

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia



Department of English

Add-on/ Certificate Course

**English Communication Skill
Development**

Session: 2022-2023

Brochure



Panchakot Mahavidyalaya

SARBARI, NETURIA, PURULIA, WEST BENGAL

English Communication Skill Development

Add On Course, Dept. of English

Duration: 30 hrs.

Course coordinator: Madhurima Mullick,
HOD, English Dept.

What is the aim of the course?

- To help students improve their speaking ability in terms of fluency and comprehensibility.
- To help students understand the accurate English pronunciation
- To enable students to use English for various practical purposes and hence enhance their communication skills.

Who can participate?

Students from any discipline with basic capacity to speak, read and write English may join.

Course Design

- Grammar (6 hrs.)
- Vocabulary (4 hrs.)
- Pronunciation (3 hrs.)
- Communication Skills (2 hrs.)
- Presentation Skills (3 hrs.)
- Personality Development (2 hrs.)
- Group Discussion (4 hrs.)
- Interview Skills (3 hrs.)
- Role Play (2 hrs.)
- Tutorial (1 hr.)

To
The Principal
Panchakot Mahavidyalaya
Sarbari, Neturia, Purulia

Applicant: Madhurima Mullick, Department of English

Subject: Proposal for 'English Communication Skill Development' for the session
2022-2023

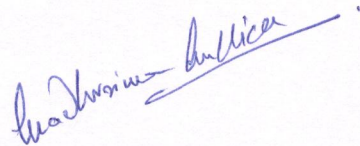
Respected Sir,

With respect to the above mentioned subject, I am submitting herewith the proposal to conduct the certificate course in "English Communication Skill Development" by the department of English of our college. This course will create environment-awareness among the students, providing them practical knowledge to deal with environmental hazards. This course is all about English speaking ability in terms of fluency, comprehensibility, and accurate pronunciation.

Hope you will consider my application and I kindly request you to sanction the same.

Date: 17/02/2023

Place: Sarbari



Your sincerely,
HOD, English

Enclosure: (1) Proposal
(2) Curriculum of the course

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Proposal for conducting Short Term Certificate Courses Session: (2022-2023)

1. Details of the applicant department:

- I. Name of the college: Panchakot Mahavidyalaya,
- II. Address of the college: Sarbari, PO: Neturia, District: Purulia, Pin: 723121
- III. Name of the applicant department: English

2. Details of the course proposed:

- I. Name of the course: English Communication Skill Development
- II. Target participants: Undergraduate students from any stream
- III. Duration of the course: 30 hrs.
- IV. Medium of instruction: English

3. Details of the faculty:

- I. Whether the college provides degree related to the proposed course: No
- II. Whether the course is prepared by experts from related field: yes (by departmental faculty)
- III. Information of course coordinator:

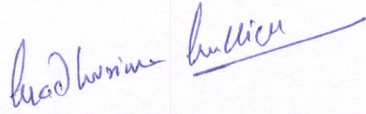
Name	Department	Qualification
Madhurima Mullick	English	M. Sc. (English)

IV. Details of faculty members to be appointed for this course:

Sr. No.	Name	Department	Qualification
1	Madhurima Mullick	English	M. Sc. in English
2	Tapas Kumar Mandal	English	M.Sc. in English

4. Details of the infrastructure needed/available for this course:

- I. Classroom: Available
- II. Books: Available in central library
- III. Computer facility: Computer lab and departmental computer facility


Signature of Course coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of English

Certificate Course on English Communication Skill Development

(2022-2023)

Duration: 30 hrs

Ø Grammar (6 hrs.)

Ø Vocabulary (4 hrs.)

Ø Pronunciation (3 hrs.)

Ø Communication Skills (2 hrs.)

Ø Presentation Skills (3 hrs.)

Ø Personality Development (2 hrs.)

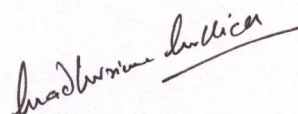
Ø Group Discussion (4 hrs.)

Ø Interview Skills (2 hrs.)

Ø Role Play (2 hrs.)

Ø Tutorial (2 hr.)

Assessment: Written Test and/or Viva-Voce



Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of English

English Communication Skill Development

Session: (2022-2023)

Course coordinator:Madhurima Mullick, HOD, English

Details of the Course

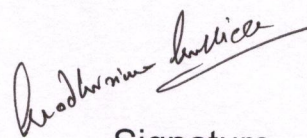
Course Objective:This course covers all the grammar syllabi in the English subject such as nouns, pronouns, adjectives, verbs, etc. How students can develop Communication Skills, Presentation Skills, Interview Skills, etc.

