

CERTIFICATE/VALUE ADDED COURSE:

Certificate Course on “Employability skills- English at Work”

2022-2023

CRITERIA 1.2.1



Serampore Girls College

13, T.C. Goswami Street,
Serampore, Hooghly – 712201, West Bengal
Re- Accredited by NAAC : Grade B (2nd Cycle)
Email: serampore_girls_college@yahoo.co.in
Website: www.seramporegirlscollege.org

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.2.1



CERTIFICATE COURSE REPORT 2022-2023

REPORT ON CERTIFICATE COURSE EMPLOYABILITY SKILL- ENGLISH AT WORK

Academic Session: 2022-2023

Certificate Course on “Employability skills- English at Work” in collaboration with Mahindra Pride classroom (NAANDI Foundation, Mahindra CSR program) at Serampore Girls' College

Name of Course: Employability skills- English at Work

b. Venue: Serampore Girls' College

b. Course Objective:

Students will learn

- Basics of Communication
- Professional communication with peers, leadership team and clients.
- Refresher for interview skill

c. Admission fees: Free

d. Date: 21st Nov 2022- 29th Nov 2022

e. Duration: 40 hours

f. Enrolled number of students: 150

g. No of students passed: 52

h. Date of exam: 29th Nov 2022

i. Name of Teachers:

i. Mahaswata Mitra (Trainer from Mahindra CSR program)

j. Course Outcome:

- Will be able to get job in private sectors
- Enhance their communicative skills and personality.
- Enhancement of Marketing skill

Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

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BROCHURE OF THE COURSE

ahindra
PRIDE CLASSROOM

Naandi

ENGLISH AT WORK

ORGANIZED BY
MAHINDRA PRIDE CLASSROOM
FOR 40 HOURS PROGRAM FOR
UG & PG GIRLS STUDENTS
IN COLLABORATION WITH
SERAMPORE GIRLS' COLLEGE

- Module 1 - Basics of communication
- Module 2 - Professional communication with peers
- Module 3 - Professional communication with leadership teams
- Module 4 - Professional communication with clients
- Module 5 - Refresher for interview skills

Date -
Time -
Venue -

West Bengal | Further information: mpeenaandi.org
Swobnom Saud: 8847263135

This training is offered by Mahindra Pride Classrooms (MPC). The complete cost of the training is supported by the Mahindra group as part of their CSR contribution. Since 2016, MPC has partnered with Serampore Girls' College for this program.

Soma Roy.
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

Serampore Girls' College

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COURSE SCHEDULE EMAIL FROM NAANDI FOUNDATION

----- Forwarded message -----
From: swobnom <swobnom@naandi.org>
To: "serampore_girls_college@yahoo.co.in" <serampore_girls_college@yahoo.co.in>
Cc: "debnath@naandi.org" <debnath@naandi.org>
Sent: Friday, 18 November, 2022 at 12:18:11 pm IST
Subject: Mahindra Pride Classroom Employability Skill Training Program's -ENGLISH AT WORK, final Schedule for SERAMPORE GIRLS COLLEGE from 21-11 To 28-11.

Dear Dr. Soma Roy Ma'am,

Please find below the Employability Skill Training Program – **English at work, Training Programme**, Schedule by Mahindra Pride Classroom for the female students of **Serampore Girls College** from 21-11-22 To 28-11-22. We have assigned Miss. Arpita Saha Roy as the trainer from our side.

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

Please find the details below.

BATCH PLAN

College Name	SERAMPORE GIRLS COLLEGE - EAW		
Location	SERAMPORE		
District	HOOGHLY		
Batch Number	Name Of the Trainer	Date	Time
BATCH - 1	ARPITA ROY	21-11-2022 To 28-11-2022	10:30AM TO 04:30 PM
Date	Day	Hour	Time
21-11-2022	MONDAY	6	10:30AM TO 04:30 PM
22-11-2022	TUESDAY	6	10:30AM TO 04:30 PM
23-11-2022	WEDNESDAY	6	10:30AM TO 04:30 PM
24-11-2022	THURSDAY	6	10:30AM TO 04:30 PM
25-11-2022	FRIDAY	6	10:30AM TO 04:30 PM
26-11-2022	SATURDAY	6	10:30AM TO 04:30 PM
28-11-2022	WEDNESDAY	4	10:30AM TO 02:30 PM
TOTAL	7 DAYS		40

FRAMEWORK

ENGLISH AT WORK FRAMEWORK			
Module number	Session topic	No. of hours	Description of the session
Module 1			
Basics of communication			
Assessment 1.1	Pre-assessment on basics of communication		Through google form at the beginning of the session
Module 1.1	Overcoming barriers of communication	2	Identifying and dealing with emotional barriers to speak in English
Module 1.2	Types of communication	2	Casual, formal, professional type of communication
Module 1.3	Fundamental rules for speaking and writing	2	Fundamental rules such as respect, clarity, preciseness, empathy and confidentiality
Module 1.4	Effective listening & simple conversations	2	Attention to detail while listening and building vocabulary for conversations
Assessment 1.2	Post-assessment on basics of communication		Through google form at the end of the session

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Serampore, Hooghly

Signature of Principal

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STUDENT ATTENDANCE ON FINAL EXAM DAY (first and last page)

BATCH NUMBER		TRAINING INFORMATION		NO. OF STUDENT COUNT		
TRAINER NAME						
COLLEGE				NO. OF DAYS		
DATE				TRAINING HOURS		
S.No	Name of the Student				No. of Days Present	No. of Days Absent
1	Priyanka Mondal					
2	Sushama Choudhary					
3	Rajanya Chakraborty					
4	Titu Mistri					
5	Rupali Mallick					
6	Avisha Bera					
7	Paulami Bhan					
8	Tripti Koley					
9	Moumniya Paudyal					
10	Tanushree Das					
11	Mousumi Mondal					
12	Mouma Das					
13	Roushree Chakraborty					

	Name of the Student					No. of Days Present	No. of Days Absent
48	Jayashree Das						
49	Subhansita Datta						
50	Moumita Mallik						
51	Soumi Bhattacharya						
52	Quarima Bera						
53							
54							
55							
56							
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61							

Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

Certificate

OF COMPLETION

This Certificate is awarded to

SWASTIKA MUKHERJEE

from **SERAMPORE GIRLS COLLEGE**

BACHELOR OF ARTS

on successful completion of

"Employability Skills - English At Work" conducted by Mahindra Pride Classroom

Naandi Foundation from **2022** to **2023**



Chief Skills Officer

Mahindra
PRIDE CLASSROOM



Naandi

20.02.2023

Date