



☎ 9153549620

✉ dumkalcollege@gmail.com

DUMKAL COLLEGE

P.O-Basantapur,P.S-Dumkal,Dist.-Murshidabad,WestBengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

2nd CYCLE NAAC ACCREDITATION PROCESS-2024

CRITERIA: 5 – STUDENT SUPPORT AND PROGRESSION

Key Indicator: 5.1 – Student Support

Metric: 5.1.2 – Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills



9153549620

dumkalcollege@gmail.com

DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

01/03/23

To
The Principal,
Dumkal College
Dumkal, Murshidabad

Sub: Seeking permission to organize on Soft Skills

Sir,

I would like most respectfully to inform you that the department of Bengali plans to organize on **Soft Skills (Good Communication skill, Leadership Time Management Skill, Problem solving Skill, Team Work skill Work Ethics etc.)** on 14/03/2023 to 01/04/2023. I also want to invite all Students of our college to participate in the said Soft Skills.

So, I earnestly request to grant permission for organizing the said Soft Skills to our department and oblige.

Thanking You,

Yours sincerely,

Achintya Kr. Ganguly

(Dr. Achintya Kr. Ganguly)

Head, Dept. of Bengali

Dr. Achintya Kumar Ganguly
Head of the Department in Bengali
DUMKAL COLLEGE
Dumkal, Murshidabad

[Signature]
Principal
Dumkal College
Basantapur, Murshidabad



DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided. Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

☎ 9153549620 \ dumkalcollege@gmail.com

01/03/23


নোটিশ

কলেজের সকল বিভাগের ছাত্র-ছাত্রীদের জানানো যাচ্ছে আগামী ১৪/০৩/২০২৩ তারিখে থেকে বাংলা বিভাগে Soft Skills (Good Communication skill, Leadership Time Management Skill, Problem sloving Skill, Team Work skill Work Ethics etc.) বিষয়ে ১৫ দিনের একটি কর্মশালা হবে। যারা এই কর্মশালায় অংশগ্রহণ করতে ইচ্ছুক তারা আগামী ১০/০৩/২০২৩ তারিখের মধ্যে বিভাগীয় প্রধানের কাছে নাম নথিভুক্ত করবে।

অচিন্ত্য কুমার গঙ্গুলী
বিভাগীয় প্রধানের স্বাক্ষর

বাংলা বিভাগ

Dr. Achintya Kumar Ganguly
Head of the Department in Bengali
DUMKAL COLLEGE
Dumkal, Murshidabad


অধ্যক্ষের স্বাক্ষর

ডোমকল কলেজ

Principal
Dumkal College
Basantapur, Murshidabad



DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt. Aided. Affiliated to the: University of Kalyani Included under section 2(F) & 12 (B) of UGC Act.)

☎ 9153549620 ✉ dumkalcollege@gmail.com

11/03/23

DEPARTMENT OF BENGALI

Enrollment Students list

Soft Skills (Good Communication skill, Leadership Time Management Skill, Problem solving Skill, Team Work skill Work Ethics etc.)

SL.NO	NAME
1	Kabirul Islam
2	Mursalim Sk
3	Daud Ibrahim Hossain
4	Gopinath Sarkar
5	Sujay Halder
6	M M Taufique
7	Md. Sarman Ali Khan
8	Masadul Biswas
9	Rinku Shaikh
10	Najir Sekh
11	Rocky Sarkar
12	Najmus Sakib Sarkar
13	Md. Abu Bakkar Siddique
14	Shubhadip Saha
15	Hafij Asad
16	Mustakin Sk
17	Romio Mondal
18	Emdadul Sk
19	Sabir Ahmed
20	Manuar Hossain
21	Bihu Biswas
22	Mahfuj Hossan
23	Sourav Mia
24	Asinaddin Sk
25	Rimon Sk

Achintya K. Ganguly

Signature of Head of the Department

Dr. Achintya Kumar Ganguly

Head of the Department in Bengali

DUMKAL COLLEGE

Dumkal, Murshidabad

J. D. Das

Signature of Principal

Principal

Dumkal College

Basantapur, Murshidabad



9153549620
dumkalcollege@gmail.com

DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, WestBengal, PIN-742406
(Govt.Aided, affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Department of Bengali Soft Skills

(Good Communication skill, Leadership Time Management Skill, Problem sloving Skill, Team Work skill Work Ethics etc.)
Duration : 14/03/2023 to 01/04/2023

