



MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia_college@rediffmail.com // www.mugberiangangadharMahavidyalaya.ac.in

Report

On

UGC Sponsored Certificate Course

On

“Communicative English”

Course Period: 25th February 2020 – 20th April 2020



**Organized
By**

Mugberia Gangadhar Mahavidyalaya

ACCREDITED BY NAAC WITH GRADE B+

Affiliated

to

Vidyasagar University

Bhupatinagar, Purba Medinipur – 721425



MUGBERIA GANGADHAR MAHAVIDYALAYA

ESTD.—1964

P. O. BHUPATINAGAR □ Dist.—PURBA MEDINIPUR

S. T. D. Code—03220 ☎ Ph. No.—270236, Pin.—721425 (W. B.)

Ref. No.—M. G. M. / /

Dated Feb 18, 2020

From : The Principal / Secretary,

Notice

The Mugberia Gangadhar Mahavidyalaya takes an immense pleasure to inform all the students of the college that the College is going to start a **UGC Sponsored Certificate Course on Communicative English** class so that our students can enrich themselves with the knowledge and can enhance their skills of communicating in English which in future can help them to move a step ahead in their academic career and do better in their professional life as well.

The class is going to be held from February 25, 2020 till April 20, 2020.

Hence, all the students who are interested in this course can enroll themselves by paying **Rs. 50/-** only to the Co-ordinator / Principal of the College.

For further enquiries, you are requested to consult Miss Pinki Kumari of Tourism & Hotel Management.

Pinki Kumari

Pinki Kumari

Co-ordinator (9432495290)

Dept. of Tourism & Hotel Management

Swapan Kumar Misra 18-02-2020

Swapan Kumar Misra

Principal (9002275816)

Mugberia Gangadhar Mahavidyalaya

Principal

Mugberia Gangadhar Mahavidyalaya

Date: 18-02-2020

UGC Sponsored Certificate Course

On

“Communicative English”

Course period: 25th February, 2020 – 20th April, 2020

Course Coordinators:

- 1) Miss. Pinki Kumari, Assistant Professor, Dept. of Tourism & Hotel Management.

Faculty Team:

- 1) Dr. Swapan Kumar Misra, Chair Person & Principal, Mugberia Gangadhar Mahavidyalaya
- 2) Miss. Pinki Kumari, Assistant Professor, Dept. of Tourism & Hotel Management, Mugberia Gangadhar Mahavidyalaya

Course Duration: 30 Hrs

Delivery Mode: Online

OBJECTIVES:

Communicative English is a course aimed at improving students' speaking, listening, reading and writing skills in English. By taking this course, students not only improve their English language skills, but also gain confidence in communicating with others in a variety of settings. The Communication Skills Lab focuses on the production and practice of sounds of language and familiarizes the students with the use of English in everyday situations and contexts. It helps to expose the students to a variety of self-instructional, learner-friendly modes of language learning.

COURSE LEARNING OUTCOME

Knowledge: The course aims to meet the requirements and interests of learners who want to perform effectively in both personal and professional life through a practical, learner centred activity oriented, skill - based and functional approach to English in the oral as well as the written model.

Competence: Students should become competent in communicating in English properly using correct pronunciations with no grammatical mistakes.

CERTIFICATE OF PARTICIPATION:

The participants will be provided Certificates on successful completion of the course. It is mandatory for all participants to attend all the classes.

REGISTRATION FEE: Rs. 50.00 (Fifty rupees Only)

VENUE: Google Meet Platform .

Course specific outcome: Develop the confidence to communicate in English.

Curriculum approved by: Dr. Swapan Kumar Misra, Principal, Mugberia Gangadhar Mahavidyalaya.

Syllabus of “Communicative English”

The syllabus is subject to change from time to time and flexible according to requirements.

Section - A: Orientation

1. Notions of communication
2. Functions of communication.
3. Types of communication.
4. Channels of communication.
5. Basic skills of communication - integration of communicated skills.
6. Context, mood and purpose of communication.
7. Hierarchy of communication needs.
8. Principles of effective communication.
9. Barriers to communication.
10. Steps in developing effective communication.

Section-B: Essentials of practical English phonetics.

