

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



Language and Communication Skill Enhancement Programme
on

TELEPHONIC COMMUNICATION SKILLS

Session: 2019-2020

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
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NAAC Accredited [Grade B]

Date: 01/02/2020

Circular

This is informed to all that we are planning to conduct a programme on "Telephonic Communication Skills" on 14/02/2020 at seminar Hall. Students who are willing to attend this programme can enroll their names to Prof. Supratim Sengupta, Assistant Professor of History department on or before 11/02/2020.

Note: Certificates will be issued to all the participants.

S. Sengupta

Programme Co-ordinator

SBK

Principal

Principal
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Program Type	Language and Communication skill enhancement Programme
Organised by	Panchakot Mahavidyalaya
Programme Name	Telephonic Communication Skills
Academic Session	2019-2020
Date	14/02/2020
Resource Person	Prof. Madhurima Mullick
Programme coordinator	Prof. Supratim Sengupta

List of Enrolled Students

Sl. No.	Student Name	Roll No.	Reg. No.
1	ARJUN BAURI	119352-1837166	012056
2	MANOHAR TUDU	119352-1837393	012283
3	DAYAL MONDAL	119152-1936628	011403
4	GANESH TANTUBAY	119152-1936651	011426
5	ANNAPURNA MODAK	119151-1914656	011041
6	PURNIMA ROY	119151-1914776	011161
7	SK AZARUDDIN	119352-1837645	012535
8	SUJATA KUMBHAKAR	119152-1937012	011787
9	TAPAS SAREN	119552-1736967	011943
10	AKASH GHOSH	119551-1714430	011202
11	PRITY MUKHERJEE	119551-1714542	011314
12	PARUL BAURI	119552-1736758	011734
13	CHAITALI MONDAL	119551-1714468	011240
14	SONALI TUDU	119552-1736908	011884
15	MOUSUMI HANSDA	119552-1736715	011691
16	TULSI HEMBRAM	119551-1714649	011421
17	KALYANI MAJHI	119552-1736636	011612
18	SACHIN GOPE	119551-1714582	011354
19	PADMABATI SAREN	119552-1736749	011725
20	KOUSIK NATH	119551-1714490	011262
21	MAMPA MAJEE	119552-1736677	011653
22	MOHIT BAURI	119552-1736709	011685
23	SUMITRA MANDI	119552-1736940	011916
24	TULUSI HEMBRAM	119552-1736974	011950
25	IMRAN ANSARY	119551-1714478	011250
26	PAYEL BAURI	119551-1714532	011304

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27	MUKTI BOURI	119541-1714414	011179
28	DEBABRATA MAJEE	119541-1714406	011171
29	MANARANJAN TUDU	119552-1736680	011656
30	BAIDYANATH TUDU	119552-1736517	011493
31	KALPANA TUDU	119551-1714485	011257
32	SUCHISMITA CHAKRABORTY	119551-1714627	011399
33	BALIKA HANSDA	119352-1837199	012089
34	ISWAR GHOSH	119152-1936669	011444
35	RUPALI BOURI	119152-1936886	011661
36	MAMONI ROY	119152-1936735	011510
37	MOUMITA BOURI	119352-1837420	012310
38	JAMUNA MAHATO	119351-1814669	011842
39	MANIK MANDI	119152-1936740	011515
40	MINATI HEMBRAM	119152-1936747	011522
41	RAHUL BAURI	119152-1936849	011624
42	SOMA RAJAK	119352-1837662	012552
43	AMRIT GOPE	119152-1936520	011295
44	BIKRAM MONDAL	119151-1914680	011065
45	SUPARNA BANERJEE	119151-1914862	011247
46	KOYEL TUDU	119152-1936707	011482
47	BIMAL BASKEY	119352-1837238	012128
48	SK WASIM AKRAM	119352-1837659	012549
49	BAPPAJIT BAURI	119152-1936574	011349
50	SHYAMAPADA MONDAL	119152-1936954	011729
51	KOUSHIK MAJEE	119151-1914722	011107
52	RAJESH GOPE	119152-1936857	011632
53	SHAKTIPADA HEMBRAM	119151-1914827	011212
54	SHREYA BHATTACHARYA	119151-1914834	011219
55	SARMILA MURMU	119352-1837614	012504
56	MONOJ MALLICK	119352-1837418	012308
57	BISWAJIT BOURI	119152-1936609	011384
58	MOUMITA MANDI	119152-1936760	011535
59	SUDARSHAN KISKU	119152-1937010	011785
60	ASHA KIRAN YADAV	119341-1814591	011756
61	SIDHU BE SRA	119152-1936955	011730
62	PINKI KUMARI ROUTH	119151-1914755	011140
63	BISWAJIT TUDU	119352-1837254	012144
64	KESHAB GOPE	119152-1936700	011475
65	JHUMPA BAURI	119352-1837318	012208
66	CHAMPA GHOSH	119351-1814649	011822

S. Sengupta
Programme Coordinator

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

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REPORT

LANGUAGE AND COMMUNICATION SKILL ENHANCEMENT PROGRAM

Organized by: Panchakot Mahavidyalya

Program name: Telephonic Communication Skills

Programme/Program Duration: 1 day

Academic Year: 2019-2020

Date: 14/02/2020

Resource Person: Prof. Madhurima Mullick

No of Students enrolled: 66

No of Students present: 60

Objective: 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

S. Saengupta
Programme Co- Ordinator

S. Saengupta
Principal

Principal
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CERTIFICATE OF PARTICIPATION
Session: (2019-2020)

This is to certify that Prof./Ms
REg. No..... has actively participated in the Language and
Communication Skill Enhancement Programme on Telephonic Communication Skills
organized by Panchakot Mahavidyalaya held on 14/02/2020.

S. Sangupta

Programme Coordinator

Sef

Principal

Principal
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Telephonic Communication Skills 2019-2020

