



NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: nbmv2005@yahoo.co.in, Website: nbmahavidyalaya.in

NAME OF THE ADD ON COURSE: SOFT SKILL AND COMMUNICATION DEVELOPMENT COURSE

DURATION: 4th to 17th JULY 2018.

TOTAL TIME: 30 Hrs.

Faculty in Charge: Dr. Anwesha Sengupta

Faculty Members: Sri Debojyoti Dan

Sri Prince Biswas

Sri Swarnadeep Sen

Course Objectives: Soft Skills have become a key determinant of success in the professional world. The Communication and soft skill development course offered by the Department of English aims to groom learners in communication and soft skills to make them industry-ready and boost their employability. The course adopts a blended learning approach involving both online and offline classes. The Curriculum includes components like mock interviews and group discussions, making the classes engaging and student-centric. Formative assessments are conducted throughout the course to monitor progress of the learners.

Course Objectives:

- ✓ Improve the listening and speaking competence of the learners.
- ✓ Build the confidence of the learners to face job interviews and take part in group discussions.
- ✓ Train the learners in inter personal skills and business etiquettes.
- ✓ Help the learners maintain a positive outlook using techniques of stress reduction and management.
- ✓ Build teamwork and leadership skills of the learners.
- ✓ Train the learners to effectively manage time and boost productivity.

Curriculum:

Communication Skills- Anwesha Sengupta

- ✓ Practice pronunciation and listening skills-2 hrs
- ✓ Vocabulary building-1 hr
- ✓ Role-play/situational conversation-1 hr
- ✓ Public speaking-2 hrs
- ✓ Extempore: Methods and practice-1 hr
- ✓ Group discussion: Method and practice-1 hr
- ✓ Mock interview: types of interview , preparation and common questions-1 hr
- ✓ Curriculum vitae/resume writing-1 hr

Soft skills- Debojyoti Dan



Anwesha Sengupta

[Signature]
Principal
Naba Ballygunge Mahavidyalaya
27E Bosepukur Road
700042

Phone: 033-2441-1710



NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: nbmv2005@yahoo.co.in, Website: nbmahavidyalaya.in

-
- ✓ Business etiquettes-1 hr
 - ✓ Grooming, workplace etiquettes, social etiquettes, telephone mannerism, meeting and dressing etiquettes, hygiene maintenance, table manners, communication mannerism and punctuality. -2 hrs
 - ✓ Teamwork-1 hr
 - ✓ Collaboration with team members, adaptability and flexibility, assertiveness, negotiation, problem solving, persuasion and conflict resolution. -2 hrs
 - ✓ Building leadership qualities-1 hr
 - ✓ Self-assertiveness, self confidence, decision making, diplomacy, accountability, types of leaders and their qualities. -1 hr

Stress and Management- Prince Biswas & Swarnadeep Sen

- ✓ Stress Management: types of stress, causes of stress, stress management, and reduction techniques-2 hrs
- ✓ Time management: Setting goals, planning, prioritizing, setting deadlines, multi-tasking, practicing self-discipline, overcoming procrastination.-2 hrs
- ✓ Interpersonal skills-2 hrs
- ✓ Gesture, eye contact and body language(non-verbal communication)-2 hrs
- ✓ Professional ethics- 2 hrs
- ✓ Positive attitude-2 hrs



[Signature]

Principal

Naba Ballygunge Mahavidyalaya
27E, Bosepukur Road
Kolkata-700 042