(Specially designed for perfect communication)

[Only practical aspects of the core concepts of English phonetics, no theoretical discussion - both receptive and productive practice with the aid of cassettes / CDs]

1. Consonants
2. Vowels - monophthongs, diphthongs and triphthong.
3. Syllable
4. Word- Stress
5. Sentence - Stress
6. Intonation.
7. Strong and weak forms
8. Features of connected speech - Assimilation and Elision.
9. Problematic areas of Indian speakers of English and their remedial measures.

Section - C: Conversational skills

This section is aimed at developing the () conversational skills by exposing them to a variety of 'functions' most common to professional contexts. It focuses on the use of formulaic expressions and structure/set patterns needed for performing various functions. The functions relate to several sets of categories like socializing, presenting, negotiating, persuading, telephoning, imparting and seeking factual information, expressing and finding out emotional reactions, moral attitudes, intellectual attitudes, etc. These functions will, in turn, be related to more challenging communicative situations/context.

Section - D: Professional communication skills (oral)

(Focus on preparation and structure, use of language techniques)

1. Presentation skills in public speaking.
2. Conference techniques.
3. Interview skills.
4. Group discussion.

Section - E: Reading skills

1. Practice in efficient reading skills.
2. Special reading situations - scanning and skimming, critical reading, Drawing inferences, reading technical report.

Section - F: Writing Skills

[Focus on format and structure, coherence]

1. Paragraph writing.
2. Descriptions.
3. Summarizing & Abstracting.
4. Note - Making
5. Report writing.
6. Correspondence Techniques.
7. Messages through Fax & E-mail
8. Filling up forms.
9. Curriculum vitae.
10. Notices, Agenda, minutes.
11. Circulars.
12. Advertisements.

Section - G: Use of English Grammar

1. Sentence - different types, Nuclear & Extra - Nuclear components, Structural patterns.
2. Major word classes - Form classes & Function classes.
3. Parts of speech - acute classification.
4. Verbs - classification.
5. Tense.
6. Question - tag.
7. Infinitive & Gerund (with detailed classification).
8. Passive structure (with proper conception of 'object' , 'complement and adjunct')
9. Concord.
10. Conditionals.
11. Discourse organizers.
12. Foreign Expressions in common use.

Evaluation Procedure:

Ongoing assessment
Mid-term assessment
Speaking
Listening
Reading and writing

N. B. - The syllabi is designed for the career oriented programme, meant for the students of the under graduate section, Vidyasagar University with an aim to use English for effective communication.

UGC Sponsored Certificate Course

On

"Communicative English"

Organized by

Mugberia Gangadhar Mahavidyalaya

Date of Inauguration: February 25, 2020

Eligibility: All the Students of Mugberia Gangadhar Mahavidyalaya

Duration: 30 Hours

Registration Fee: Rs. 50/-

Dr. Swapan Kumar Misra, Principal, Mugberia Gangadhar Mahavidyalaya

Miss. Pinki Kumari, Course Co-ordinator & Assistant Professor, Dept. of Tourism & Hotel Management

To enroll in this program, intended participants are requested to contact with Miss. Pinki Kumari, Course Co-ordinator & Assistant Professor, Dept. of Tourism & Hotel Management, Mugberia Gangadhar Mahavidyalaya

Email : pinkisbg1991@gmail.com

Phone No : 9432495290

UGC Sponsored Certificate Course on Communicative English

25th February 2020 to 20th April 2020

Organized by Mugberia Gangadhar Mahavidyalaya

Registration Date: February 18, 2020 to February 22, 2020

List of registered Students

Sl. No.	Student Name	Department	Amount Paid
1	Saptaparni Manna	T & HM	Rs. 50.00
2	Soumen Maity	T & HM	Rs. 50.00
3	Sourav Dolai	T & HM	Rs. 50.00
4	Tuhin Pramanik	T & HM	Rs. 50.00
5	Uma Ghosh	T & HM	Rs. 50.00
6	Sudipta Maity	T & HM	Rs. 50.00
7	Arindam Chakraborty	T & HM	Rs. 50.00
8	Devbrata Bar	T & HM	Rs. 50.00
9	Suvendu Kotal	T & HM	Rs. 50.00
10	Chiranjit Pal	Food Processing	Rs. 50.00
11	Debobrata Pradhan	Food Processing	Rs. 50.00
12	Mrinal Kanti Bera	Food Processing	Rs. 50.00
13	Nilima Maity	Food Processing	Rs. 50.00
14	Pralay Das	Food Processing	Rs. 50.00
15	Prasenjit Pal	Food Processing	Rs. 50.00
16	Sagar Maity	Food Processing	Rs. 50.00

