

# BIDHANNAGAR COLLEGE

Govt. of West Bengal  
EB-2, Sector-I, Salt Lake  
Kolkata- 700064

Phone: (033) 2337-4761. 2337-4782

Memo No.:



सत्यमेव जयते

# বিধাননগর কলেজ

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

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

Date: 12.07.2024

## Circular/Brochures of Language and Communication skills

1. A. Brochure of Communication Skill in English

# 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 - [srinanta007@yahoo.com](mailto:srinanta007@yahoo.com))

**FACULTY MEMBERS**

<p><b>Chandana Chowdhury – M.A. (English)</b>  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</p>	<p><b>Gargi Ghosh (M.A, B.Ed., M.B.A, TEFL)</b>  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)</p>
<p><b>Amit Das (B. Com.)</b>  Corporate Trainer- Fidelity National Personality Development Trainer - Frankfinn Soft Skill Trainer - Vertex</p>	<p><b>Swarnapi Biswas Das (B.Ed., B. Com., TEFL)</b>  Business English - Goenka College of Commerce TEFL Advanced Diploma - ACT Spoken English Instructor – Iris World School, Telangana</p>

**Sucheta Dhar (M.A. in Psychology)**  
  
Counsellor and co-ordinator  
Former intern (Nil Ratan Sarkar Medical College)

  
Officer-in-Charge  
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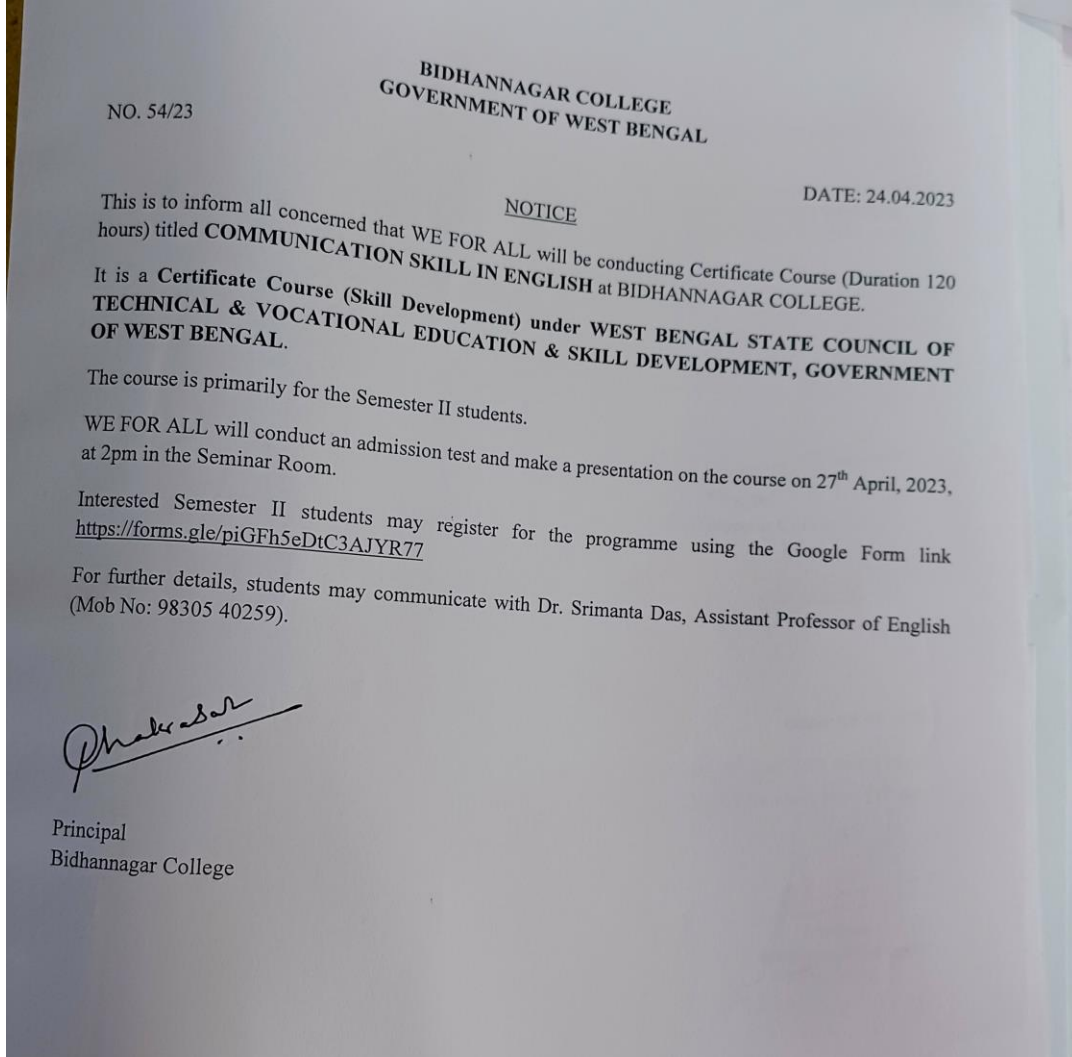


