

## DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

E-mail: dhupgurigirlscollege1@gmail.com \* Website: www.dhupgurigirlscollege.ac.in

Re	. No	Date

### IQAC NOTICE ON INITIATION OF ADD-ON COURSE

### **IQAC NOTICE & RESOLUTION**

**DATE: 03.02.22** 

IQAC Meeting held on **03.02.22**, unanimously adopts a resolution and asks the Academic Council to notify to all Honours Departments to initiate Add-on courses for the January-June Semester, 2022.

Principal
Dhupguri Girls' College
Dhupguri & Jalpaiguri

**Principal** 

Dhupguri Girls' College

IOAC Coordinator Dhupguri Girls' College

IQAC Coordinator
Dhupguri Girls' College





## DHUPGURI GIRLS' COLLEGE

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E-mail: dnupgunginscollege1@gmail.com	-ttr	website: www.dnupgurigirisconege.ac.in
Ref. No		Date
DEPARTMENTAL NOTICE ON AD	D-	ON COURSE COMMENCEMENT

### **DEPARTMENTAL MEETING & RESOLUTION**

**DATE: 03.02.22** 

Faculty members of the Department of English unanimously decided to introduce an Add-on course on **Basics** of Communicative English for the 2022 Spring Semester English Honours students. This agenda was taken up for discussion in the meeting following the IQAC meeting guidelines held on 03.02.22. The course will be open to all  $2^{nd}$ ,  $4^{th}$  and  $6^{th}$  semester students.

Dr. Debarati Dutta

Head of the Dept.

Dept. of English





## DHUPGURI GIRLS' COLLEGE

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Ref. No			Date	•••
	STUDENT ENRO	TT	MENT NOTICE	

### STUDENT NOTICE

Date: 03.02.22

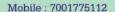
The Department of English, Dhupguri Girls' College, will organize an Add-on course on **Basics of Communicative English** from **08.02.22** to **30.04.22**. Classes will be held for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters. The detailed class structure will be shared with the students shortly. Interested students of any Honours department may enroll themselves by **04.02.22** through the enrollment form provided in the departmental groups.

Dr. Debarati Dutta

Head of the Dept.

Dept. of English

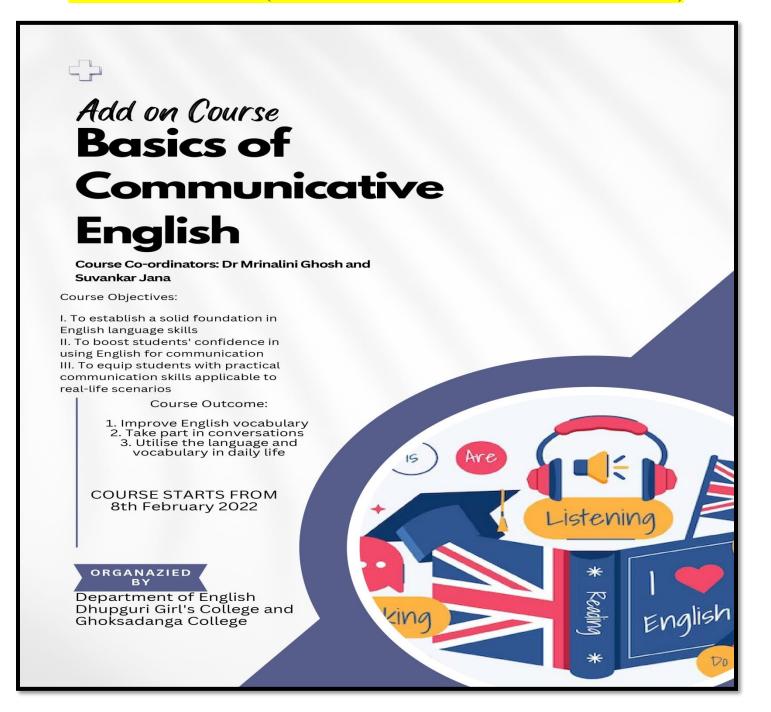


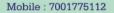




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ADD-ON COURSE FLYER (WITH COURSE OBJECTIVES & COURSE OUTCOMES)







