

# Bidhannagar College



## REPORT ON “COMMUNICATION SKILL IN ENGLISH” COURSE

NAME OF THE COURSE: COMMUNICATION SKILL IN ENGLISH

DURATION: 120 HOURS (spread over 3 years of the undergraduate course)

RESOURCE PERSON: MRS. GARGI GHOSH, MR. ASHAD, MR. AMIT SANYAL AND  
MRS. ALAKANADA MOULIK


CONTENT:

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 Memo CVs, 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.

  
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#### COURSE OBJECTIVE:

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 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.

  
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LIST OF STUDENTS ENROLLED:

Sl No.	NAME	DEPARTMENT	REGISTRATION NUMBER	CONTACT NUMBER	EMAIL-ID
1	SHARONYASARKAR	ENGLISH	1082221400030	6290595989	<a href="mailto:sharanyasarkar@gmail.com">sharanyasarkar@gmail.com</a>
2	ANANYADEBNATH	ENGLISH	1082221400051	6295480232	<a href="mailto:ananyadebnath1954@gmail.com">ananyadebnath1954@gmail.com</a>
3	SANATBISWAS	ENGLISH	1082211100027	9163437231	<a href="mailto:sanatbiswas.me@gmail.com">sanatbiswas.me@gmail.com</a>
4	SAYANSHEKHAR MONDAL	ENGLISH	1082211100034	8345071916	<a href="mailto:mondalsayanshekhar@gmail.com">mondalsayanshekhar@gmail.com</a>
5	DEBASMITADAS	ENGLISH	1082121400281	8240952024	<a href="mailto:debasmitadasneha@gmail.com">debasmitadasneha@gmail.com</a>
6	SAHELIDAS	ENGLISH	1082221600059	8334811727	<a href="mailto:dsaheli662@gmail.com">dsaheli662@gmail.com</a>
7	NAZMAPARVEEN	ENGLISH	1082222500026	9875450927	<a href="mailto:pnazma603@gmail.com">pnazma603@gmail.com</a>
8	DEBAYAN CHAKRABORTY	ENGLISH	1082211400032	8240107130	<a href="mailto:debayanachakraborty47@gmail.com">debayanachakraborty47@gmail.com</a>
9	ARIKTADAS	ENGLISH	1082221400061	8100147838	<a href="mailto:ariktadas2@gmail.com">ariktadas2@gmail.com</a>
10	SONIAPAL	ENGLISH	1082221600067	9832158952	<a href="mailto:soniapal112004@gmail.com">soniapal112004@gmail.com</a>
11	HRITHIKMONDAL	ENGLISH	1082211100058	7029323069	<a href="mailto:hmondal02@gmail.com">hmondal02@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	DIGANTAPATHAK	ANTHROPOLOGY	1082211400174	9330440577	<a href="mailto:pathakdiganta09@gmail.com">pathakdiganta09@gmail.com</a>
15	RANJANANASKAR	ENGLISH	1082221100060	8240519816	<a href="mailto:ranjananaskar258@gmail.com">ranjananaskar258@gmail.com</a>
16	EFFTASUNYASMIN	ENGLISH	1082222500042	7439586589	<a href="mailto:yasmineeftasun@gmail.com">yasmineeftasun@gmail.com</a>

  
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## **REPORT ON BIDHANNAGAR COLLEGE GYMNASIUM (LIFE SKILL)**

“No man has the right to be an amateur in the matter of physical training. It is a shame for a man to grow old without seeing the beauty and strength of which his body is capable.”

— **Socrates**

### **About the Gymnasium**

Bidhannagar College is extremely conscious of the need for physical wellbeing of the students. Keeping that in mind we offer a gymnasium to the students where they can workout at specified hours of the week. The gymnasium of our institute is extremely spacious with a state-of-the-art multigym machine, a Smith machine and a treadmill. There are also other necessary items like barbells, dumbbells etc. The gym can accommodate around thirty users at one time. Separate timings are maintained for boys and girls.

We believe that regular physical activity can relieve stress, anxiety, depression and anger. Without regular activity, the body slowly loses its strength, stamina and ability to function properly. It's like the old saying: you don't stop moving from growing old, you grow old from stopping moving. Exercise increases muscle strength, which in turn increases your ability to do other physical activities. People who are physically active and at a healthy weight live about seven years longer than those who are not active and are obese. Lack of physical activity also can lead to more visits to the doctor, more hospitalizations, and more use of medicines for a variety of illnesses.