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## 1.B. Circular of Communication Skill in English



*Srimanta Das*

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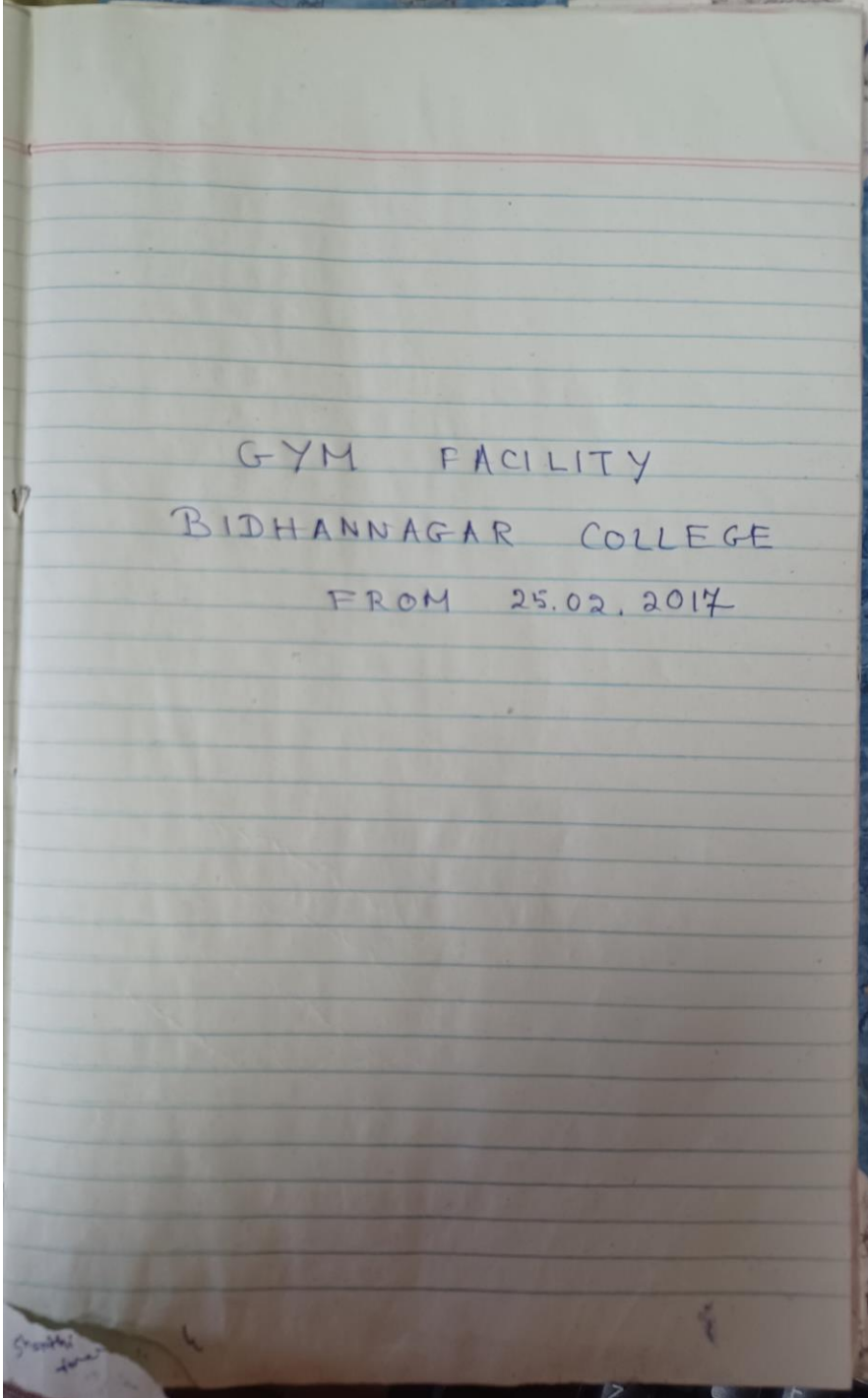