17	Sougata Acharaya	Food Processing	Rs. 50.00
18	Sourav Mistri	Food Processing	Rs. 50.00
19	Subhajit Paria	Food Processing	Rs. 50.00
20	Suvomay Jana	Food Processing	Rs. 50.00
21	Subrato Ghosh	Food Processing	Rs. 50.00
22	Sukhendu Bera	Food Processing	Rs. 50.00
23	Sukhendu Dash	Food Processing	Rs. 50.00
24	Suman Jana	Food Processing	Rs. 50.00
25	Sumit Patra	Food Processing	Rs. 50.00
26	Surjo Kanto Das	Food Processing	Rs. 50.00

The list of Distributed Certificates on COMMUNICATIVE ENGLISH



**UGC Sponsored Certificate Course on
Communicative English**
25th February (2020) - 20th April (2020)

: Organised by :
MUGBERIA GANGADHAR MAHAVIDYALAYA
Bhupatinagar :: Purba Medinipur :: West Bengal :: 721425



Certificate

This is to certify that Mr./Mrs. Sourav Dolai, a student of
Department of Tourism & Hotel Management, **Mugberia Gangadhar Mahavidyalaya**
has successfully participated & completed thirty hours for skill development certificate course on
Communicative English and obtained Grade 'A+'.

Note : Classification of grade is
A+ = 80% and above, A=65% to less than or equal to 79%, B=50% to less than or equal to 64%, C=35% to less than or equal to 49%, F : 34% and below

Date : 30.04.2020
Place : Mugberia Gangadhar Mahavidyalaya

Pinki Kumari
Pinki Kumari
Course Co-ordinator
Tourism & Hotel Management

Dr. Swapan Kumar Misra
Dr. Swapan Kumar Misra
Principal
Mugberia Gangadhar Mahavidyalaya



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Certificate

This is to certify that Mr./Mrs. Suvendu Kotal, a student of
Department of Tourism & Hotel Management, **Mugberia Gangadhar Mahavidyalaya**
has successfully participated & completed thirty hours for skill development certificate course on
Communicative English and obtained Grade 'A'.

Note : Classification of grade is
A+ = 80% and above, A=65% to less than or equal to 79%, B=50% to less than or equal to 64%, C=35% to less than or equal to 49%, F : 34% and below

Date : 30.04.2020
Place : Mugberia Gangadhar Mahavidyalaya

Pinki Kumari
Pinki Kumari
Course Co-ordinator
Tourism & Hotel Management

Dr. Swapan Kumar Misra
Dr. Swapan Kumar Misra
Principal
Mugberia Gangadhar Mahavidyalaya



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Bhupatinagar :: Purba Medinipur :: West Bengal :: 721425

Certificate

This is to certify that Mr./Mrs. Banajit Pal, a student of
Department of Food Processing, **Mugberia Gangadhar Mahavidyalaya**
has successfully participated & completed thirty hours for skill development certificate course on
Communicative English and obtained Grade 'A'

Note: Classification of grade is

A++ = 80% and above, A+ = 75% to less than or equal to 79%, B = 50% to less than or equal to 74%, C = 35% to less than or equal to 49%, F = 34% and below

Date: 30-04-2020

Place: Mugberia Gangadhar Mahavidyalaya

Pinki Kumari
Course Co-ordinator
Tourism & Hotel Management

Dr. Swapan Kumar Misra
Principal
Mugberia Gangadhar Mahavidyalaya

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Certificate

This is to certify that Mr./Mrs. Nilima Maity, a student of
Department of Food Processing, **Mugberia Gangadhar Mahavidyalaya**
has successfully participated & completed thirty hours for skill development certificate course on
Communicative English and obtained Grade 'A'

Note: Classification of grade is

A++ = 80% and above, A+ = 75% to less than or equal to 79%, B = 50% to less than or equal to 74%, C = 35% to less than or equal to 49%, F = 34% and below

Date: 30-04-2020

Place: Mugberia Gangadhar Mahavidyalaya

Pinki Kumari
Course Co-ordinator
Tourism & Hotel Management

Dr. Swapan Kumar Misra
Principal
Mugberia Gangadhar Mahavidyalaya



Dr. Swapan Kumar Misra
30.04.2020
Principal
Mugberia Gangadhar Mahavidyalaya