

LANGUAGE LAB AND SOFT SKILL





The Principal Secretary
Department of Higher Education
Secretariat, Govt. of Odisha
Bhubaneswar
Odisha

College
The Principal
Govt. (Autonomous) College
Rourkela
Odisha

Ref : HE-FEII(A)POL-0003-2013 6556 /HE. DATED
01.03.2013 For CACM ISIL Language cum communication
skill development lab

Sub : Completion Report

Installation Site : Govt. (Autonomous) College

Sr,

It is our pleasure to inform you that the subjected work order is complete and functional. All materials required for this laboratory has been installed at site. Further, a training program for your faculty members on the 'ISIL System and the environment' followed by the demonstration classes will be done at your college on 13th May 2013.

Enclosing the list of all documents, pertaining to the installation of the aforesaid laboratory, for your kind perusal. Hence we would request to acknowledge the receipt of these documents and clear the dues and to issue a completion certificate at the earliest convenience.

Thanking you in anticipation.

Date : 13.5.2013
Place :

Yours sincerely,
For CACM, STEP, IIT-KGP

(Jayaht Nath)
Associate

Encl :

- Installation certificate
- Warranty certificate
- Insurance paper
- Copy of Purchase order
- Letter to Accounts
- Challan
- Invoice
- Patent document

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Centre for Advanced Communication
Bld: 11FP BT W. Gandhi - 768012
Phone 0643403093, 0643403094
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Email: adcom@iitkgp.ac.in
Web: www.iitkgp.ac.in

The Need for a Communicative Syllabus for the College Going Students

Students in our colleges and universities need to empower themselves in communicative skills in English to meet the communicative needs in their everyday lives. The syllabus at both the higher secondary and graduation levels can be modified accordingly. The thrust on reading and writing skills needs to be shifted to aural-oral communication skills so that they are able to read and understand the texts on their own, use the words and grammatical structures in appropriate situations to express their thoughts and ideas.

COURSE- 1 ASPECTS OF COMMUNICATION

Unit-1: Communication: An Introduction (01 Class)

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

Unit-2: Non-Verbal Communication (02 Classes)

- Personal Appearance
- Gestures
- Postures
- Facial Expression
- Eye Contacts
- Body Language
- Silence
- Tips for Improving Non-Verbal Communication Skills

Unit-3: Effective Communication (01 Class)

- Essentials of Effective Communication
- Communication Techniques

Unit-4: Communication Network in an Organization-I(01 Class)

- Personal Communication
- Internal Operational Communication
- External Operational Communication



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Unit-5: Communication Network in an Organization-II(01 Class)

- Horizontal(Lateral) Communication
- Vertical(Downward) Communication
- Vertical(Upward) Communication

Unit-6: Communication in English(01 Class)

- Age of Globalization and the Need for Communicating in English
- English as the First or Second language
- Uses of English in academic and non-academic situations in India

COURSE -2 VERBAL COMMUNICATIONS

Unit-7: Listening Skills-I(01 Class)

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening
- Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)

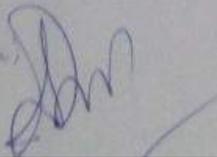
Unit-8: Listening Skills-II (01 Class)

- Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations
- Note Taking Tips

Unit-9: Oral Communication Skills (Speaking Skills)-I(02 Classes)

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet(IPA) Symbols
- Spelling and Pronunciation

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Unit-10: Oral Communication Skills-II (Communication in Context-I) (02 Classes)

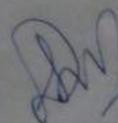
- Asking for and giving information
- Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving

Unit-11: Oral Communication Skills-III (Communication in Context-II) (02 Classes)

- Giving instructions
- Seeking and giving permission
- Expressing opinions (likes and dislikes)
- Agreeing and disagreeing
- Demanding explanations
- Asking for and giving advice and suggestions
- Expressing sympathy

Unit-12: Reading Skills (01 Class)

