

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Affiliated to Sidho Kanho Birsha University, Purulia
NAAC ACCREDITED [GRADE B]



Telephone Etiquette

Session: 2021-2022

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Affiliated to Sidho Kanho Birsha University, Purulia
NAAC Accredited [Grade B]

Date: 18/02/2022

Circular

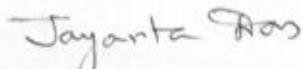
This is to notify that the Panchakot Mahavidyalaya is going to conduct the following soft skill development programme. Panchakot Mahavidyalaya will be commenced as per the following schedule:

Programme name	Schedule	Venue	Resource Person
Telephone Etiquettes	03-03-2022	Seminar Hall	Prof. Madhurima Mullick

Students can enroll their name to Dr. Jayanta Das, Assistant Professor of Physics department on or before 26/02/2022.

All the students are hereby requested to actively participated in the Programme.

Note: Certificates will be issued to all the participants.



Programme Co-ordinator


Principal

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari • Neturia • Purulia

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia



Affiliated to Sidho Kanho Birsha University

NAAC Accredited Grade 'B' College

A SOFT SKILL ENHANCEMENT INITIATIVE- 2021-22

TELEPHONE ETIQUETTES

Resource Person: Prof. Madhurima Mullick

Department of English

Panchakot Mahavidyalaya



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Program Type	Soft Skill Development Programme
Organised by	Panchakot Mahavidyalaya
Programme Name	Telephone Etiquettes
Academic Session	2021-2022
Date	03-03-2022
Resource Person	Prof. Madhurima Mullick
Programme coordinator	Dr. Jayanta Das

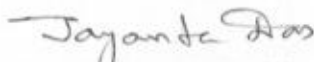
List of Enrolled Students

Sl. No.	Student Name	Roll No.	Reg. No.
1	INDRAJIT CHAR	119552-1936667	011442
2	KARUNAMAY HANSDA	119552-1936698	011473
3	RAJASHREE DAS	119551-1914779	011164
4	TIYA TANTUBAI	119552-1937049	011824
5	MITHU KARMAKAR	119552-1936750	011525
6	SABITABOURI	119551-1914796	011181
7	SUDIPTA BOURI	119552-1937011	011786
8	CHAINA KUMBHAKAR	119551-1914692	011077
9	BISWAJIT BHANDARI	119352-2036960	012038
10	CHANCHAL MONDAL	119152-2138311	014161
11	ROHIT MARANDI	119352-2037262	012340
12	SAMIR DAS	119352-2037285	012363
13	PRIYA ROY	119151-2115557	013911
14	RAJIB BAURI	119152-2138595	014446
15	SIMA TUDU	119152-2138715	014566
16	BAPI GORAIN	119352-2036922	012000
17	KAKULI BOURI	119351-2014795	011761
18	NUPUR TANTUBAY	119351-2014839	011805
19	BALARAM PARAMANIK	119152-2138262	014112
20	BARSHA MONDAL	119151-2115462	013816
21	BIKRAM KUMAR PANDEY	119141-2115423	013770
22	PUJA BOURI	119351-2014860	011826
23	PIJUSH CHAKRABORTY	119151-2115549	013903
24	FULKUMARI TUDU	119152-2138342	014192

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25	BASANTI MANDI	119152-2138272	014122
26	SANJIT TUDU	119151-2115601	013955
27	KARUNA MANDAL	119351-2014797	011763
28	SUMITRA MURMU	119152-2138818	014669
29	REBATI MANDI	119152-2138613	014464
30	SABYASACHI KAIBARTA	119352-2037273	012351
31	RISHIKA KARAR	119351-2014874	011840
32	ROHIT GORAI	119152-2138631	014482
33	SHILA MANDI	119152-2138703	014554
34	NIKITA PAL	119151-2115538	013892
35	PRATAP DHIBAR	119352-2037188	012266
36	RAM KAIBARTA	119152-2138606	014457
37	SIMA DAS	119152-2138714	014565
38	ANURAG CHAKRABORTY	119351-2014731	011697


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 Programme Coordinator

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Telephone Etiquettes

Session: (2021-2022)

List of Participants

Sl. No.	Student Name
1	INDRAJIT CHAR
2	KARUNAMAY HANSDA
3	RAJASHREE DAS
4	TIYA TANTUBAI
5	MITHU KARMAKAR
6	SABITABOURI
7	SUDIPTA BOURI
8	CHAINA KUMBHAKAR
9	BISWAJIT BHANDARI
10	CHANCHAL MONDAL
11	ROHIT MARANDI
12	SAMIR DAS
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14	RAJIB BAURI
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20	BARSHA MONDAL
21	BIKRAM KUMAR PANDEY
22	PUJA BOURI
23	FULKUMARI TUDU
24	BASANTI MANDI
25	SANJIT TUDU
26	KARUNA MANDAL
27	SUMITRA MURMU
28	SABYASACHI KAIBARTA
29	RISHIKA KARAR
30	ROHIT GORAI
31	SHILA MANDI
32	NIKITA PAL
33	PRATAP DHIBAR
34	RAM KAIBARTA
35	SIMA DAS
36	ANURAG CHAKRABORTY

Saf
 Principal
 PANCHAKOT MAHAVIDYALAYA
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Jayanta Das
 Programme Coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, P. O. NETURIA, DIST PURULIA, 723121 (WB)

NAAC ACCREDITED [Grade-B]

REPORT

SOFT SKILL DEVELOPMENT PROGRAM

Organized by: Panchakot Mahavidyalya

Program name: Telephone Etiquettes

Programme/Program Duration: 1 day

Academic Year: 2021-2022

Date: 03-03-2022

Resource Person: Prof. Madhurima Mullick

No of Students enrolled: 38

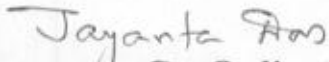
No of Students present: 36

Objectives: The participants will learn about -

- Stages of Phone Call
- Key Telephone Skills
- Telephone Communication Techniques and Etiquettes
- Dealing with Difficult Callers
- Golden Telephone Rules

Learning Outcome: The participants have –

- Understood the importance of telephonic communication
- Learned about telephone etiquettes
- Understood the skills of Handling calls


Programme Co- Ordinator


Principal

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CERTIFICATE OF PARTICIPATION

Session: (2021-2022)

This is to certify that Mr./Ms [✓].....INDRAJIT CHAR.....

Reg. no.....011442..... has actively participated in the Soft Skill Development

Programme on Telephone Etiquettes held on 03-03-2022.

Jayanta Das

Programme Coordinator

CPX

Principal

Principal

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