Schedule

Day	Hours	Timing/Duration	Resource Person	Venue	Topic
1	02	4:00-6:00 PM	Madhurima Mullick (MM)	Dept of English	Grammar
2	02	4:00-6:00 PM	Tapas Kumar Mandal (TKM)	Dept of English	Grammar
3	02	4:00-6:00 PM	MM	Dept of English	Grammar
4	02	4:00-6:00 PM	TKM	Dept of English	Vocabulary
5	02	4:00-6:00 PM	MM	Dept of English	Vocabulary
6	02	4:00-6:00 PM	TKM	Dept of English	Pronunciation
7	02	4:00-6:00 PM	MM	Dept of English	Communication Skills
8	02	4:00-6:00 PM	TKM	Dept of English	Presentation Skills
9	02	4:00-6:00 PM	MM	Dept of English	Presentation Skills
10	02	4:00-6:00 PM	TKM	Dept of English	Personality Development

11	02	4:00-6:00 PM	MM	Dept of English	<i>Group Discussion</i>
12	02	4:00-6:00 PM	TKM	Dept of English	<i>Group Discussion</i>
13	02	4:00-6:00 PM	MM	Dept of English	<i>Interview Skills</i>
14	02	4:00-6:00 PM	TKM	Dept of English	<i>Role Play</i>
15	02	4:00-6:00 PM	MM	Dept of English	<i>Tutorial</i>

Expected Outcome: To help students improve their speaking ability in terms of fluency and comprehensibility. To help students understand the accurate English pronunciation. To enable students to use English for various practical purposes and hence enhance their communication skills. All the students can speak and write the English language in daily life.



Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of English

Certificate course in English Communication Skill Development

Session: (2022-2023)

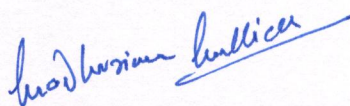
Ref No:

Date: 21. 2. 23


Notice

This is to notify that the Department of Botany, Panchakot Mahavidyalaya is going to conduct an Add On/Certificate courses under the title as stated above. The course will be conducted from 01/03/23 to 31/03/23 in offline mode.

Interested students are requested to contact the concerned teacher(s) of the department/course coordinator for further course details (such as course duration, schedule, module etc.) as well as enrollment in the course.



HOD, Department of English


Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia
Principal,

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

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
Department of ...English.....

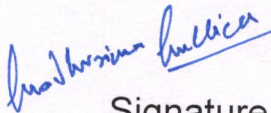
Certificate Course Name ...English Communication Skill Development.....

Session: (20.22.-20.23...)

List of Enrolled Students

Sr. No.	Students Name	Roll Number	Semester	Student Signature
1	BUBAI BAURI	220001014	2	Bubai Bauri
2	MRITUNJOY BAURI	220000915	2	Mritunjay Bauri
3	RAMANANDA BAURI	220001700	2	Ramananda Bauri
4	SACHIN GORAI	220000426	2	Sachin Gorai
5	SUJATA BAURI	210001044	4	Sujata Bauri
6	MONISHA TUDU	210000807	4	Monisha Tudu
7	SONIYA MAJEE	210001223	4	Soniya Majee


Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari-Neturia-Purulia


Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of English

Certificate Course : English Communication Skill Development

Session: (20.22 - 20.23.....)

Attendance Sheet

Sr. No.	Name of Student	Day and Month															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	BUBAI BAURI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	
2	MRITUNJOY BAURI	p	p	p	p	p	p	p	p	p	p	.	.	p	p	p	
3	RAMANANDA BAURI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	
4	SACHIN GORAI	p	p	p	p	.	p	p	p	p	p	p	p	p	p	p	
5	SUJATA BAURI	p	p	p	p	p	p	p	p	p	p	p	p	.	p	p	
6	MONISHA TUDU	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	
7	SONIYA MAJEE	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	

SBK
Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia

Panchakot Birsha
Course Coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department ofEnglish.....

Certificate Course:


.....English Communication Skill Development.....

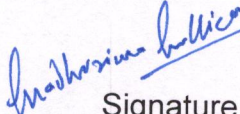
Session: (20.22.-20.23.)

Result

Full Marks:

Sr. No.	Name of Student	Marks Obtained
1	BUBAI BAURI	A
2	MRITUNJAY BAURI	A
3	RAMANANDA BAURI	A
4	SACHIN GORAI	A
5	SUJATA BAURI	A
6	MONISHA TUDU	A
7	SONIYA MAJEE	A


Principal
PANCHAKOT MAHAVIDYALAYA/
Sarbari*Neturia*Purulia


Signature
Course Coordinator



Affiliated to Sidho Kanho Birsha University, Purulia
PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Add On/ Certificate Course

Organized by: Department ofEnglish.....

CERTIFICATE OF COMPLETION

Session: (20.22.-20.23.)


This is to certify that Mr./MsBUBAI BAURI.....

ofPolitical Science (Prog.).... Department has successfully completed Add

On/Certificate course entitled:

.....English Communication..... Skill Development.....

for session2022-2023.....



Course Coordinator



HOD (Organizing Dept)



Principal

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari-Neturia-Purulia