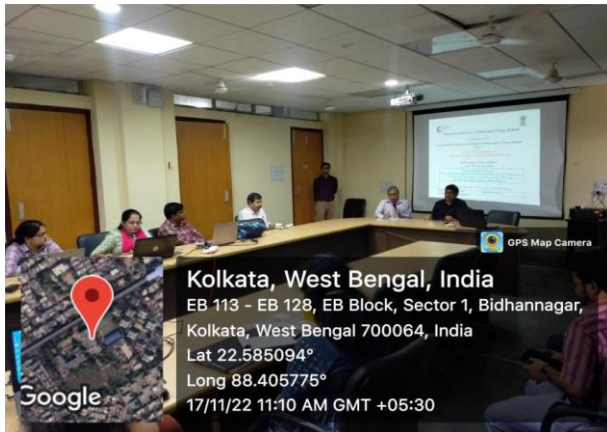
*Organized by  
Bidhannagar College  
Government of West Bengal  
Jointly with  
Department of  
Science and Technology and Biotechnology  
Government of West Bengal*



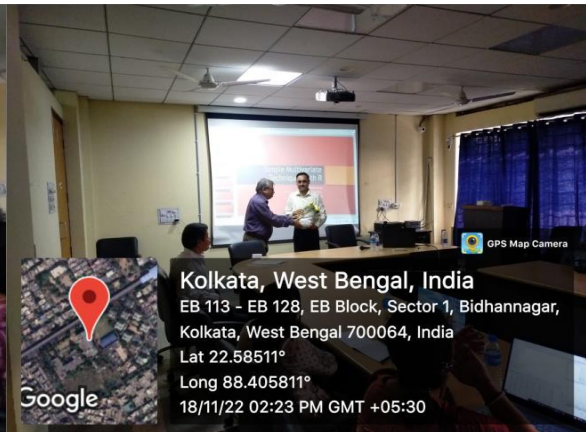
One-Day Seminar on Cryoelectron Microscopy for Structure Determination of Biomolecules organised by INSA, Kolkata Chapter and IQAC, Bidhannagar College, February 26, 2020



Technical Workshop on Cyber security & Ethical Hacking-ISOEH (Indian School of Ethical Hacking) organized by Indian School of Ethical Hacking in collaboration with Placement and Career Counselling Sub-Committee, Bidhannagar College, 22 May 2021.



Kolkata, West Bengal, India  
 EB 113 - EB 128, EB Block, Sector 1, Bidhannagar,  
 Kolkata, West Bengal 700064, India  
 Lat 22.585094°  
 Long 88.405775°  
 17/11/22 11:10 AM GMT +05:30



Kolkata, West Bengal, India  
 EB 113 - EB 128, EB Block, Sector 1, Bidhannagar,  
 Kolkata, West Bengal 700064, India  
 Lat 22.58511°  
 Long 88.405811°  
 18/11/22 02:23 PM GMT +05:30

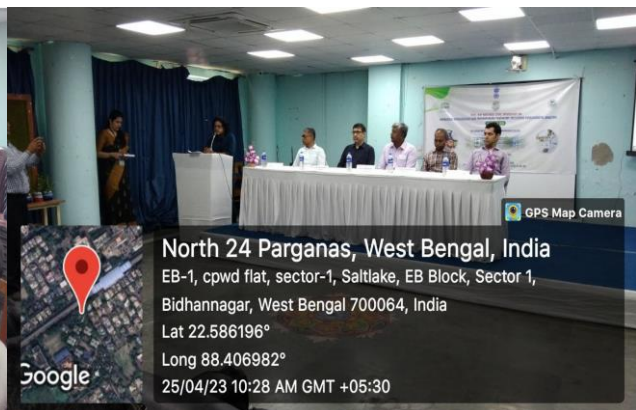


Kolkata, West Bengal, India  
 EB 113 - EB 128, EB Block, Sector 1, Bidhannagar,  
 Kolkata, West Bengal 700064, India  
 Lat 22.585091°  
 Long 88.405801°  
 18/11/22 11:46 AM GMT +05:30

Department of Statistics,  
 Bidhannagar College in association  
 with IQAC, Bidhannagar College  
 organized two-days workshop on  
 'Analysis of Statistical data and use  
 of R-code' on 18th November 2022.



Kolkata, West Bengal, India  
 Block-1, Central Govt. Flats, EB Block, Sector 1, Bidhannagar,  
 Kolkata, West Bengal 700064, India  
 Lat 22.586345°  
 Long 88.406798°  
 25/04/23 03:21 PM GMT +05:30



North 24 Parganas, West Bengal, India  
 EB-1, cpwd flat, sector-1, Saltlake, EB Block, Sector 1,  
 Bidhannagar, West Bengal 700064, India  
 Lat 22.586196°  
 Long 88.406982°  
 25/04/23 10:28 AM GMT +05:30

A two-day National workshop on Herbarium Methodology and Macrofungus Taxonomy including phylogenetic analysis was organized by the PG Department of Botany, Bidhannagar College in collaboration with Central National Herbarium (CNH), Botanical Survey of India and Environmental Information, Awareness, Capacity Building and Livelihood Programme (EIACP) PC-RP, BSI at Seminar Hall, New Building on April 25 and 26, 2023.



