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DHUPGURI GIRLS' COLLEGE

DHUPGURI * JALPAIGURI * PIN-735210

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

Ref. 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


IQAC Coordinator
Dhupguri Girls' College

IQAC Coordinator

Dhupguri Girls' College



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DEPARTMENTAL NOTICE ON ADD-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 2nd, 4th and 6th semester students.

Dr. Debarati Dutta

Head of the Dept.

Dept. of English

Dhupguri Girls' College



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STUDENT ENROLLMENT 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 2nd, 4th and 6th 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

Dhupguri Girls' College



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



Add on Course Basics of Communicative English

Course Co-ordinators: Dr Mrinalini Ghosh and
Suvankar Jana

Course Objectives:

- I. To establish a solid foundation in English language skills
- II. To boost students' confidence in using English for communication
- III. To equip students with practical communication skills applicable to real-life scenarios

Course Outcome:

1. Improve English vocabulary
2. Take part in conversations
3. Utilise the language and vocabulary in daily life

COURSE STARTS FROM
8th February 2022

ORGANIZED
BY

Department of English
Dhupguri Girl's College and
Ghoksadanga College





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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
30/03/22	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	B
20-<30	C
10-<20	D
Less than 10	F



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STUDENT ENROLLMENT FORM (FILLED-UP SAMPLE)

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Add-on Course on Basics of Communicative English

Department of English

Student Enrollment Form



Please complete this form in **CAPITAL LETTERS**. All fields are mandatory unless stated otherwise.

PERSONAL INFORMATION

Full Name: SARMISTHA ROY

Mobile Number: 8597790682

Department: ENGLISH

Semester: SIXTH

Registration Number: 1091905010045

DECLARATION

I hereby declare that the information provided above is accurate and complete to the best of my knowledge.
I understand that any false information may result in my disqualification from the course enrollment.

Signature: S. Roy Date: 04.03.22



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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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STUDENT ATTENDANCE REGISTER

Basics of Communicative English

DHUPGURI
STUDENT'S ATTENDANCE REGISTER

CLASS.....SEC.....

Total No. of Class.....

Sl. No.	Roll No.	NAME OF STUDENTS	ATTEN														
			08/02	09/02	26/03	04/03	5/03	14/03	15/03	16/03	22/03	23/03	25/03	24/03	28/03	29/03	30/03
1.		Sonu Dubey	ab
2.		Pushpa Dubey
3.		Dwitipriya Acharya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4.		Pampi Roy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5.		Royal Roy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6.		Dharitri Adhikari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.		Archana Sarkar
8.		Sarmistha Roy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9.		Shikha Roy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10.		Munni Roy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11.		Koyel Roy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12.		Shampa Roy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13.		Banashree Roy
14.		Rimpa Sarkar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15.		Pinki ...	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16.		Namika Thapa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17.		Anindita Chakraborty	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18.		Namita Biswas
19.		Sushmita Mandal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



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COURSE-END EXAMINATION 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

Dhupguri Girls' College



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Date.....

COURSE-END EXAMINATION PAPER

Add-on Course on Basics of Communicative English

Course-end Examination

Dept. of English, Dhupguri Girls' College

Full Marks: 10x5 = 50

Name of the Candidate:

Date:

1. The term "communis" is derived from:

- A. Greek
- B. Latin
- C. Chinese
- D. English

2. Communication means ____ information, feeling and thoughts, with others.

- A. To receive
- B. Exchange of
- C. Conveying
- D. All of the above

3. Grapevine communication is associated with ____ communication.

- A. Formal
- B. Informal
- C. Horizontal
- D. Vertical

4. Lateral communication is between:

- A. Superior and subordinate
- B. Same cadre of personal
- C. Subordinate and superior
- D. Among all

5. Audio-Visual communication combines:

- A. Auditory only
- B. Visual only
- C. Both auditory & visual

D. Written only

6. Which one of the following cannot be considered as communication?

- A. Writing a letter to relative
- B. Having dreams during the sleep
- C. Talking on telephone
- D. None of the above

7. Posters fall under ____ communication.

- A. Oral
- B. Visual
- C. Written
- D. Spoken

8. Informal communication is otherwise known as ____ communication.

- A. Grapevine
- B. Lateral
- C. Visual
- D. Horizontal

9. Horizontal communication flows through:

- A. Face-to-face discussion
- B. Telephonic talk
- C. Periodical meeting
- D. All of the above

10. Gestural communication is a:

- A. Non-Verbal Message
- B. Direct conversation
- C. Oral communication
- D. Written



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Date.....

