

REPORT

On

ADD-ON-COURSE (SOFT SKILL)

CONDUCTED BY

DEPT. OF ENGLISH IN COLLABORATION WITH DEPT. OF COMMERCE

KABI NAZRUL COLLEGE

MURARAI, BIRBHUM

Date – 13th May 2024 to 28 June 2024

Course Objective

- Professional & personal development
- Practically oriented
- Certification

ADD-ON COURSES on
SOFT SKILL

Starts from May 2024

Team:

Dr. Mosarraf Hossain, Dept. of English
Asst. Prof. Susmita Lama, Dept. of Commerce
Asst. Prof. Payel Chatterjee, Dept. of Commerce

Kabi Nazrul College, Murarai, Birbhum

Contact Us kncolleg1986@gmail.com

M. S. Hossain

Principal
Kabi Nazrul College
Murarai::Birbhum

KABI NAZRUL COLLEGE

AFFILIATED TO THE UNIVERSITY OF BURDWAN
(NAAC ACCREDITED)
Awarded B Grade by NAAC
From: PRINCIPAL/TIC

Murarai
P.O - Murarai
Dist - Birbhum (WB)
Pin - 731219

E-mail: kncollege1986@gmail.com
Website - www.kabinazrulcollege.ac.in

Date: 3.04.2024

NOTICE

(For Admission to Add-on Courses on SOFT SKILL)

Applications are invited from interested candidates for admission to the Add-on Courses on Soft Skill for the session 2023-24, organized by the Department of English in collaboration with Department of Commerce, Kabi Nazrul College Murarai, Birbhum - 731219. All students are hereby informed to take admission on the add-on course mandatorily.

Eligibility: UG students of all streams

Course Duration: 30 Hours

Course Objective: The course will enable the learners to develop effective communication skills (written and spoken), build self-confidence by mastering interpersonal skills, and develop team management and leadership qualities that will enhance their overall personality development.

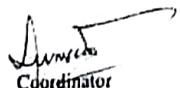
Course Outcome: The learners will develop professional and personal competence. It will boost the learners' self-confidence as they will get practical exposure to the aforementioned course. Having completed the course, the learners will benefit from preparing themselves for facing the competitive future employment scenario.

Course Fee: NIL

Important Dates: Starts from May, 2024

Course Coordinator: Dr. Mosarruf Hossain, Department of English, Kabi Nazrul College, Murarai

Course Instructor: Ms. Susmita Lama & Mrs. Payel Chatterjee, Department of Commerce, Kabi Nazrul College, Murarai


Coordinator

Dr. Mosarruf Hossain
B.A., B.Ed., M.A., M.Phil., Ph.D.
Assistant Professor of English
Kabi Nazrul College,
Murarai, Birbhum, (WB)



Course Instructor
Ms. Susmita Lama

Head of Department
Department of Commerce
Kabi Nazrul College



Course Instructor
Mrs. Payel Chatterjee

Department of Commerce


Principal

Kabi Nazrul College

Principal
Kabi Nazrul College
Murarai, Birbhum

REPORT ON ADD-ON COURSE ON SOFT SKILL

The Department of English in collaboration with the Dept. of Commerce, Kabi Nazrul College, Murarai, Birbhum, organized an Add-on Course on Soft Skills for the session 2023-24. This 30-hour course addressed the growing need for effective communication and interpersonal skills among undergraduate students of all streams. This mandatory programme was open to undergraduate students of all streams and aimed at equipping them with essential skills for personal and professional development.

The primary objective of this program was to enable learners to develop professional and personal competence. The course aimed to enhance written and spoken communication skills boost self-confidence, and foster leadership and teamwork abilities. Focusing on interpersonal skills and personality development, it prepared students to face competitive employment challenges with confidence and competence.

The technical sessions, amounting to 30 hours, were conducted by Assistant Professors Ms. Susmita Lama and Mrs. Payel Chatterjee from the Department of Commerce. The sessions were conducted via blended mode which could enable the learners as well as the instructors to smoothly conclude the total sessions.

By the end of the course, participants were expected to acquire professional and personal competence, gain practical exposure to soft skills, and be better prepared to face the challenges of the modern job market.

