

2022-23**Courses on Communicative English and Soft Skills, Life Skills and Digital Literacy**

The Counselling Cell recently organized Add-on-Courses on Communicative English and Soft Skills, Life Skills and Digital Literacy. It was held on 22.02.2023 to 04.03.2023 (9 days course for 36 hours). This highly demanding course was conducted by Naandi Foundation (NGO) in collaboration with the Mahindra Group. 221 students from all departments and streams joined in Soft Skill class and 107 students in Communicative English class. Six efficient trainers conducted the two courses were concurrently run in different rooms of our college. The Communicative English, also termed as —English at Work, mainly focused on the basics of communication, professional communication with peers, professional communication with leadership team and interview skills. The Soft Skill Course consisted of the development of Employability Skills, including body language, professional grooming, time management, digital literacy, critical thinking, professional ethics, problem solving, conflict management and so on.

Both the courses had huge positive response from the students, as the courses were truly beneficial for their future prospects. After assessments, ranked students were provided with medals and trophies. All participants were provided with certificates.



Participants actively participating in the program



MPCWB :: Mahindra Pride Classroom Employability Skill Training Program's final Schedule for VICTORIA INSTITUTIONS COLLEGE from 22-02 To 04-03

2 messages

swobnom <swobnom@naandi.org> Tue, 21 Feb 2023 at 10:14
To: umaraysrinivasan@gmail.com, suchhanda71@gmail.com
Cc: debnath@naandi.org, monidipa.dutta39@gmail.com, rashmikeskeshri2011@gmail.com, arpita_saharoy@yahoo.com, fact.tree1@gmail.com, sanjaym716@gmail.com, anasuya89@gmail.com

Dear Sir/Ma'am,

Please find below the Employability Skill Training Program Schedule by Mahindra Pride Classroom for the students of **Victoria Institutions College** from 22-02-23 To 04-03-23.

We have assigned Miss. Monidipa Dutta & Miss Rashmi Keshri for the English at Work (Communicative English) Batch, **(2 Batch)**.

Mr. Anshuman Mishra, Mr. Sanjay Mishra, Miss. Arpita Roy, & Miss. Anasuya Chakraborty will be taking the Employability Skills (Soft Skills) Batch, **(4 Batch)**.

I am sharing the Batch plan & the content of this course for your reference.

Please find the details below.

BATCH PLAN

College Name	VICTORIA INSTITUTIONS COLLEGE
Location	KOLKATA
District	KOLKATA

Batch Number	Name Of the Trainer	Module	Date	Time
BATCH - 1	MONIDIPA DUTTA	COMMUNICATIVE ENGLISH	22-02-2023 To 04-03-2023	10:30AM TO 02:30 PM
BATCH - 2	RASHMI KESHRI	COMMUNICATIVE ENGLISH		
BATCH - 3	ARPITA ROY	EMPLOYABILITY SKILLS		
BATCH - 4	ANSHUMAN MISHRA	EMPLOYABILITY SKILLS		
BATCH - 5	SANJAY MISHRA	EMPLOYABILITY SKILLS		
BATCH - 6	ANASUYA CHAKRABORTY	EMPLOYABILITY SKILLS		

Date	Day	Hour	Time
22-02-2023	WEDNESDAY	4	10:30AM TO 02:30 PM
23-02-2023	THURSDAY	4	10:30AM TO 02:30 PM
24-02-2023	FRIDAY	4	10:30AM TO 02:30 PM
25-02-2023	SATURDAY	4	10:30AM TO 02:30 PM
27-02-2023	MONDAY	4	10:30AM TO 02:30 PM
28-02-2023	TUESDAY	4	10:30AM TO 02:30 PM
01-03-2023	WEDNESDAY	2	06:00PM TO 08:00PM
02-03-2023	THURSDAY	2	06:00PM TO 08:00PM
04-03-2023	SATURDAY	8	09:00AM TO 05:00 PM
TOTAL	09 DAYS	36	

FRAMEWORK-

COMMUNICATIVE ENGLISH ::