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Former intern (Nil Ratan Sarkar Medical College)

**BIDHANNAGAR COLLEGE, SALT LAKE, KOLKATA**  
**DEPARTMENT OF ENGLISH**

**CERTIFICATE COURSE (2022-23)**

**In accordance with MoU between Bidhannagar College & WeForAll**

**Course Title: Communication Skills in English**

**Course duration: 120 hrs**

**Course Co-ordinator: Dr Srimanta Das, Assistant Professor, Dept of English, Bidhannagar College**

**Course Design:** In accordance with the guidelines of **West Bengal State Council of Technical & Vocational Education & Skill Development** in keeping with the Communicative Skills in English course offered by **British Council Library, Kolkata**

**Course Outcome:** This course is aimed at strengthening the students' skills pertaining to English vocabulary, fluency, comprehension and grasp over the English language at the academic, professional and social level. Although the primary focus is on LSRW aptitudes, it is also intended to enhance their soft skills and groom them in a manner befitting the contemporary requirements of the job industry. The course includes, within its capacity, internship opportunities and placement assistance as well. They will, also, be provided with certificates issued by WBSCTE on successful completion of the course after passing an examination, which shall be a valuable addition to their resumes.

**Course Structure and Syllabus:**

**Hours per week: 02 (Lecture). Total contact hours/week: 02**

**Credits: 02**

Course Objectives: Communication skills play an important role in career development. This course aims at introducing basic concepts of communication skills with an emphasis on developing the personality of the students. Thus the main objectives of this course are:

- To develop confidence in speaking English with correct pronunciation
- To develop communication skills of the students i.e. listening, speaking, reading and writing skills
- To introduce the need for personality development – The focus will be on developing certain qualities that will aid students in handling personal and career challenges, leadership skills, etc.

**Course Content (Theory)**

**Unit – 1 Communication: Theory and Practice**

- Basics of communication: Introduction, meaning and definition, process of communication etc.
- Types of communication: formal and informal, verbal, non-verbal and written. Barriers to effective communication



- 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
- Art of Effective communication,

Choosing words

1. Voice
2. Modulation
3. Clarity
4. Time
5. Simplification of words

- **Technical Communication**

### **Unit – 2 Soft Skills for Professional Excellence**

- Introduction: Soft Skills and Hard Skills.
- Importance of Soft Skills
- Life skills: Self-awareness and Self-analysis, adaptability, social skills, emotional intelligence, Interpersonal relationships and empathy, etc.
- Applying soft skills across cultures – Corporate work culture, Work persona, Professionalism, Time Management
- CaseStudies

### **Unit – 3: Reading Comprehension**

Note-taking, Comprehension, vocabulary enhancement, and grammar exercises based on reading of texts.

### **Unit – 4: Professional Writing**

The art of writing Report and MemoCVs, Letters: Job Application and Business, Drafting e-mail, minutes of a meeting, etc

### **Unit – 5: Vocabulary and Grammar**

Remedial Grammar and Exercises  
Professional Workplace Communication  
Parts of speech, active and passive voice, tenses etc.

### **Course outcomes :**

At the end of this course, the participants will:

- Develop basic speaking and writing skills including proper usage of language and vocabulary so that they can become highly confident and skilled speakers and writers.
- Be informed of the latest trends in basic verbal activities such as presentations, facing interviews and other forms of oral communication
- Also develop skills of group presentation and communication in team.
- Develop non-verbal communication such as proper use of body language and gestures

## **Course Content: Communication Skills in English – Lab**

**Hours per week: 02 (Practical), Total contact hours/week: 02**

**Credits: 02**

### **Course Objectives :**

Communication skills play an important role in career development. This course aims at introducing basic concepts of communication skills with an emphasis on developing the personality of the students. Thus the main objectives of this course are:

1. To develop listening skills for enhancing communication.
2. To develop speaking skills with a focus on correct pronunciation and fluency
3. To introduce the need for Personality development – The focus will be on developing certain qualities that will aid students in handling personal and career challenges, leadership skills, etc for that purpose group discussion, extempore, and other activities should be conducted during lab classes.

### **Course Content:**

#### **Unit – 1:**

Basic Common Communication Problems and their Solutions

#### **Unit – 2:**

Introduction to Phonetics

Sounds: consonant, vowel. Transcription of words (IPA), weak forms etc.

#### **Unit – 3:**

Speaking and Listening Skills

Standard and Formal Speech: Oral presentations, Group Discussions, Public Speaking, Business presentations etc. Conversation practice and role playing, Job interviews, Note taking etc.