Staying active can help you:

- Keep and improve your strength so you can stay independent
- Have more energy to do the things you want to do and reduce fatigue
- Improve your balance and lower risk of falls and injuries from falls
- Manage and prevent some diseases like arthritis, heart disease, stroke, type 2 diabetes, osteoporosis, and 8 types of cancer, including breast and colon cancer
- Sleep better at home
- Reduce levels of stress and anxiety
- Reach or maintain a healthy weight and reduce risk of excessive weight gain
- Control your blood pressure

- Possibly improve or maintain some aspects of cognitive function, such as your ability to shift quickly between tasks or plan an activity
- Perk up your mood and reduce feelings of depression

**Objectives:**

1. To encourage physical activity that will lead to mental and intellectual wellbeing as well.
2. To create an ambience that will inspire students to pursue goals in the field of sports and games.
3. To inculcate in the students a competitive spirit that has its uses in every sphere of life.
4. To encourage students to participate in State, National, and International level competitions.
5. To inspire the students to develop sportsmanship that can be an asset in every sphere of life.

**Instruments available:**

1. Electric digital treadmill
2. Chest press machine.
3. Chest fly machine
4. Bench press and adjustable bench
5. Dumbbells
6. Lat pull down machine etc.



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Government of West Bengal  
Higher Education Department  
C. G. Branch  
Bikash Bhavan, Salt Lake, Kolkata-91.

Dated, Kolkata the 29th February, 2008

No: 10/-Edn(C.G)  
10M/04/08

From : Sri K.K.Bhauaik  
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction (W.B)  
Bikash Bhavan, Salt Lake, Kolkata.

Sub : Setting up of a Computer Centre at Bidhannagar  
College for conducting DOEACC approved Computer  
Courses by DATA-Q.

The undersigned is directed to say that the Governor has been pleased to accord permission to the Principal, Bidhannagar College to sign the 'MOU' with DATA-Q implementation of I.T. Education (establishment of a Computer Centre) at Bidhannagar College subject to the condition that there should be no financial liability on the part of the Govt. for the purpose.

This order issues with the concurrence of Finance Deptt. vide their U.O. No. Gr.B 774/EM/P/CG/10M/04/2008 dated 26.02.08.

The Principal Accountant General (A&E) of West Bengal and the Treasury Officer, Bidhannagar are being informed.

Sd/- K.K.Bhauaik  
Deputy Secretary

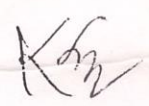
No: 10/1(7)-Edn(C.O) Dated, Kolkata, the 29th February, 2008

