



**ADD-ON COURSE
ON
COMMUNICATION SKILLS**

June 28, 2022 - January 25, 2023

REPORT

**INTERNAL QUALITY
ASSURANCE CELL ,
SRIPAT SINGH COLLEGE**

Report on the Add-On Course on Communication Skills

Course Overview

The add-on course on Communication Skills was jointly organized by the Department of English and the Career Development Counselling & Placement Cell. This course was designed to enhance participants' abilities in effective communication, which is crucial for both professional and personal development. The comprehensive curriculum covered various aspects of communication, including verbal and non-verbal communication, active listening, public speaking, and interpersonal skills. These components were selected to ensure that participants could effectively convey their ideas, understand others, and engage in meaningful dialogues in various settings.

Course Duration

The course spanned a total of 60 hours, allowing participants ample time to grasp the concepts and practice their skills. It was structured to be completed over several months, from June 28, 2022, to January 25, 2023, providing flexibility for participants to manage their schedules alongside their other commitments. This extended period was aimed at maximizing retention and mastery of communication skills through continuous learning and practice.

Key Dates

Start Date: June 28, 2022

End Date: January 25, 2023

Participation Statistics

- Total Registrations: 100

- Training Started: 100

- Passed: 76

The course garnered a high level of interest, reflected by the 100 registrations. This interest underscores the recognition of communication skills as a vital area for personal and professional growth. Out of the total registrations, 100 participants actively started the training, indicating a strong initial commitment. However, the demanding nature of the course might have contributed to the attrition rate, with only 76 participants successfully meeting all the requirements and passing.

Certification

Participants who completed the course successfully were awarded a certificate of completion. This certification serves as a testament to their dedication and the communication skills they acquired during the course. For these participants, the certification is not just a formal recognition but also a valuable asset that can enhance their professional profiles and career prospects. The skills learned can significantly improve their effectiveness in various roles, particularly those involving teamwork, leadership, and customer interaction.

Conclusion

The add-on course on Communication Skills, jointly organized by the Department of English and the Career Development Counselling & Placement Cell, was a significant initiative aimed at empowering individuals with essential communication skills. Despite a relatively low completion rate, the impact on those who completed the course was substantial. They now possess valuable tools to excel in different aspects of their lives, both personally and professionally. To improve future iterations of the course, it would be beneficial to consider additional support mechanisms, such as mentorship programs, peer study groups, or incremental milestones, to help participants stay motivated and complete the course. These enhancements could potentially increase retention and completion rates, ensuring that more participants benefit from the valuable skills taught in the course.



Inauguration of

Certificate Course on Communication Skills



Date: 28-06-2022 Time: 1.00 PM.

VENUE : ROOM NO 5 (Rabindra Sabhagriha)

August presence of



PROF. ENAMUL KABIR PASA
HOD. ENGLISH
SRIPAT SINGH COLLEGE



DR. ABHISHEK BASU
COORDINATOR, CDCPC
SRIPAT SINGH COLLEGE

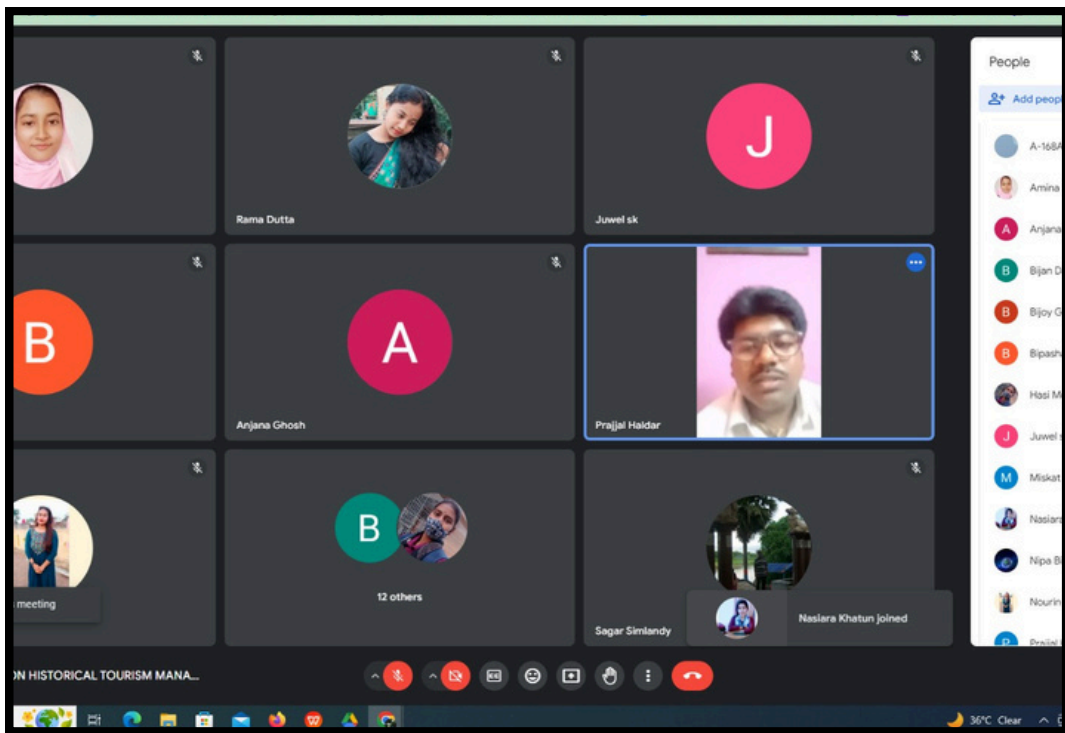


PROF. SUMIT BANDYOPADHYA
COORDINATOR, IQAC
SRIPAT SINGH COLLEGE



PROF. ASIS KUMAR SEN
TIC, SRIPAT SINGH COLLEGE

ORGANIZED BY
DEPARTMENT OF ENGLISH, SRIPAT SINGH COLLEGE
&
CAREER DEVELOPMENT COUNSELLING & PLACEMENT CELL



Glimpses of moment

Registration link :

<https://forms.gle/garFUEVYwdNBuRCp6>

Feedback link:

<https://forms.gle/txPBmn4aDkNV7x9D9>



Sample Certificate