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## 2. Circular for Gym facility in Bidhannagar College



## 3.

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Date: 12.07.2024

## 4. Brochures for ICT facility (NIELIT)

**DATA-Q** AN INSTITUTE ACCREDITED BY NIELIT & APPROVED BY AICTE

**DATA-Q** was established in 1995 with the objective of providing education in Information Technology to individuals from various fields, enabling them to excel in their careers and meet the challenges of the corporate world and education systems in the 21st century. Over the years, DATA-Q has maintained an excellent track record, and as a result, it was accredited by NIELIT for "O" level and "A" level courses in 2003 and 2008, respectively. In 2014, the institute received accreditation for its B-Level (BCA) course in recognition of its outstanding performance since 2001. DATA-Q was pioneered by implementation partner in the Bharati Government College and Bidhannagar College for IT Education & Training, a program approved by the Directorate of Higher Education, Government of West Bengal in the year 2005 and 2008 respectively.

**WHAT WE DO ?**

In pursuit of our mission, we direct our efforts towards two modes of operation. Firstly, we assess and provide training to both current students and graduates, which has been our primary focus at DATA-Q thus far. Secondly, we also prepare first and second-year college students for employment opportunities upon graduation. Our program provides employment linkage, enabling these students to secure jobs immediately after their graduation.

**To enhance IT education and meet industry requirements, we offer the following services:**

- Industry awareness development to provide insight into industry requirements.
- Career counseling to guide students and job aspirants in making informed career choices.
- Training needs analysis through assessments to identify areas that need improvement.
- Industry-oriented training to equip students with the necessary skills and knowledge to be job-ready.
- Employment linkage to help students seamlessly transition into the workforce after graduation.
- Communication and personality development to improve soft skills, which are essential in today's professional world.

**OUR GOAL:**

Our primary objective is to create a link between academics and the industry by meeting specific industry requirements. The industry demands certain skills and expertise, and academics provides the necessary resources. However, it is essential to ensure that the supply aligns with the industry's specific requirements. Institutions are responsible for developing and supplying these resources to meet industry needs. To achieve this, institutions must package their deliveries according to industry requirements, which can change frequently and dynamically. The ability to quickly adapt to these changes is essential for institutions to integrate programs into their offerings promptly and effectively. The CGC also requires institutions to understand industry requirements, develop relevant programs, and deliver them in a dynamic manner. We offer our expertise as consultants, educators, implementers, or whatever suits your current situation, needs, and resources. Let us help you bridge the gap between academics and the industry and prepare students for the ever-changing demands of the professional world.

25% waiver for all courses on monthly installments are allowed for the students securing 85% & above marks in HIGHER/SSC/SEE. Rs.1000.00 will be waived for all courses only for the students of this college.

CERTIFICATE COURSE (CCC)				
Syllabus Outline	Theory	Practical	Project	FEE-DETAILS & ELIGIBILITY CRITERIA
Introduction in Computer	2	2	-	<ul style="list-style-type: none"> <li>Duration: 6 Months</li> <li>Course Fees: Rs. 8,000.00</li> <li>Admission Fees: Rs. 500.00/00</li> <li>Monthly Installment: Rs. 1000 x 4</li> <li>Citizenship: 10 standard</li> </ul>
Introduction to Operating System	3	4	-	
Word Processing	4	8	-	
Spread Sheet	4	8	-	
Presentation	4	8	-	
Introduction to Internet and WWW	3	4	-	
E-mail, Social Networking & E-Governance	3	4	-	
Digital Financial Tools & Applications	4	4	-	
Overview of Future skill & cyber security	4	3	-	
Total	30	48	0	