The topics covered during the total sessions are:

UNIT I: Communication Skills

- Introduction
- Importance of Communication Skills
- Types of Communication
- Levels of Communications
- Process of Communication
- Components of effective communication
- Body Language and Platform Skills
- Communication etiquettes
- Barriers to communication
- Listening

- Effective communication skills

UNIT II: Self- Management, Time Management

- Self-Awareness, Self- Regulation,
- Commitment, Self-Discipline, Punctuality
- Motivation
- Empathy
- Concept of time management
- Benefits of time management
- Key Factors of time management
- Practices to master your own time
- Hindrances of effective time management
- Strategies to overcome time management

UNIT III: Team Building and Leadership

- Concept of Team Work
- Importance of Team Work
- Benefits of Team Work
- Building Blocks of Effective Team Work
- Concept of Leadership
- Why Leadership?
- Leadership Traits
- Key responsibilities of a good leader

UNIT IV: Interview Skills & Group Discussion

- Introduction
- Importance of Group Discussion
- Group Discussion Types
- Do's and Don'ts in Group Discussion
- Phases of Group Discussion
- Concept of Interview
- Aim of Interview
- Types of Interviews
- Principles of Effective Interview

UNIT V: Preparation of Curriculum Vitae (CV)/ Resume

- Introduction
- Concept and importance
- The objective of CV/Resume Writing
- Difference between a CV and a Resume
- Guidelines for CV/ Resume Writing
- Do's and Don'ts of CV/Resume Writing
- Preparation of a cover letter

Snapshots of the Sessions' Conduction

← uni-eswp-ref ▶

ix for Effective Time Man

The Priority Matrix

High Priority	Action: Do First	Action: Do Next
Low Priority	Action: Do Later	No Action: Don't Do

Participants: Susmita, Shilpi, f, K

← uni-eswp-ref ▶

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 2. Ask...
 3. ...

Typical Issues

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What to Do

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← fwa-vpov-cqc ▶

GUIDELINES

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6. ...
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8. ...
9. ...
10. ...
11. ...
12. ...

Participants: PAVEL, Kanij, f, K

← gyx-nmrq-hvp ▶

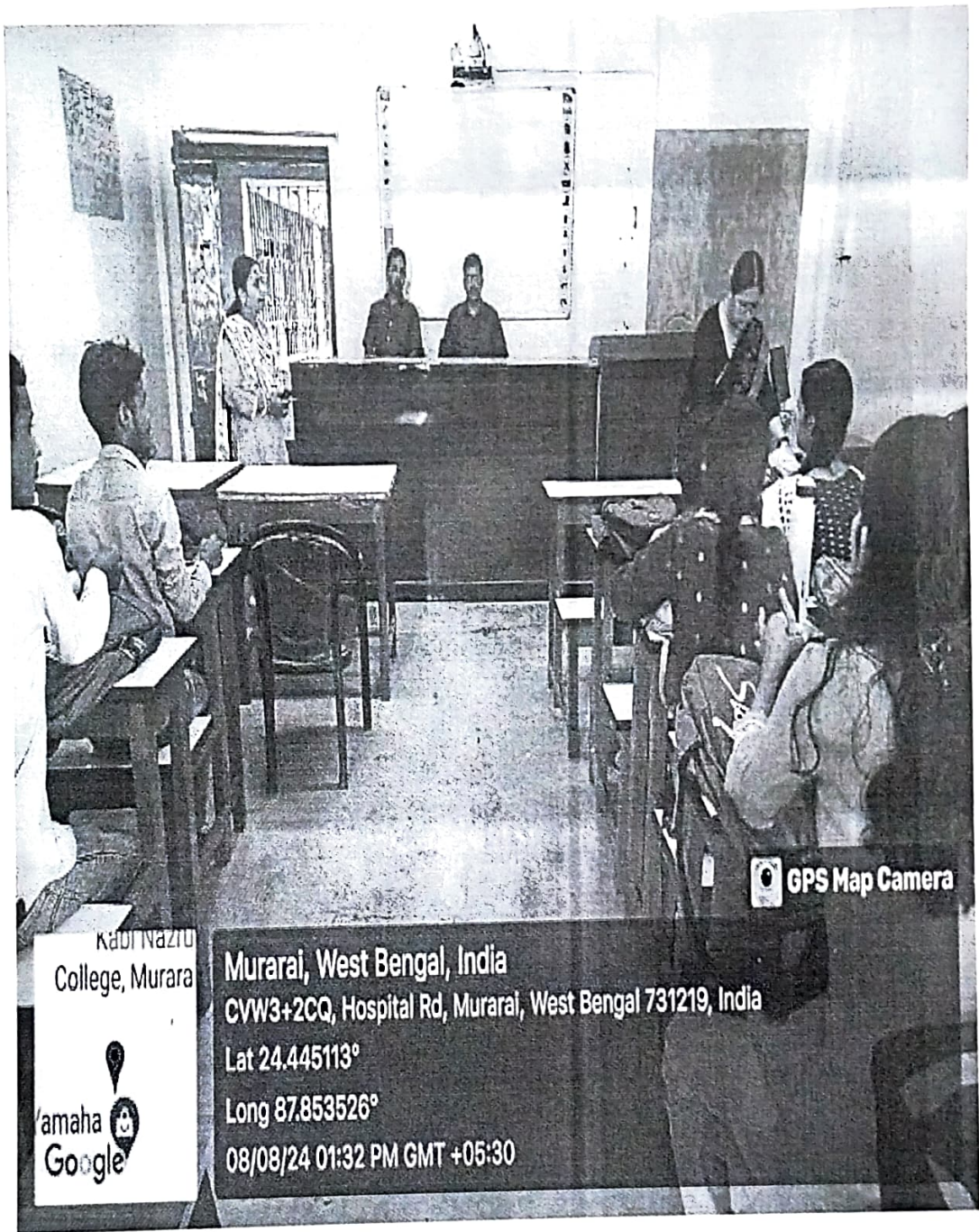
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Participants: Susmita, Delkesh, f, K