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### ADD-ON COURSE MODULE (WITH COURSE CONTENT & COURSE DURATION)

Date	Topic	Description	Resource Person
08/02/22	Introduction to Communicative English	Overview of the course, importance of communication	Dr. Mrinalini Ghosh
09/02/22	Basic Grammar	Nouns, pronouns, verbs, adjectives, adverbs	Dr. Debarati Dutta
26/02/22	Sentence Structure	Types of sentences, sentence formation	Mr. Suvankar Jana
04/03/22	Vocabulary Building	Common vocabulary, synonyms, antonyms	Mr. Suvankar Jana
05/03/22	Pronunciation and Phonetics	Basic sounds, pronunciation rules	Mr. Suvankar Jana
14/03/22	Listening Skills	Active listening, note- taking	Dr. Debarati Dutta
15/03/22	Speaking Skills	Speaking clearly, public speaking tips	Dr. Debarati Dutta
16/03/22	Reading Comprehension	Techniques for effective reading, summarizing	Dr. Debarati Dutta
22/03/22	Writing Skills	Writing paragraphs, essays	Dr. Debarati Dutta
23/03/22	Dialogue Practice	Role-plays, real-life conversation practice	Dr. Debarati Dutta
25/03/22	Formal and Informal Communication	Email writing, informal letters	Mr. Suvankar Jana
26/03/22	Group Discussions	Techniques, participation in discussions	Mr. Suvankar Jana
28/03/22	Presentation Skills	Preparing and delivering presentations	Dr. Mrinalini Ghosh
29/03/22	Interpersonal Skills	Building rapport, effective communication in relationships	Mr. Suvankar Jana
30/0322	Review and Assessment	Recap of all topics, feedback, and assessment	Dr. Debarati Dutta

**Total Course Duration:** 30 Hours







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### **EXAMINATION MODALITIES & GRADING SYSTEM**

### Add-on course on Basics of Communicative English

### **Examination Modalities**

### **Examination:**

The exam will be conducted through **MCQ** pattern. The exam will consist of 10 questions each carrying 5 marks (50 marks in total). Students will have to secure at least 20% marks in the exam to pass the course; otherwise the exam will be marked as failed. Course completion certificate will not be dispatched to those who will not score adequate marks.

### > Grading system:

The Percentage based grading system will be applicable to the course.

Marks in Percentage	Grade
40-<50	A
30-<40	В
20-<30	С
10-<20	D
Less than 10	F





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### STUDENT ENROLLMENT FORM (FILLED-UP SAMPLE)

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Add-on  Please complete this form in	Course on B Depar Studen	asies of Commu rtment of Englis t Enrollment Fo	nicative	DateEnglish	3)4
Please complete this form in  Full Name:	Depar Studen	rtment of Englis	h		
Full Name: SA	Studen	t Enrollment Fo		O Sale 201	a la
Full Name: SA	CAPITAL LE	mercho			
		TIERS. All helds	are mandate	ory unless state	d otherwise.
		NAL INFORMATI	ON		
M-13- N 1					
Department: EN					
Semester:					
Registration Number:	10919	05010045			
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nature: 9, Roy	_		D	ate: 04.0	3.22





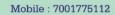
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### LIST OF ENROLLED STUDENTS

SL. No	Name	Semester
1	SONU DUBEY	Sixth
2	PUSPA DUBEY	Sixth
3	PAMPI ROY	Sixth
4	PAYEL ROY	Sixth
5	ARCHANA SARKAR	Sixth
6	SARMISTA ROY	Sixth
7	SIKHA ROY	Sixth
8	ANINDITA CHAKRABORTY	Fourth
9	NAMITA BISWAS	Fourth
10	NAMIKA THAPA	Fourth
11	DHARITRI ADHIKARI	Sixth
12	DWITIPRIYA ACHARYA	Sixth
13	MUNNI ROY	Fourth
14	SAMPA ROY	Fourth
15	KOYEL ROY	Fourth
16	BANASHREE ROY	Fourth
17	RIMPA SARKAR	Fourth
18	PINKI GHOSH	Fourth
19	SUSMITA MANADAL	Fourth