Sl No.	Name of Participants	14/03	15/03	16/03	18/03	20/03	21/03	22/03	23/03	24/03	25/03	27/03	28/03	29/03	31/03	01/04
1	Kabirul Islam Mob:-8016513893	AB	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P
2	Mursalin SK Mob:-7777916022	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
3	David Ibrahim Hossain mob:-8293498464	P	Ab	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P
4	Gopinath Sankar mob:-9382557015	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P
5	Sajid Hossain mob:-9069305623	P	P	P	Ab	P	P	P	P	Ab	Ab	P	P	P	P	P
6	MM Teufique Mob:-9883252587	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
7	Md Samman Ali Khan Mob:-6297091062	P	Ab	Ab	P	P	P	P	P	P	P	Ab	Ab	P	P	P
8	Masadeul Biswas mob:-9593730930	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P
9	Rinku Shaiikh 8641146853	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P
10	Nasir Saha 9382360638	P	P	P	P	P	P	Ab	P	Ab	P	P	P	P	P	P
11	Rocky Sarkar (8391912407)	P	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P
12	Hajimul Sakib Sarkar mob:-0209003570	P	Ab	Ab	Ab	P	P	P	P	P	P	P	P	P	P	P
13	Md Abu Bakkar Siddique Mob:-9775652412	P	P	P	P	P	P	P	P	P	Ab	Ab	P	P	P	P

Achintya Kumar Ganguly
Head of the Department in Bengali
DUMKAL COLLEGE

Principal
Dumkal College
Basantapur, Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, WestBengal, PIN-742406
 (Govt.Aided, affiliated to the University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

14	Shubhadiya Soma 7504321110	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
15	Hafiz Asad 8478552207	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
16	Mustakin SK-8250212526	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
17	Romic Mondal-7679949623	P	Ab	P	Ab	P	P	P	Ab	P	P	P	Ab	P	P	P
18	Emdadul SK-7797801343	P	P	Ab	P	P	Ab	Ab	P	P	P	Ab	P	P	P	P
19	Sabim Ahmad -7864803209	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
20	Manuar Hossain-8617827070	P	P	P	P	P	P	P	P	P	P	P	Ab	P	Ab	P
21	Biha Biswas 9832844657	P	P	Ab	P	P	P	P	P	P	Ab	P	P	Ab	P	P
22	Mahmud Hassan 8592052030	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P
23	Soumitra Mia 8373873989	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P	P
24	Abinuddin SK 9783359413	P	P	P	P	P	P	P	P	Ab	P	P	P	Ab	P	P
25	Rimon SK-78792150253	P	P	P	P	Ab	P	Ab	Ab	P	P	P	P	P	P	P

Achintya Kumar Ganguly
 Signature of Head of the Department
Dr. Achintya Kumar Ganguly
 Head of the Department in Bengali
 DUMKAL COLLEGE
 Dumkal, Murshidabad

[Signature]
 Signature of Principal
 Principal
 Dumkal College
 Basantapur Murshidabad



GPS Map Camera

Ramna Etbarnagar Basantapur, West Bengal, India
4G3P+R77, Ramna Etbarnagar Basantapur, West Bengal 742303, India
Lat 24.119373°
Long 88.534401°
14/03/23 01:49 PM GMT +05:30