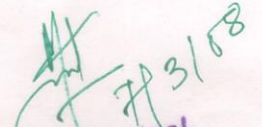
Copy forwarded for information to:-

1. Principal Accountant General (A&E), W.B.
2. Treasury Officer, Bidhannagar,
3. Principal, Bidhannagar College,

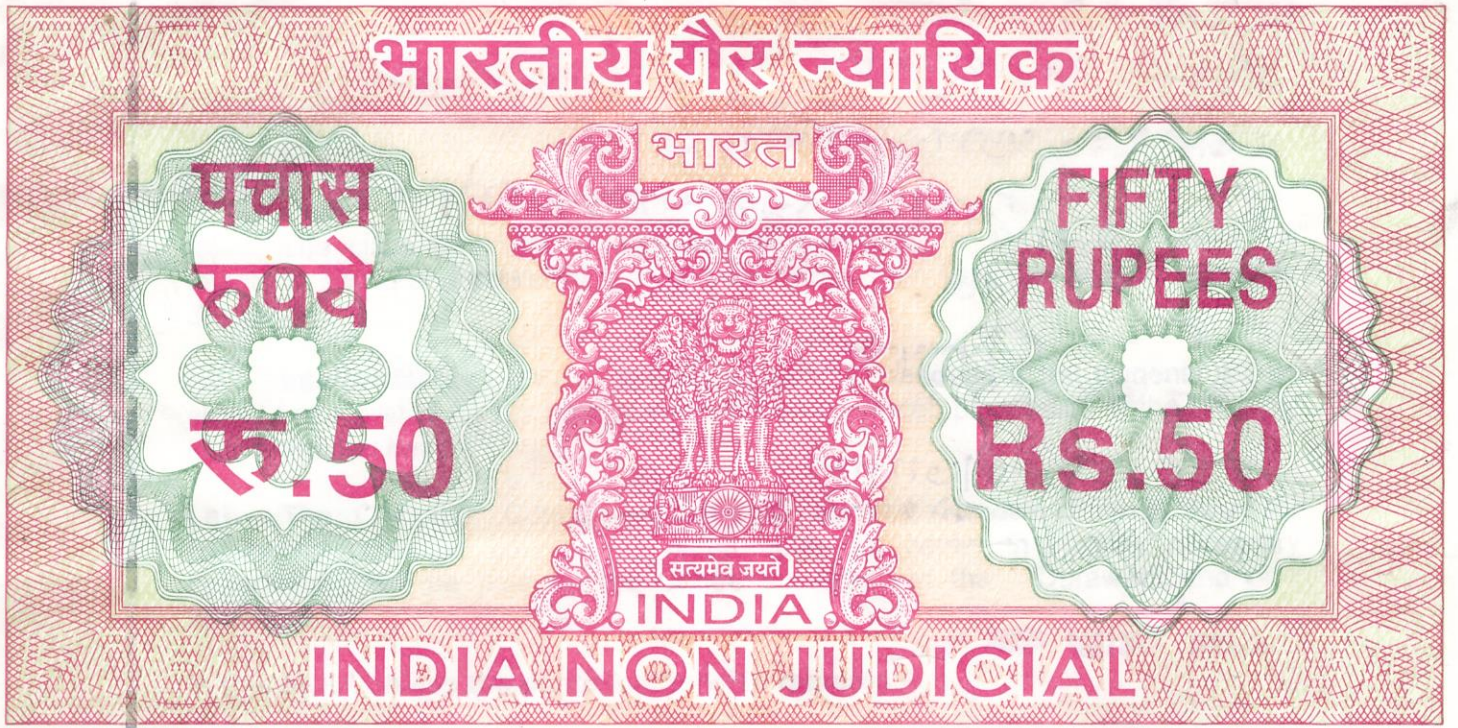
He is requested to furnish a copy of 'MOU' to this Deptt. after signing the same by both parties.

4. Finance Deptt. Gr.B.
5. A.D.P.I (W.B.) (Adm.)
6. Budget Branch,
7. Guard file.

  
Deputy Secretary

  
Principal, KOLKATA





पश्चिमबङ्ग पश्चिम बंगाल **WEST BENGAL**  
**MEMORANDUM OF UNDERSTANDING**

C 036050

This Memorandum of Understanding made on 2<sup>nd</sup> day of April 2008 between the "College authority" of Bidhan Nagar Govt. College and DATA-Q, 54/2 Chowdhury Para Road, P.O., Barasat, Dist 24 Pgs (N), Pin : 700 124, a Govt. registered Trust under the West Bengal Trust Act hereinafter called The "Center Authority" which expression shall mean and include its successors in office, Administrators, Authorized Representatives and assignees.

1. That "College Authority" and "Center Authority" have agreed to conduct computer courses as per DOEACC syllabus among the existing students, pass out students of the college and outsider to extend IT education and awareness as per norms and criteria.
2. For conducting DOEACC computer courses in the Computer Center at college, both the party have further agreed that,
  - (a) A suitable premises shall be arranged and provided for computer laboratory by the "College Authority" for a minimum period of 10 years from the date of this agreement where seating arrangement ( chair, bench, table ) for the students, electrification and necessary expenses of decoration ( without breaking its original architectural infrastructure ) will be born by the center authority. The monthly electricity charges will be paid by "Centre Authority" as per sub-meter installed by the Centre authority. A room may have to be allotted for conducting theory classes for Sunday and Saturday.
  - (b) The provision of the other minimum requirements for conducting computer courses, such as Board, faculty, Computer software ( related to DOEACC Syllabus ), library etc. of its courses shall be provided by the Centre Authority.



(c) The class note will be supplied by the faculty of DATA- Q , where the reference books and courseware shall be provided from its library against a caution deposit.