Glimpses of Certificate Distribution







GPS Map Camera

KADIR NAZIM
College, Murara



Murara, West Bengal, India
CVW3+2CQ, Hospital Rd, Murara, West Bengal 731219, India
Lat 24.445113°
Long 87.853526°
08/08/24 01:32 PM GMT +05:30

Attendance Sheet of the Students

**KABI NAZRUL COLLEGE,
MURARAI (BIRDHUM)**

Add-on-Course

Course Title: Soft Skill
 Department: English in collaboration with Commerce
 Date: 25.06.2024

List of student's Attendance

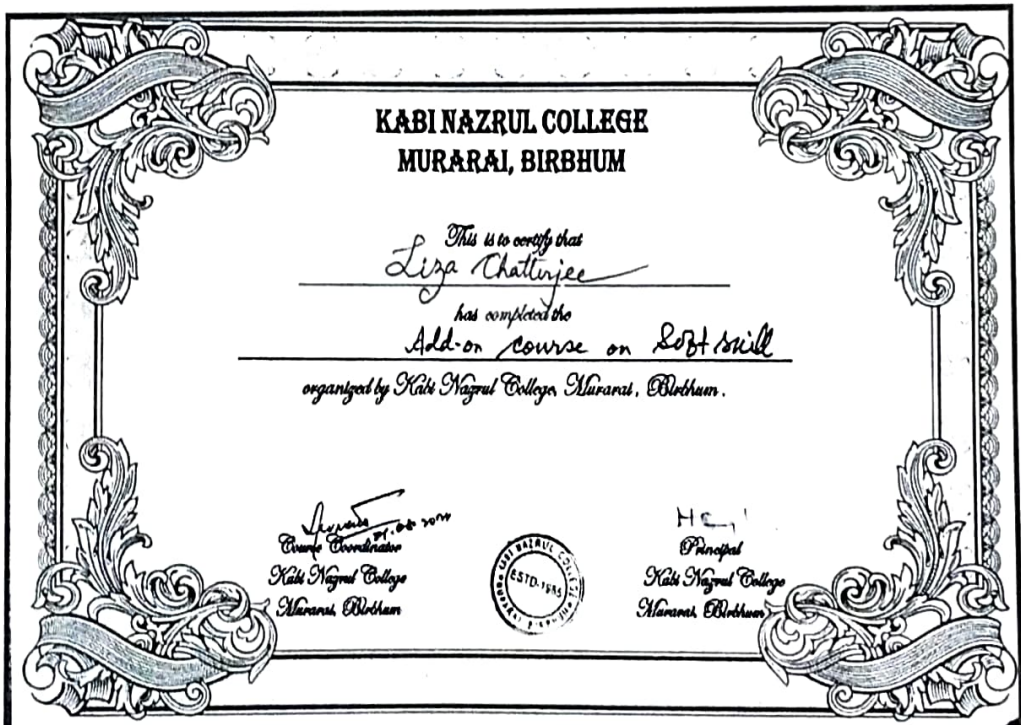
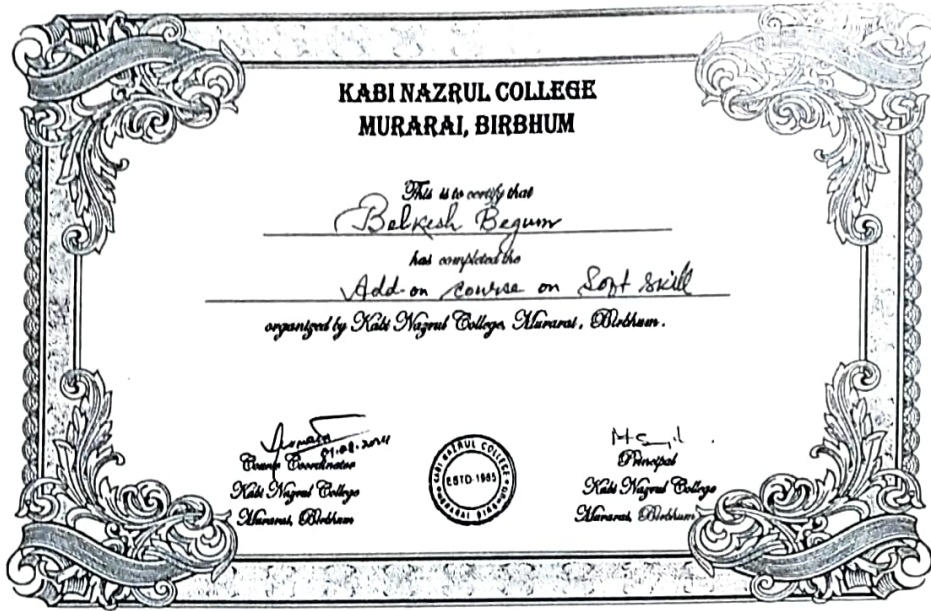
Sl. No	Name	Semester	College ID	Signature
1	Mouli Ghosh	VI		Mouli Ghosh
2	Rajia Sultana	VI		Rajia Sultana
3	Suhin Kumar Ghosh	VI		Suhin Kumar Ghosh
4	Hirak Mondal	VI		Hirak Mondal
5	Belkesh Begum	VI		Belkesh Begum
6	Rohana Khatun	II		Rohana Khatun
7	Maxuma Khatun	II		Maxuma Khatun
8	Md. Rajia	II		Md. Rajia
9	Mehequn Nisha Mondal	VI		Mehequn Nisha Mondal
10	Liza Chatterjee	VI		Liza Chatterjee
11	Mosammad Umma	VI		Mosammad Umma
12	Usmila Mondal	VI		Usmila Mondal
13	Arundhuti Ghosh	VI		Arundhuti Ghosh
14	Foyza Khan	VI		Foyza Khan
15	Rasmi Tara Khatun	VI		Rasmi Tara Khatun
16	Fardin SK	VI		Fardin SK
17	Bijoy Ghosh	VI		Bijoy Ghosh
18	Rabul Ali	VI		Rabul Ali
19	Sajed Afzidi	VI(BSc)		Sajed Afzidi
20	Sahin Sekh	VI		Sahin Sekh
21	SUKIT MONDAL	VI		Sukit Mondal
22	ROBIUL MOLLAH	VI		Robiul Mollah
23	RAJIFA SULTANA	(VI)		Rajifa Sultana
24	Jayashree Mondal	(VI)		Jayashree Mondal
25	Rojashree Mondal	VI		Rojashree Mondal