- Purpose, Process, Methodologies
- Skimming and Scanning
- Levels of Reading
- Reading Comprehension
- Academic Reading Tips

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COURSE-3: WRITTEN COMMUNICATION

Unit-13: Effective Writing Skills-I(01 Class)

- Elements of Effective Writing (What is writing?)
- The Sentence, Phrases and Clauses
- Types of Sentences

Unit-14: Effective Writing Skills-II(01 Class)

- Main Forms of Written Communication
- Paragraph Writing (Linkage and Cohesion)
- Letter Writing(formal and informal)
- Essay writing
- Notices

Unit-15: Effective Writing Skills-III(01 Class)

- Summarising
- Précis Writing
- Note-making

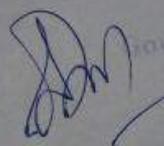
Unit-16: Understanding and Applying Vocabulary (01 Class)

- Words Often Confused-Pairs of words
- One Word Substitutes
- Synonyms and Antonyms
- Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional).

COURSE-4: COMMUNICATION AS A SKILL FOR CAREER BUILDING

Unit-17: Preparing for a Career(01 Class)

- Identifying job openings


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- Applying for a job
- Preparing Cover letters
- Preparing a CV/Resume and Effective Profiling

Unit-18: Presentation Skills(02 Classes)

- Preparing a PowerPoint Presentation
- Greeting and introducing
- Presenting a Paper
- Group Discussions
- Preparing for and Facing a Job Interview

Unit-19: Business Communication (01 Class)

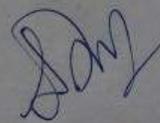
- Preparing Agenda and Minutes for Meetings
- Writing Notices and Memos
- Drafting an E-mail, Press Release
- Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies)

Unit-20: Telephone Skills (01 Class)

- Basics of Telephone communication
- How to handle calls- telephone manners
- Leaving a message
- Greeting and Leave Taking over phone(etiquette)

Implementation Strategy:

The Language and Communication laboratories established in Government and Aided Colleges were launched on pilot basis. Teachers in Schools, Colleges and Universities with proficiency in the subject will be engaged in curriculum delivery. Extra remuneration @ Rs. 500/- per class of one hour duration will be



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paid. The In-charge teacher of the laboratory will act as the Coordinator of the programme. Part-time Lab Assistant and Attendant will be engaged to assist the Coordinator. Principal will select a dedicated teacher as the Co-ordinator. Selection of Co-Ordinator must not be based on seniority, but on efficiency and commitment. When outside persons, other than the in-house teachers, are engaged for the purpose, their Curriculum Vitae must be approved by the Principal, Co-Ordinator of this programme, Academic Bursar/OIC, Academic Matters and at least one member of the English Department. A panel of names must be prepared. In extra-ordinary case, Professors of eminence can be invited to take classes, where no CV is required. The Co-Ordinator is to give a certificate to that effect.

Duration of the Programme:

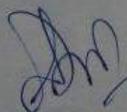
Duration of the programme will be three months. Classes will be conducted during off hours and on Sundays and holidays. There will be 25 classes to cover the course. Each unit will be covered in a class of one hour duration. There will be four batches in an academic year. The Co-ordinator with the assistance of Lab. Assistant and Lab Attendant will take care of language laboratory throughout the year. Separate Stock register, Attendance Register, Progress Register and Cash Book(subsidiary) are to be maintained. Lab Asst. will assist the Co-Ordinator in maintaining all these Registers.

Attendance:

70% attendance will be made mandatory.

Certification:

Colleges are authorized to issue a "Certificate of Participation" to students enrolled in the Programme on Communication Skills in English.

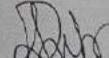

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CAREER COUNSELLING

OFFICE OF THE PRINCIPAL
GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA
No. 260 //GACR. Date. 19.1.18 //

NOTICE

A PLACEMENT TRAINING & INTERACTION PROGRAMME will be conducted by TCS ion Operation Team on 25.01.2018 at 2.30 P.M in Computer Sc. Department of this College. All the students of P.G Computer Sc. & B.Sc(Computer Sc.) are instructed to attend the Programme.