Google



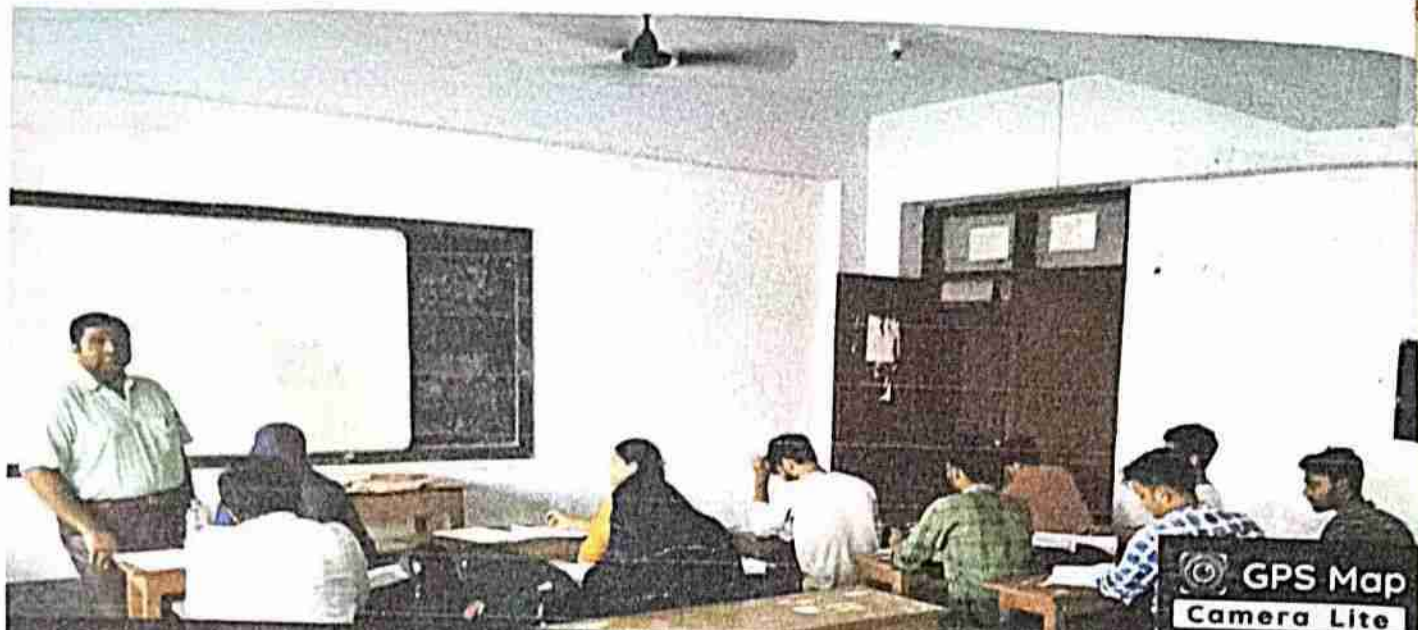
GPS Map Camera

Ramna Etbarnagar Basantapur, West Bengal, India
4G3P+R77, Ramna Etbarnagar Basantapur, West Bengal 742303, India
Lat 24.119373°
Long 88.534401°
14/03/23 01:49 PM GMT +05:30

Google

Achintya K. Gangopadhyay
Dr. Achintya Kumar Ganguly
Head of the Department in Bengali
DUMKAL COLLEGE
Dumkal, Murshidabad

[Signature]
Principal
Dumkal College
Basantapur, Murshidabad



4G3Q+G6C, Domkal, Ramna Etbarnagar Basantapur, West Bengal 742303, India

Latitude
24.10442955°

Longitude
88.53556101°

Local 12:14:58 PM
GMT 06:44:58 AM

Altitude 20 meters
Thursday, 16.03.2023



4G3Q+G6C, Domkal, Ramna Etbarnagar Basantapur, West Bengal 742303, India

Latitude
24.10442959°

Longitude
88.53556134°

Local 12:15:02 PM
GMT 06:45:02 AM

Altitude 20 meters
Thursday, 16.03.2023

Achintya K. Ganguly

Dr. Achintya Kumar Ganguly
Head of the Department in Bengali
DUMKAL COLLEGE

[Signature]

Principal
Dumkal College
Basantapur, Murshidabad



GPS Map
Camera Lite

4G3P+V95, Ramna Etbarnagar Basantapur, West Bengal 742303, India

Latitude
24.1045276°

Longitude
88.5358353°

Local 01:47:56 PM
GMT 08:17:56 AM

Altitude 20 meters
Monday, 20.03.2023



GPS Map
Camera Lite

4G3P+V95, Ramna Etbarnagar Basantapur, West Bengal 742303, India

Latitude
24.1045055°

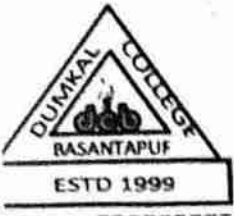
Longitude
88.535616°

Local 01:47:40 PM
GMT 08:17:40 AM

Altitude 20 meters
Monday, 20.03.2023

Achintya K. Gangopadhyay
Dr. Achintya Kumar Ganguly
Head of the Department in Bengali
DUMKAL COLLEGE
Dumkal, Murshidabad

[Signature]
Principal
Dumkal College
Basantapur, Murshidabad



DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406
(Govt.Aided, Affiliated to the University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)
☎ 9153549620 ✉ dumkalcollege@gmail.com

05/08/2023

বাংলা বিভাগ

নোটিশ

Soft Skills (Good Communication skill, Leadership Time Management Skill, Problem solving Skill, Team Work skill Work Ethics etc.)