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Ref. No	Date
1301.130	0410

### STUDENT ATTENDANCE REGISTER

Basics of	Communicative Engl	DHUPGURI STUDENT'S ATTENDANCE REGISTER CLASS
Si. Roll N		08 69 21 09 5 14 15 16 22 23 53 14 18 10 30 02 02 03 03 3 3 3 3 3 63 63 63 65 65 65
4. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19.	Some Dubey Pushpa Dubey Dwitipriya Achanya Pangi Forg Pangi Forg Pangi Forg Dharitori Adhi Kari Archana Sarkar Sarmistha Rong Shikha Rong Shikha Rong Koyel Rong Koyel Rong Shampa Rong Baneshree Rong Rimpa Sarkan Pinki aan Ghoh Namita Thaga Anindita Chaknapoote Namita Biswas Sarshmita Mandal	



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	COURSE-END EXA	MI	NATION NOTICE

### STUDENT EXAMINATION NOTICE

Date: 25.04.22

The Department of English, Dhupguri Girls' College, will conduct the course completion examination of the ongoing Add-on course on **Basics of Communicative English** on **27.04.22**. Attendance in the course completion examination will be compulsory for all enrolled students to avail the course-end certificate.

Dr. Debarati Dutta

Head of the Dept.

Dept. of English





Date.....

# DHUPGURI GIRLS' COLLEGE

### DHUPGURI \* JALPAIGURI \* PIN-735210

Ref. No....

COURSE-E	ND EXAN	IINATION PAPER
Add-on Course on Basics of Communicative English		D. Written only
Course-end Examination		6. Which one of the following cannot be considered as communication?
Dept. of English, Dhupguri Girls' College		A. Writing a letter to relative
Full Marks: 10x5 = 50  Name of the Candidate:	Date:	B. Having dreams during the sleep
Name of the Candidate:  1. The term "communis" is derived from:	Date:	C. Talking on telephone  D. None of the above
A. Greek		
B. Latin		7. Posters fall under communication.  A. Oral
C. Chinese		B. Visual
D. English		C. Written
Communication means information, feeling and thoughts, with others.		D. Spoken
A. To receive		8. Informal communication is otherwise known as communication.
B. Exchange of		A. Grapevine
C. Conveying		B. Lateral
D. All of the above		C. Visual
3. Grapevine communication is associated with communication.		D. Horizontal
A. Formal		9. Horizontal communication flows through:
B. Informal		A. Face-to-face discussion
C. Horizontal		B. Telephonic talk
D. Vertical		C. Periodical meeting
4. Lateral communication is between:		D. All of the above
A. Superior and subordinate		10. Gestural communication is a:
B. Same cadre of personal		A. Non-Verbal Message
C. Subordinate and superior		B. Direct conversation
D. Among all		C. Oral communication
5. Audio-Visual communication combines:		D. Written
A. Auditory only		
B. Visual only		
C. Both auditory & visual		



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### STUDENT ANSWER SCRIPT (EVALUATED SAMPLE)









Date.....



# DHUPGURI GIRLS' COLLEGE

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### STUDENT SCOREBOARD

Serial No.	Registration No.	Name	Semester	Marks obtained	Full Marks	Grade
1	1091905010037	DWITIPRIYA ACHARYA	Sixth	45	50	A
2	1091905010039	PAMPI ROY	Sixth	35	50	В
3	1091905010040	PAYEL ROY	Sixth	35	50	В
4	1091905010043	ARCHANA SARKAR	Sixth	22	50	С
5	1091905010045	SARMISTA ROY	Sixth	15	50	D
6	1091905010046	SHIKHA ROY	Sixth	35	50	В
7	1092005010035	SUSMITA MANDAL	Fourth	35	50	В
8	1092005010051	MUNNI ROY	Fourth	25	50	С
9	1092005010044	RIMPA SARKAR	Fourth	45	50	A
10	1092005010034	BANASHREE ROY	Fourth	25	50	С
11	1092005010043	SAMPA ROY	Fourth	45	50	A
12	1091905010041	DHARITRI ADHIKARI	Sixth	25	50	С
13	1092005010046	PINKI GHOSH	Fourth	25	50	С
14	1092005010052	NAMIKA THAPA	Fourth	15	50	D
15	1092005010038	NAMITA BISWAS	Fourth	35	50	В
16	1092005010037	ANINDITA CHAKRABORTY	Fourth	35	50	В
17	1092005010041	KOYEL ROY	Fourth	35	50	В