Principal

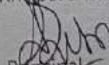
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Memo No. 261 //GACR. Date. 19.1.18 //

Copy to Notice Board / Girls Common Room / College website / Coordinator, SF/ Coordinator Career Counselling Cell / Hostels / Head Clerk / Principal's file for information and necessary action.

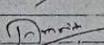

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25 10 11 18 at 2.30 P.M
PLACEMENT TRAINING AND INTERACTION
BY
TCS ion Operation Team
Resource persons are

- 1) Debagis Nayak 
- 2) Anant Mohanty 
- 3) Ashut chakraborty 
- 4) Smit kumar Mitra 

Roll No.	Signature
15CSC 053	Pranjana Saha
15CSC 052	Rachmi Boradhar
15CSC 048	Pranashini Saha
15CSC 025	Supra Saha
16CSC 010	Sibant Saha
16CSC 033	Ananta Mohanty
16PCSC16	Geetanjali Bishal
16PCSC06	Abhishek Anant
16PCSC12	Siddhartha Saha
16PCSC15	Pruthi Singh Panigrahi
15CSC 047	Danali Prasadachari
15CSC 054	Sapna Rana
15CSC 022	Shalaya Koul
16CSC 057	Madhumita Behera
16CSC 024	Parva Nath
15CSC 004	Madhumita Prasadachari
16CSC 011	Alomita Bisui
16CSC 017	Smriti Das
16CSC 047	Sudeshna Behera


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16CSC051	Jayaprakash Mohanty
16CSC043	Sukharesh Phoi
16CSC055	Indupram Sahu
15CSC013	girdli Agastwal
15CSC007	Pammi Kurmasi
15CSC040	Sukha Rani Patra Singh
15CSC009	Anupama padwal
15CSC045	Mamata Mundarti
15CSC018	Shardi Honhaga
15CSC036	Rajaram Sahu
15CSC023	Balabhadra Sahu
15CSC005	Preeti Singh
15CSC017	Laxmi Singh
17PCSC038	Rabi L. Prayapat
17PCSC011	Prabir K. Nanda
17PCSC19	Lovell Sahu
17PCSC20	Annamika Patra
17PCSC21	Devasmita Sahu
17PCSC01	Smriti Samanta
17PCSC29	Sonali Behera
17PCSC26	Ankita Sasaki
17PCSC27	Lopamudra Prapaty
17PCSC28	Ashwarya Sahoo
17PCSC04	Manglish Sahoo
17PCSC42	Selphali Dalabehera
17PCSC43	Suchismita Pradhan

14/11/18
 25/11/18
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 25/11/2018
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OFFICE OF THE PRINCIPAL
GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA.
No. 311 //GACR. Date. 25.01.18/1

Report of Yoga training programme 2017-2018 held in
Govt. Auto. College, Rourkela

- | | | |
|---|---------------------|--|
| 1 | Date | 01.02.2018 to 20.02.2018 |
| 2 | Venue | Govt. Auto. College, Rourkela |
| 3 | Organizing Agency | Govt. Auto. College, Rourkela |
| 4 | Objectives | To Create awareness among the students |
| 5 | Time | 7:30 AM to 8:30 AM |
| 6 | Participants | Both Boys & Girls, Govt. Auto. College, Rourkela |
| 7 | Guest/ Yoga Trainer | Dr. I.P. Mohanty
Sri.R. Dasgupta
Sri. K.C. Jena
Sri. S.S. Prusty
Mrs.M. Baxla
Mrs. C. Tirkey
Smt. M. Dash
Sri. Abhay Chandra Pradhan
Sri. N. Sahoo
Sri. S.N. Mudhuli
Smt. Sarala Pradhan
Smt. Mamata Sahoo
Smt. Chandria Swain
Smt. Nirmal Dhal |
| 8 | Display | Banner |



Swarn Pr. Mohanty
Principal
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