পরীক্ষা রুটিন

আগামী ১২/০৮/২০২৩ বুধবার বাংলা বিভাগের ৩০১ নম্বর রুমে Soft Skills এর Practical পরীক্ষা নেওয়া হবে। যারা এই কোর্সটি করেছ তারা প্রত্যেকে ঐ দিন যথাসময়ে উপস্থিত হবে।

পরীক্ষার দিন- ১২/০৮/২০২৩

সময়- ১২টা

অচিন্ত্য কুমার গঙ্গুলি

বিভাগীয় প্রধান

বাংলা বিভাগ

Dr. Achintya Kumar Ganguly
Head of the Department in Bengali
DUMKAL COLLEGE
Dumkal, Murshidabad

অধ্যক্ষ

ডোমকল কলেজ

Principal
Dumkal College, Basantapur
Dumkal, Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406
(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Department of Bengali Course Title: Soft Skills

Course Objectives: Soft skills, often referred to as interpersonal or people skills, are crucial for personal and professional success.

1. Improved Communication: Enhances clarity and effectiveness in conveying and receiving messages, reducing misunderstandings.
2. Better Teamwork: Fosters collaboration, cooperation, and a positive work environment, leading to more productive teams.
3. Conflict Resolution: Equips individuals with the ability to manage and resolve conflicts amicably, maintaining harmony.
4. Leadership: Strengthens leadership capabilities by enabling leaders to inspire, motivate, and manage teams effectively.
5. Adaptability: Increases the ability to adapt to changing circumstances and new challenges with resilience.
6. Problem-Solving: Enhances critical thinking and creative problem-solving, allowing for innovative solutions.
7. Empathy: Develops the ability to understand and share the feelings of others, fostering stronger relationships and trust.
8. Time Management: Improves efficiency and productivity through better planning, prioritization, and organization.
9. Networking: Builds stronger professional networks and relationships, opening up opportunities for career advancement.
10. Job Performance: Overall, enhances job performance and satisfaction, leading to career growth and personal fulfillment.

Syllabus
Good Communication
Teamwork
Emotional Intelligence
Time Management
Adaptability
Leadership
Problem Solving
Work Ethics

Text Book: Soft Skills: Personality Development for Life success by
Prashant Sharma.
Aashitya Kr. Gangopadhyay

Head of the Department
Dumkal College, Basantapur
Dumkal, Murshidabad

Principal
Dumkal College, Basantapur
Dumkal, Murshidabad



DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

☎ 9153549620 ✉ dumkalcollege@gmail.com

DEPARTMENT OF BENGALI

19/04/23

RESULT

Soft Skills (Good Communication skill, Leadership Time Management Skill, Problem solving Skill, Team Work skill Work Ethics etc.)

SL.NO	NAME	Grade
1	Kabirul Islam	E
2	Mursalim Sk	O
3	Daud Ibrahim Hossain	E
4	Gopinath Sarkar	A
5	Sujay Halder	E
6	M M Taufique	E
7	Md. Sarman Ali Khan	O
8	Masadul Biswas	A
9	Rinku Shaikh	E
10	Najir Sekh	E
11	Rocky Sarkar	A
12	Najmus Sakib Sarkar	O
13	Md. Abu Bakkar Siddique	E
14	Shubhadip Saha	A
15	Hafij Asad	O
16	Mustakin Sk	E
17	Romio Mondal	A
18	Emdadul Sk	O
19	Sabir Ahmed	A
20	Manuar Hossain	E
21	Bihu Biswas	E
22	Mahfuj Hossan	O
23	Sourav Mia	A
24	Asinaddin Sk	E
25	Rimon Sk	A

O = OUTSTANDING (90-100%)

E = EXCELLENT (80-89%)

A = VERY GOOD (70-79%)

B = GOOD (60-69%)

C = FAIR (50-59%)

Achintya Kr. Gangopadhyay

Signature of Head of the Department

Dr. Achintya Kumar Ganguly

Head of the Department in Bengali

DUMKAL COLLEGE

Dumkal, Murshidabad

[Signature]

Signature of Principal

Principal

Dumkal College, Basantapur

Dumkal, Murshidabad



DUMKAL COLLEGE

SOFT SKILLS (GOOD COMMUNICATION SKILL, LEADERSHIP TIME
MANAGEMENT SKILL, PROBLEM SOLVING SKILL, TEAM WORK SKILL
WORK ETHICS ETC.)