Signature of Co-ordinator

Signature of Principal
 Kabi Nazrul College,
 Murarai: Birbhumi

- 26. Nazmin Sultana II Nazmin Sultana
- 27. Djom Ahmed II Djom Ahmed
- 28. Adomaul SK II Adomaul SK
- 29. Shilpi Saha II Shilpi Saha
- 30. Kanij Fatema VI Kanij Fatema
- 31. Janobi Noor VI Janobi Noor
- 32. Usmila Baru VI Usmila Baru

Sample Copy of the Certificate provided to the students



Conclusion

The successful completion of this syllabus equips individuals with essential skills to excel in both personal and professional arenas. Starting with a solid foundation in communication, the curriculum emphasizes the importance of effective interactions, active listening, and overcoming barriers for impactful engagement. It further builds on self-management and time management, fostering self-awareness, discipline, and strategies to utilize time effectively, ensuring personal and professional growth.

Exploring team-building and leadership skills enhances one's ability to collaborate, lead, and motivate others toward common goals, a crucial aspect of thriving in dynamic environments. The focus on interview skills and group discussions prepares individuals to express ideas confidently and respond adeptly in high-pressure situations. Lastly, the structured guidance on CV and resume preparation ensures learners present their qualifications professionally, increasing their chances of success in job applications.

By mastering these units, learners are empowered to face challenges with confidence, communicate effectively, manage their time wisely, and showcase their skills professionally, paving the way for a bright and successful future.

*Compiled by
Susmita Lama
Assistant Professor
Department of Commerce*


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Kabi Nazrul College

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Kabi Nazrul College
Murarai::Birbhum