(d) Internet facility ( only education purpose ) if needed for the students will be allowed at a cost of 9/- per hour at their off time by written permission of the Principal / Departmental head :

(e) The Computer Centre will open on Sunday, Holiday, Puja-vacation for conducting computer courses. To keep open the center in Holiday necessary honorarium will be paid by the Centre authority to the "Durawan" and or "Watchman" ..

**In this MOU, unless the context otherwise requires –**

(a) Royalty means, the amount (30% of the total monthly collection ) agreed between parties herein to be paid by the "centre authority" to the "college authority" quarterly or half yearly basis for the facilities provided by the College authority to setup, run and maintain the computer centre at the college premises.

(b) Total monthly collection, means the monthly installment amount realized from the students of the Computer centre , be a student of the college or outsider except the collection on account of Admission fee, DOEACC registration fee, Examination fee, Library caution deposit, Internet charges, cost of forms made from any student admitted at the centre on and from the signing date of the MOU.

(c) Student means, one undergoing Training and Education in computer centre of Bidhan Nagar College and outsiders.

(d) During the period of the MOU or any extension period thereof the college authority shall not allow any other organization or individual to run such computer centre within the college premises.

**SPECIAL SERVICE TO THE COLLEGE AUTHORITY :**

(a) As a supportive measures "Center authority " will provide subsidized ( 10 Nos Students per Year ) computer training ( 25 % discount on monthly tuition fees ) to the financially weaker student ( in respect of BPL Certificate and recommendation by the college authority ).

(b) 1 No Teaching and 1 No. Non-teaching staff (nominated by the College Authority) will be trained up "CCC" Certificate Courses free of cost in every financial year.

(c) Centre authority will provide AMC service for existing college computers , printers , scanners free of cost where "college authority" will have to borne the cost of spare parts, consumables items if required during AMC period.

(d) Centre authority equipped to prepare computer generated programmed mark sheet for Post-Graduate stream with their own cost where the cost of stationary charges will have to born by the college authority.

(e) Local area networking ( LAN ) can be established by the Centre authority within the building / department where cost of peripherals and installation charges will have to borne by the College Authority.

(f) A website can be prepared and may be hosted and maintained by the Centre authority where cost of registration of domain and Server space charges will have to born by the college authority .

(g) Broadband Internet facility ( within 2 GB data download limitation per month ) can be



**RESERVATION for SC/ST/OBC :**

As per Govt. rules.

**MAINTENANCE AND UP-KEEP OF THE COMPUTER CENTRE :**

For maintenance and routine checkup of computer, printer, UPS etc. at the centre on monthly or fortnightly basis would be carried out by the "Center Authority". Centre will remain close on those days under prior notice. The authority of DATA-Q have the right to visit computer center at any time and may carry out any kind of necessary checkup/maintenance as might be necessary time to time to ensure smooth functioning of the computer center For up-gradation and repairing purpose Computer, Monitor, Printer may be necessary to bring out side of the center on intimation to the " College Authority ". The Computer Centre will be under lock and key.

**SIGN & DISPLAY BOARD :**

One sign board / vinyl board will be installed in front of the Computer Center and outside of the main college building displaying "BIDHAN NAGAR GOVT. COLLEGE COMPUTER CENTRE ,TECHNICAL ASSISTANCE WITH DATA-Q AN ACCREDITED INSTITUTE BY DOEACC UNDER MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY, THE GOVT. OF INDIA.

In witness whereof the "college Authority" and "Center Authority" hereby put their respective signature in this agreement.

***In the presence of witness***

1. Name Subrata Hore  
Signature Subrata Hore  
Address : BA 112, Sec 1, Salt Lake, Kol-64  
Date : 30, 4.08

2. Name Siba Prasad Dey  
Signature Siba Prasad Dey  
Address 10/2 Mitra para Road  
PO: Barasat, Dist: 24 Pgs (N)  
Date : 30.4.08

**COLLEGE AUTHORITY**

1. Signature of the Principal

Bidhan Nagar College

**Principal,**

BIDHAN NAGAR COLLEGE, KOLKATA

Salt Lake, Kolkata

**CENTRE/AUTHORITY**

1..Signature of Chairman

M/S DATA-Q



# BIDHANNAGAR COLLEGE

Govt. of West Bengal  
EB-2, Sector-I, Salt Lake  
Kolkata- 700064  
Phone: (033) 2337-4761, 2337-4782  
www.bidhannagarcollege.com