ORGANIZED BY : DEPARTMENT OF BENGALI

This is to certify that...*Mahfuj Hassan*.....has successfully completed that
Soft Skills program Organized by Department of Bengali, Dumkal College With
grade...*'O'*.....

Achintya Kr. Gangopadhyay

SIGNATURE OF HEAD OF THE DEPARTMENT

SIGNATURE OF PRINCIPAL





DUMKAL COLLEGE

P. O. Basantapur, P. S. Dumkal, Dist. Murshidabad, West Bengal, PIN-742406

Hostel Aided, Affiliated to the University of Kalyani (Incorporated under Section 3 of the U.C.A. Act, 1956)

Art. I ■ 9153549620 dumkalcollege@gmail.com

Date: 10.01.2023

Department of English

NOTICE

All the faculty members of the Department of English are hereby informed that a departmental meeting will be held on 14.01.2023 at 1 pm in the conference room to discuss the following agenda. All the teachers of the Department are requested to be present at the meeting positively.

Place: Conference Room

Date: 14.01.2023

Time: 1 pm

Agenda:

1. Short Term Course on Soft-Skills
2. Miscellaneous

Rhandhura
Head of the Department
Dept. of English
Dumkal College, Murshidabad

[Signature]
Principal
Dumkal College
Basantapur, Murshidabad

Departmental Meeting (English Department)

Meeting No. 01/2023

Place: Conference Room

Date: 14.01.2023

Time: 1 pm

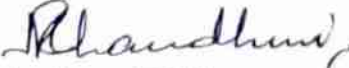
Members Present

1. Manas Ranjan Chaudhuri
2. Masadul Islam Masadul Islam
3. Abida Sultana Abida Sultana
4. Farha Khatun Farha Khatun

Resolution

It is resolved that:

1. A short-term Certificate Course (Soft Skills) of 14 days will be started on 01.02.2023 as per the class schedule given before.
2. Farha khatun and Abida Sultana will take the classes and Abida Sultana will be the coordinator of this short-term course.
3. After 14 days they are told to prepare the questions for the exam.
4. Manas Ranjan Chaudhuri will give an introductory speech on the starting day of the class and he will issue the certificate for this short-term course after the end of this course.


Head of the Department
Dept. of English
Dumkal College, Murshidabad


Principal
Dumkal College
Basantapur, Murshidabad



DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406
(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of U.G.C
Act.) ☎ 9153549620 ✉ dumkalcollege@gmail.com

To

22.01.2023

The Principal

Dumkal College

Murshidabad

Subject: Proposal for Introducing Short-Term Soft Skills Course in the Department of English as per Governing Body Resolution

Respected sir,

The Department of English has decided to introduce a Short-Term Soft skills course to improve the Students' adaptability and professional ethics in the workplace. It will also enhance the overall academic profile of our institution. The details of the course are stated below:

Course Title: Short-Term Soft Skills Course

Course Duration: 14 days.

Commencing From: 01/02/2023 -15/02/2023

Resource Requirements: Computer, register

I request your approval to initiate the process to implement the plan.

This is for your perusal, consideration, and necessary action.

Yours sincerely

Manas Ranjan Chaudhuri

Department of English

Manas Ranjan Chaudhuri
Head of the Department
Dept. of English
Dumkal College, Murshidabad

Manas Ranjan Chaudhuri
22.01.23
Principal
Dumkal College
Basantapur, Murshidabad

Enclosure: The Brochure of the Proposed Soft Skills Course

Copy to: Coordinator, IQAC, Dumkal College



DUMKAL COLLEGE

P.O.-Basantapur, P.S.-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt. Aided, Affiliated to the University of Kalyani Included under section 2(f) & 12(B) of U.C.A

Act.) ☎ 9153549620 dumkalcollege@gmail.com

Date- 27.01.2023

Department of English

Notice

All the students of Semester I are hereby informed that the class for the Soft Skills (Certificate Course) course will be started on 01.02.2023 as per the class schedule given before.

Name of the course: Soft Skills

Date of commencement of class: 01.02.2023

Duration of Course: 2 weeks

Room No. – 112

Sd

(Manas Ranjan Chaudhuri)

Head of the Department
Dept. of English
Dumkal College, Murshidabad

Principal
Dumkal College
Basantapur, Murshidabad

Course Title: Soft Skills

Course Objectives: Soft skills, often referred to as interpersonal or people skills, are crucial for personal and professional success.