ENGLISH AT WORK FRAMEWORK			
Module number	Session topic	No. of hours	Description of the session
Module 1	Basics of communication		
Assessment	Pre-assessment		Through google form at the beginning of the session
Module 1.1	I am Unique	2	Helps develop a positive self-image & identify their positive qualities
Module 1.2	Overcoming barriers of communication	2	Identifying and dealing with emotional barriers to speak in English
Module 1.3	Types of communication	2	Casual, formal, professional type of communication
Module 1.4	Fundamental rules for speaking and writing	2	Fundamental rules such as respect, clarity, preciseness, empathy and confidentiality
Module 1.5	Effective listening & simple conversations	2	Attention to detail while listening and building vocabulary for conversations
Module 1.6	Collaboration Skills	2	Students will learn to respect the ability & contribution of peers.
Module 2	Professional communication with peers		
Module 2.1	Receiving and giving information	2	Appropriate language for exchanging information, opinions or ideas through formal conversations and writing emails, what's app conversations
Module 2.2	Participation in meetings	2	Setting the meeting agenda, starting a meeting, organizing points, sharing view points and closing a meeting, writing minutes of a meeting, appropriate body

			language during a meeting
Module 2.3	Dealing with conflicts within teams	2	Positive language for polite speech, handling difficult situations, problem solving, negotiation skills
Module 2.4	Arranging a formal and a social event	2	Preparing a schedule, sending an invite, planning logistics with team, collaboration skills
Module 2.5	Sharing ideas across teams / departments	2	Discussion with staff from other teams and other departments for official purposes
Module 3	Professional communication with leadership teams		
Module 3.1	Updating and reporting	2	Updating progress and challenges to reporting head, email writing to senior management
Module 3.2	Clarifying a task	2	Requesting guidance, suggestions and clarifying doubts, etiquette for video conferencing platforms
Module 3.3	Meeting a client	2	Asking for an appointment, conversation during the meeting and follow ups
Module 3.4	Participation in a conference	2	Etiquette and professional communication during travel and stay with colleagues and officials, participation and dining etiquette in a conference event
Module 5	Refresher for interview skills		
Module 5.1	Creating online job profile	2	Creating LinkedIn/ other online job profiles - identifying, networking and applying
Module 5.2	Telephone and online etiquette	2	The 5P's of Etiquette during telephone and online interview: Being prepared, present, polite, patient, professional and proactive.
Module 5.3	Acing a Group Discussion	2	
Assessment	Post-assessment		Through google form at the beginning of the session
	Total training hours	36	

EMPLOYABILITY SKILLS ::

S. NO.	DAY	hours	SESSION TITLE	DURATION	SKILL
1	DAY - 1	4 HOURS	I am Unique	2	Life Skill
2			Body language & Professional grooming	2	Soft Skill
3	DAY - 2	4 HOURS	Importance of English	2	Communication Skill
5			Goal setting & Time management	2	Soft Skill
6	DAY - 3	4 HOURS	Job Opportunity (Input Sessions)	2	Interview Skill
7			Professional Communications	2	Communication Skill
8	DAY - 4	4 HOURS	Digital Identity	2	Life Skill

9			Money Management	2	Soft Skill
10	DAY - 5	4 HOURS	Professional Ethics	2	Soft Skill
11			Critical Thinking	2	Life Skill
12	DAY - 6	4 HOURS	Presenting a Project	2	Interview Skill
13			Problem Solving	2	Life Skill
14	DAY - 7	4 HOURS	Group Presentation (Output sessions)	2	Presentation Skill
15			Group Presentation (Output sessions)	2	Presentation Skill
16	DAY - 8				

uma raysrinivasan <umaraysrinivasan@gmail.com>
To: Posuchhanda <suchhanda71@gmail.com>

Tue, 21 Feb 2023 at 15:22

[Quoted text hidden]

Theatre Workshop

Organized by the Department of Bengali and Department of English in collaboration with IQAC, Victoria Institution (College) on 26th March, 2022

On the occasion of World Theatre Day (27 March) a Theatre Workshop organized by the Department which conducted by Tarun Pradhan, Associate Professor of Rabindra Bharati University (Drama Department). Honours students participated from 2nd, 4th & 6th Semester. Those who participated in this theatre workshop the Bengali Department arranged to give them Rabindranath Tagore's 'Chelebela' to encourage them.





Celebration of World Theatre Day

One-Day Theatre Workshop for Students

Organised by

DEPARTMENT OF BENGALI AND DEPARTMENT OF ENGLISH
in collaboration with

IQAC, VICTORIA INSTITUTION (COLLEGE)

Patron:

- ▶ Dr. Uma Ray Srinivasan
Teacher-in-Charge, VIC
- ▶ Dr. Dipanwita Paul Ghosh
Co-Ordinator, IQAC

Resource Person:

- ▶ Prof. Tarun Pradhan
Associate Professor (Department of Drama)
Rabindra Bharati University

Date : 26th March, 2022

Time : 1 p.m. to 4 p.m.

Venue : Keshub Memorial Hall