# বিধাননগর কলেজ

পশ্চিমবঙ্গ সরকার  
ইবি-২, সেক্টর-১, সল্ট লেক  
কলকাতা- ৭০০০৬৪  
দূরভাষ- (০৩৩) ২৩৩৭-৪৭৬১,  
(০৩৩) ২৩৩৭-৪৭৮২

1. **Year of Establishment of Study Center in the College** : 2008

Date: **12.07.2024**

( vide GO No. 10/-Ednand(C.G)/-IOM/04/08 dated 29.02.2008 subsequent MOU signed with College Authority )

2. **Accreditation:** NIELIT accredited the DATA-Q . At present DATA-Q is accredited for two Level viz. O, A – Level.

3. **Recognition** : All Courses are nationally recognized and approved by AICTE and aligned with NSQF.

4. **Course offered:** Basic Computer Course (BCC), O-Level ( Diploma )

5. **Class Schedule:** Monday to Saturday: 10:30 a.m. to 5:30 p.m.

6. **Faculties taking classes** : Number & Name : 2 ( two ) rotationally

A. Chandra Karmakar ( M.Sc , Computer Science )

B. Joy Sadhukhan ( M.Sc. , Computer Science )

7. **Target Student** :

A. 10 to 12 students for O-Level per session

B. 2/3 students for A-Level per session.

C. 20/23 students for Basic Computer Course per year

8. **Subsidy & Waiving Facilities in Course Fee:**

A. The compulsory Basic Computer Course is subsidized to Rs.600 under IECT (Information Electronics & Communication Technology) scheme of the Government of India through this Center.

B. 25 % waiver in monthly instalment for other courses for this college student.

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com



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পশ্চিমবঙ্গ সরকার

ইবি-২,সেক্টর-১, সল্ট লেক

কলকাতা- ৭০০০৬৪

দূরভাষ- (০৩৩) ২৩৩৭-৪৭৬১,

(০৩৩) ২৩৩৭-৪৭৮২

Date: 12.07.2024

- C. 20% waiver in monthly Instalment for the courses to the students securing 85% & above marks in H.S/ISC/CBSE/Equivalent.
- D. **Enrolled Students:** 9 till 27.06.2023
- E. **Percentage of Successful Candidates per year:** 90%
- F. **Source of funding of this academic Program:** By the Management of DATA-Q
- G. **Campusing facility:** Through National Job Portal
9. **Other positive interest of the college served from this study center:**
- A. Fully subsidized computer training on Basic Computer Course (BCC) for the non-teaching as well as teaching staff is available which in turn will help to run the digital administrative functions in the college and provide benefits to the students in different academic affairs.
- B. The IBM server installed and tuned by the center and entire wired networking done by
- C. the center authority funded by Bidhannagar College, Kolkata. The internet is available through this IBM server throughout the college campus via proxy server.

***N.B.: Details of enrolment (students & non-teaching staffs) are given in Statistics section.***

  
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কলকাতা- ৭০০০৬৪  
দূরভাষ- (০৩৩) ২৩৩৭-৪৭৬১,  
(০৩৩) ২৩৩৭-৪৭৮২

Date: 12.07.2024

## Academic Calendar

### Academic Calendar Breakup (2018-19,2019-20,2020-21,2021-22,2022-23):

Academic calendar are same for every year as prescribed by NIELIT.

Month commencing	Certificate Course	O & A-Level		
December - January	Admission	Admission/Registration		
February	Information Technology Tools & Network Basics	Paper - I & Paper - II		
March	Web Designing & Publishing	Paper- I & Paper- II		
April - June end	Python Programming & IOT	Paper - I & Paper - II, Paper-III		
July	Preparation of On-line Exam	Internal Assessment		
	On-line Exam	National Level Exam ( paper based)	Preparation of On-line Exam On-line Filling up Examination Form	Internal Assessment On-line Filling up Examination Form
	August	Admission	Admission/Registration	
	September	Declaration of Result	Commencing 2nd Semester Class for both the Level	