O-LEVEL (Diploma in Computer Application)				
Modules/Papers	Course Outline	FEE-DETAILS & ELIGIBILITY CRITERIA		
AI-05	Information Technology Tools & Network Basics	<ul style="list-style-type: none"> <li>Duration: 12 Months/2 Semesters</li> <li>Course Fees: Rs. 15,000.00 (Included registration fee)</li> <li>Admission Fees: Rs. 500.00/00</li> <li>Monthly Installment: Rs. 1000 x 10</li> <li>Eligibility: 10th/12th/BCA/Standard or Polytechnic/ Diploma after 10th</li> </ul>		
AI-06	Web Designing & Publishing			
AI-07	Programming & Problem Solving Through Python			
AI-08	Internet of Things (IoT) & Its Applications			
Practical	Practical (Based on AI-02, AI-03, AI-04 Modules)			
Project	Submission of Project			

A-LEVEL (Advanced Diploma in Computer Application)				
Modules/Papers	Course Outline	FEE-DETAILS & ELIGIBILITY CRITERIA		
AI-05	Information Technology Tools & Network Basics	<ul style="list-style-type: none"> <li>Duration: 12 Months/2 Semesters</li> <li>Course Fees: Rs. 35,000.00 (Included registration fee)</li> <li>Admission Fees: Rs. 500.00/00</li> <li>Monthly Installment: Rs. 1000 x 10</li> <li>Eligibility: Graduate or Undergraduate or Diploma after 10+2 or O-Level</li> </ul>		
AI-06	Web Designing & Publishing			
AI-07	Programming & Problem Solving Through Python			
AI-08	Internet of Things (IoT) and Its Applications			
AI-09	Data Structure Through Object-oriented Programming Language			
AI-10	Compiler Organization and Operating System			
AI-11	Database Technologies			
AI-12	Network Analysis, Design and Testing			
AI-13	Network Management			
AI-14	Information Security Management			
PR-1	Practical 1 (Based on AI-02, AI-03, AI-04 Modules)			
PR-2	Practical 2 (Based on AI-06, AI-07, AI-08 & AI-13 Modules)			
PR	Project			

Important: Examination fee will be charged extra as per the Exam fee structure of NIELIT for all the courses

**DOEACC**  
COMPUTER EDUCATION  
Department of Information Technology  
GOVT. OF INDIA & AICTE  
NATIONALLY RECOGNIZED

**BIDHANNAGAR COLLEGE**  
 PL-2, SECTOR-1, SALT LAKE  
 KOLKATA - 700064  
 CONTACT: 2337-4761

**NETAJI SATABDI SARANI MAHAVIDYALAYA**  
 NETAJI SATABDI SARANI MAHAVIDYALAYA  
 WEST BENGAL

**HEAD OFFICE**  
 NIELIT  
 100, Sector-1, Salt Lake, Kolkata-700064  
 Web: <http://www.nielit.co.in>  
 Email: [info@nielit.co.in](mailto:info@nielit.co.in)  
 Fax: 033-2384-0999/033-2384-0114

- DOEACC certificate are valid for Central & State Govt. Job
- UGC, PGU, Private Sector and Corporate Sector are seeking DOEACC qualified
- Syllabi designed and regularly updated by Leading Academician and IT Professionals
- Examinations conducted nationwide by an Autonomous Examination Board
- WBSEDCL/PW/WSICIL have mandated DOEACC O-Level Certificate for vacancy
- DOEACC questions are eligible for working visa in Japan & USA

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## NIELIT

( National Institute of Electronics & Information Technology )  
Under Ministry of Electronics & Information Technology, Govt. of India (MeitY)

**Bridging the Industry Skill Gap**

Approved by AICTE

NIELIT endeavors to bridge the skill gap by aligning industry relevant learning content with the National Occupational Standards (NOS) and National Skill Qualifications Framework (NSQF). Learners can gain relevant tech skills that are recognized by prospective employers in the industry to rise in their careers, by acquiring **nIELIT** certifications that align with NOS & NSQF.

**Transforming  
India's Talent Story**  
NIELIT certifications



**'O'-LEVEL Diploma  
Basic Computer Course**

( Courses will be commenced on 16th Jan,2023 )

**NOW@  
BIDHANNAGAR COLLEGE  
Center**

**Rs. 2000/- waiver for the student  
of this college**

**Empowering Career Growth with In-Demand Skills**

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