STUDENT ANSWER SCRIPT (EVALUATED SAMPLE)



Add-on Course on Basics of Communicative English
Course-end Examination
Dept. of English, Dhupguri Girls' College
Full Marks: 10x5 = 50

Name of the Candidate: Sikha Roy Date: 27.04.22

1. The term "communis" is derived from:

A. Greek
 B. Latin
 C. Chinese
 D. English

2. Communication means _____ information, feeling and thoughts, with others.

A. To receive
 B. Exchange of
 C. Conveying
 D. All of the above

3. Grapevine communication is associated with _____ communication.


A. Formal
 B. Informal
 C. Horizontal
 D. Vertical

4. Lateral communication is between:

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D. Written only

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 B. Visual
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8. Informal communication is otherwise known as _____ communication.

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 B. Lateral
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 D. Horizontal

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A. Non-Verbal Message
 B. Direct conversation
 C. Oral communication
 D. Written

35
50 B



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Date.....

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	B
3	1091905010040	PAYEL ROY	Sixth	35	50	B
4	1091905010043	ARCHANA SARKAR	Sixth	22	50	C
5	1091905010045	SARMISTA ROY	Sixth	15	50	D
6	1091905010046	SHIKHA ROY	Sixth	35	50	B
7	1092005010035	SUSMITA MANDAL	Fourth	35	50	B
8	1092005010051	MUNNI ROY	Fourth	25	50	C
9	1092005010044	RIMPA SARKAR	Fourth	45	50	A
10	1092005010034	BANASHREE ROY	Fourth	25	50	C
11	1092005010043	SAMPA ROY	Fourth	45	50	A
12	1091905010041	DHARITRI ADHIKARI	Sixth	25	50	C
13	1092005010046	PINKI GHOSH	Fourth	25	50	C
14	1092005010052	NAMIKA THAPA	Fourth	15	50	D
15	1092005010038	NAMITA BISWAS	Fourth	35	50	B
16	1092005010037	ANINDITA CHAKRABORTY	Fourth	35	50	B
17	1092005010041	KOYEL ROY	Fourth	35	50	B



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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

- Interactive Sessions:** The course emphasized active participation, with interactive sessions that included group discussions, role-plays, and presentations.
- Practical Exercises:** Daily practical exercises helped participants apply theoretical knowledge to real-world communication scenarios.
- Expert Guidance:** Sessions led by experienced resource persons provided valuable insights and personalized feedback to enhance learning outcomes.
- 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

Dhupguri Girls' College



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STUDENT CERTIFICATE (SAMPLES)





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STUDENT FEEDBACK FORM (FILLED-UP SAMPLE)

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DHUPGURI GIRLS' COLLEGE
DEPT. OF ENGLISH
ADD-ON COURSE ON BASICS OF COMMUNICATIVE ENGLISH
COURSE FEEDBACK FORM



1. Overall Satisfaction with the Course <input type="checkbox"/> Very Unsatisfied <input type="checkbox"/> Unsatisfied <input type="checkbox"/> Neutral <input type="checkbox"/> Satisfied <input checked="" type="checkbox"/> Very Satisfied	2. Quality of Course Content <input type="checkbox"/> Very Poor <input type="checkbox"/> Poor <input type="checkbox"/> Average <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent	3. Effectiveness of Teaching Methods <input type="checkbox"/> Very Ineffective <input type="checkbox"/> Ineffective <input type="checkbox"/> Neutral <input type="checkbox"/> Effective <input checked="" type="checkbox"/> Very Effective
4. Practical Application of Knowledge <input type="checkbox"/> Never Applicable <input type="checkbox"/> Rarely Applicable <input type="checkbox"/> Sometimes Applicable <input checked="" type="checkbox"/> Often Applicable <input type="checkbox"/> Always Applicable	5. Interaction with Resource Persons <input type="checkbox"/> Very Unengaged <input type="checkbox"/> Unengaged <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> Engaged <input type="checkbox"/> Very Engaged	6. Overall Impact on [Course Subject] <input type="checkbox"/> No Impact <input type="checkbox"/> Slight Impact <input type="checkbox"/> Moderate Impact <input checked="" type="checkbox"/> Significant Impact <input type="checkbox"/> Transformative Impact

Name: Shikha Roy
 Registration no.: 1091905010046
 Roll: 40 (College)



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ADD-ON COURSE PHOTOS (SAMPLES)