# BIDHANNAGAR COLLEGE

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EB-2, Sector-I, Salt Lake  
Kolkata- 700064



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ইবি-২,সেক্টর-১, সল্ট লেক  
কলকাতা- ৭০০০৬৪

Declaration of Result	27.12.20	
October	Commencing Class	Filling up on-line Exam form

## Enrolment Statistics

### MAIN STREAM STUDENTS

YEAR	NO.OF STUDENTS	COURSES		
		O LEVEL	Basic	ICT
2018-2019	6	5	1	0
2019-2020	1	1	0	0
2020-2021	0	0	0	0
2021-2022	0	0	0	0
2022-2023	2	2	0	0

  
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পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

79AB 409807

**MEMORANDUM OF UNDERSTANDING**

As per the Government Order No. 10/-Edn(C.G)/10M/04/08 dated 29.02.2008 and renewal of subsequent MOU dated 27<sup>th</sup> March, 2008 this Memorandum of Understanding made on 18<sup>th</sup> Day of August, 2023 between Bidhannagar College, EB-2 Sector-I, Saltlake City, Kolkata – 700 064 hereinafter called the “**College Authority**” and DATA-Q, N/3/1 Ashutosh Ghosh Road, Kolkata – 700 124 hereinafter called the “**Center Authority**” which expression shall mean and include its successors in office, Administrators, Authorized Representatives and assignees.

1. That the existing room shall be used for Computer Laboratory by the “Center Authority” for a minimum period of 5 ( Five ) Years from the date of this agreement where the cost of seating arrangement, computer, projector, chair, electrification and other necessary equipments and interior decoration will be borne by the “Center Authority”.





2. That "College Authority" and "Center Authority" have agreed that Data-Q will take appropriate measures for setting up Computer Training Center within the college premises in the room as earmarked by the "College Authority" and if necessary provide training in other modern information technology to the students of this college. **This room will be the ICT ( Information and Communication Technology ) center of Bidhannagar College.** This facility should be available to the alumni of this college and the students living in and around Saltlake area.
3. That the provision of other minimum requirements for conducting computer courses , such as Faculty , Licensed Software , Library Books shall be provided by the "Center Authority".
4. That the Computer Center required opening on holidays/vacations for additional support as per the prior permission by the Principal of the College.
5. That Any further steps for improvement of Computer Training Center and better quality Training of Students are subject to discussion by both the parties are expected.

#### **SPECIAL SERVICE TO THE COLLEGE AUTHORITY :**

1. As a supportive measures "Center Authority " will provide 25% fee waiver for the existing and passed out student of Bidhannagar College towards their mainstream course.
2. **Full waiver of course fee will be provided for EWS students every year** towards "Basic Computer Course" if Basic Computer Course is made compulsory for newly admitted students irrespective of all stream.
3. "Center Authority" will extend free training program in "**Basic Computer Course**" for Non Teaching Staff within weekdays in every year not more than 4 NTS per year.

#### **SECURITY AND SAFTY**

1. That "Center Authority" shall have fire extinguisher to deal with any immediate fire.
2. That every student of Computer Training Center must carry an ID card.



A handwritten signature in green ink, possibly the initials "P".



**RENEWAL AND EXTENSION OF MOU**

1. That the renewal or extension of MOU is not automatic. Maintaining the quality of the Computer Training Center and cooperation with the "College Authority" is highly desirable to ensure subsequent renewal of the MOU.

**DISPLAY AND PROMOTION**

1. To determine the computer training center "Computer Center Authority" will installed glow-sign in front of the Computer Center and entrance of the main college campus. Promotional content may be circulated within the college campus by the "Center Authority" by their own cost.

In witness whereof the "College Authority" and "Center Authority" hereby put their Signature in this agreement.

**In the presence of witness**

1. Name

Goutam Das  
(H/A)

Signature

Goutam Das

Address

Office of the Principal  
(B.N.C), Salt Lake.  
Kot-64

Date : 18/08/23.

**COLLEGE AUTHORITY**

*[Signature]*  
18-08-2023

Signature of the Principal

Bdhanagar College

Date : 18.08-23

Seal :



**COMPUTER CENTER AUTHORITY**

Signature of the Chairman/Director

DATA-Q

Date : 18/08/23

Seal :