#### **Unit – 4:**

Non-verbal Communication : Proxemics, Haptics and Kinesics

**BIDHANNAGAR COLLEGE, KOLKATA****DEPARTMENT OF ENGLISH****CERTIFICATE COURSE ON COMMUNICATIVE SKILLS IN ENGLISH (2022-23)**LIST OF ENROLLED STUDENTS

Sl No.	NAME	DEPARTMENT	REGISTRATION NUMBER	CONTACT NUMBER	EMAIL-ID
1	SHARONYA SARKAR	ENGLISH	1082221400030	6290595989	<a href="mailto:sharanyasarkar@gmail.com">sharanyasarkar@gmail.com</a>
2	ANANYA DEBNATH	ENGLISH	1082221400051	6295480232	<a href="mailto:ananyadebnath1954@gmail.com">ananyadebnath1954@gmail.com</a>
3	SANAT BISWAS	ENGLISH	1082211100027	9163437231	<a href="mailto:sanatbiswas.me@gmail.com">sanatbiswas.me@gmail.com</a>
4	SAYAN SHEKHAR MONDAL	ENGLISH	1082211100034	8345071916	<a href="mailto:mondalsayanshekh@gmail.com">mondalsayanshekh@gmail.com</a>
5	DEBASMITA DAS	ENGLISH	1082121400281	8240952024	<a href="mailto:debasmitadasneha@gmail.com">debasmitadasneha@gmail.com</a>
6	SAHELI DAS	ENGLISH	1082221600059	8334811727	<a href="mailto:dsaheli662@gmail.com">dsaheli662@gmail.com</a>
7	NAZMA PARVEEN	ENGLISH	1082222500026	9875450927	<a href="mailto:pnazma603@gmail.com">pnazma603@gmail.com</a>
8	DEBAYAN CHAKRABORTY	ENGLISH	1082211400032	8240107130	<a href="mailto:debayanchakraborty47@gmail.com">debayanchakraborty47@gmail.com</a>
9	ARIKTA DAS	ENGLISH	1082221400061	8100147838	<a href="mailto:ariktadas2@gmail.com">ariktadas2@gmail.com</a>
10	SONIA PAL	ENGLISH	1082221600067	9832158952	<a href="mailto:soniapal112004@gmail.com">soniapal112004@gmail.com</a>
11	HRITHIK MONDAL	ENGLISH	1082211100058	7029323069	<a href="mailto:hrmondal02@gmail.com">hrmondal02@gmail.com</a>
12	MD. MOINUDDIN ANSARI	HISTORY	1082212500106	9831929640	<a href="mailto:mdmoinuddinansari2021@gmail.com">mdmoinuddinansari2021@gmail.com</a>
13	PRITHA SARKAR	ENGLISH	1082221400057	9832102097	<a href="mailto:prithasarkar004@gmail.com">prithasarkar004@gmail.com</a>
14	DIGANTA PATHAK	ANTHROPOLOGY	1082211400174	9330440577	<a href="mailto:pathakdiganta09@gmail.com">pathakdiganta09@gmail.com</a>
15	RANJANA NASKAR	ENGLISH	1082221100060	8240519816	<a href="mailto:ranjananaskar258@gmail.com">ranjananaskar258@gmail.com</a>
16	EFFTASUN YASMIN	ENGLISH	1082222500042	7439586589	<a href="mailto:yasmineeftasun@gmail.com">yasmineeftasun@gmail.com</a>

**Communication Skills & Soft Skills**  
**Conducted by WFA (At Bidhannagar College)**  
**Students' Attendance Sheet**

Sl. No.	Name of Students	11-8-2023	29-9-2023	6-10-2023	24-11-2023	1-12-2023	#####	22/12/2023	16/2/0224	23-2-2024	3-1-2024	7-3-2024	13/3/2024	15/3/2024	20/3/24	27/3/24	29/3/24	Present	No of Classes	% Present	Remarks	
	Class	1	1-AM	1-AK	1-AM	1-AM	1-AK															
	Class No	11	12	13	14	15	16	17	17	18	19	20	21	22	23	24	25					
1	Sharonya Sarkar	P	P	P	P	P	P	A	P	P	A	P	A	A	P	A		19	25	76		
2	Ananya Debnath	P	P	P	A	P	P	P	P	p	P	P	P	P	P	A		22	25	88		
3	Sanat Biswas	P	P	P	A	P	P	P	P	p	P	P	P	P	P	A		21	25	84		
4	Sayan Shekhar	A	A	A	A	P	A	A	A	A	A	A	A	A	A	A		7	25	28		
5	Debasmita Das	A	A	A	P	P	A	A	A	A	A	A	A	A	A	A		8	25	32		
6	Saheli Das	P	P	P	P	P	P	P	A	P	A	P	A	P	P	A		20	25	80		
7	Nazma Parveen	P	P	P	P	P	P	P	P	P	A	P	A	P	P	A		20	25	80		
8	Debayan	P	P	P	P	P	P	P		P	A	P	A	P	P	A		19	25	76		
9	Arikta Das	P	P	P	P	P	P	P	A	A	A	P	A	P	P	A		20	25	80		
10	Moinuddin Ansari	P	P	P	P	A	A	P	P	P	P	P	A	P	A	A		14	25	56	E	
11	Pritha Sarkar	A	P	P	A	P	P	A	A	A	A	P	A	A	A	A		13	25	52		
12	Diganta Pathak	A	P	A	A	A	P	P	A	A	A	P	A	P	P	A		13	25	52		