Ref. No	Date

#### **COURSE-ENDPROGRAM REPORT**

### Program Report: Add-on course on Basics of Communicative English

#### **Course Overview**

The Add-on course on Basics of Communicative English was conducted from **08.02.22** to **30.04.22**, designed to improve participants' English communication skills. This 30-hours course focused on enhancing both spoken and written English through interactive sessions, practical exercises, and real-life applications.

#### **Course Structure**

The course was divided into daily modules, each covering different aspects of communicative English.

### **Participant Demographics**

The course attracted a diverse group of participants, including students, professionals, and individuals from various fields seeking to improve their English communication skills. This diversity provided a rich environment for collaborative learning and practice.

### **Key Highlights**

- 1. **Interactive Sessions:** The course emphasized active participation, with interactive sessions that included group discussions, role-plays, and presentations.
- 2. **Practical Exercises:** Daily practical exercises helped participants apply theoretical knowledge to real-world communication scenarios.
- 3. **Expert Guidance:** Sessions led by experienced resource persons provided valuable insights and personalized feedback to enhance learning outcomes.
- 4. **Comprehensive Skills Development:** The course covered all four essential communication skills, listening, speaking, reading, and writing, ensuring a well-rounded improvement in participants' English proficiency.

### **Participant Feedback**

Participants provided positive feedback, highlighting the course's effectiveness in improving their communication skills.

### Conclusion





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The Add-on course on Basics of Communicative English successfully achieved its objectives of enhancing participants' English communication skills. The combination of interactive sessions, practical exercises, and expert guidance created an engaging and effective learning experience. Positive feedback from participants indicates the course's success in meeting their needs and expectations.





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### **COURSE-END STUDENT CERTIFICATE NOTICE**

### STUDENT CERTIFICATE NOTICE

Date: 29.04.22

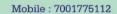
The Department of English, Dhupguri Girls' College, will publish the course-end grade card and distribute the course completion certificates of the Add-on course on **Basics of Communicative English**. The enrolled students are to come to the main campus on **30.04.22** at 12 PM to the departmental room in order to avail their certificates.

Dr. Debarati Dutta

Head of the Dept.

Dept. of English





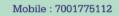


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### STUDENT CERTIFICATE (SAMPLES)









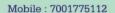
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### STUDENT FEEDBACK FORM (FILLED-UP SAMPLE)

ADD-ON COURS	DHUPGURI GIRLS' COL DEPT. OF ENGLISE SE ON BASICS OF COMM COURSE FEEDBACK FO	UNICATIVE ENGLISH
. Overall Satisfaction wi he Course	th 2. Quality of Course Content	3. Effectiveness of Teaching Methods
☐ Very Unsatisfied	□ Very Poor	□ Very Ineffective
☐ Unsatisfied	□ Poor	□ Ineffective
Neutral	□ Average	□ Neutral
3 Satisfied	Good	□ Effective
Very Satisfied	□ Excellent	Very Effective
4. Practical Application of Knowledge		6. Overall Impact on [Course Subject]
Never Applicable	□ Very Unengaged	□ No Impact
Rarely Applicable	□ Unengaged	☐ Slight Impact
Sometimes Applicable	□ Neutral	☐ Moderate Impact
Often Applicable	₩ Engaged	Significant Impact
Always Applicable	□ Very Engaged	☐ Transformative Impact







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### ADD-ON COURSE PHOTOS (SAMPLES)