1. Improved Communication: Enhances clarity and effectiveness in conveying and receiving messages, reducing misunderstandings.
2. Better Teamwork: Fosters collaboration, cooperation, and a positive work environment, leading to more productive teams.
3. Conflict Resolution: Equips individuals with the ability to manage and resolve conflicts amicably, maintaining harmony.
4. Leadership: Strengthens leadership capabilities by enabling leaders to inspire, motivate, and manage teams effectively.
5. Adaptability: Increases the ability to adapt to changing circumstances and new challenges with resilience.
6. Problem-Solving: Enhances critical thinking and creative problem-solving, allowing for innovative solutions.
7. Empathy: Develops the ability to understand and share the feelings of others, fostering stronger relationships and trust.
8. Time Management: Improves efficiency and productivity through better planning, prioritization, and organization.
9. Networking: Builds stronger professional networks and relationships, opening up opportunities for career advancement.
10. Job Performance: Overall, enhances job performance and satisfaction, leading to career growth and personal fulfillment.

Syllabus
Teamwork
Emotional Intelligence
Adaptability
Leadership
Problem Solving

Abhandhuni
Head of the Department
of English

JP
Principal
Dumkal College
Besantapur, Murshidabad



Department of English
Dumkal College
Records of Soft Skill Classes, 2023
Attendance Sheet

Sl. No.	Name	Date	1.2.23	2.2.23	3.2.23	6.2.23	7.2.23	8.2.23	9.2.23	10.2.23	11.2.23	13.2.23	14.2.23	15.2.23	16.2.23	20.2.23
			Teacher's Signature													
1	EXEN Md. Selim Ahammed		L	L	L	L	L	L	L	L	L	L	L	.	.	L
2	Pavel Farves		L	L	L	L	L	L	L	L	.	L	L	L	.	L
3	Kazi Md. Fahim		L	.	L	L	L	.	L	L	L	L	.	L	L	L
4	Promit Mondal		L	L	L	L	L	L	.	L	L	.	L	L	L	L
5	Yasin Korais Sarkar		L	.	L	L	L	.	L	L	L	L	L	.	L	L
6	Rahis Rana		L	L	L	.	.	.	L	L	L	L	L	L	L	L
7	PHIH Saheb Hossain		L	L	.	L	L	.	L	L	.	L	L	L	L	L
8	Yeakub Mondal		.	L	L	L	.	L	L	L	L	L	L	L	L	L
9	Ariya Sultana		L	L	.	L	L	L	L	L	L	L	L	L	L	L

Exam

																	EXAM
10	Ayesha Siddika	h	'	h	h	h	h	h	h	h	h	.	.	h	h	h	20/2/24
11	Humayan Shah	h	'	h	h	h	h	h	h	h	h	.	.	h	h	h	
12	Mominul Mondal	h	'	h	h	h	h	h	h	h	h	.	.	h	h	h	
13	Aliya Khatun	h	h	h	h	h	'	h	h	h	h	.	.	h	h	h	
14	Abdur Rahim	.	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
15	Rahul SR	.	h	.	h	.	.	h	h	h	h	h	h	.	.	h	
16 BNSH	Raihan Mondal	h	h	h	h	.	h	h	.	.	h	h	
17	Umme Salma	h	h	h	.	.	h	h	h	h	h	.	.	h	h	h	
18	Sajab ARJes	h	h	h	h	h	h	h	h	h	h	.	.	h	h	h	
19	Sardaten Moonaha Khatun	h	h	h	h	h	h	.	h	h	h	.	.	h	h	h	
20	IKbal Hossain	.	h	h	h	h	h	.	h	h	h	h	h	h	h	h	
21	Sonali Khatun	.	h	h	.	h	h	.	h	h	h	h	.	.	h	h	
22	Mst. Eliya Parvin	h	h	h	'	.	h	h	.	h	h	h	.	.	h	h	
23	Anisa Khatun	h	.	.	h	h	h	h	.	.	h	h	.	.	h	h	

Principals

Principal
Dumkal College
Basantapur, Murshidabad

Rhandhvir

Head of the Department
Dept of English
Dumkal College, Murshidabad

no.	Name	Date	Teacher's Signature													
24	Armina Khadun		h	.	.	h	h	h	h	'	h	h	h	h	h	
25	Radia Sultana		h	h	h	h	h	h	h	h	h	h	h	h	h	h
26	Rija Sultana		h	h	h	h	.	.	h	.	h	h	.	h	h	h
27	Sangita Khadun		h	h	h	h	h	.	h	h	h	h	.	h	.	h
28	Erfan Sabji		.	h	h	h	h	.	h	h	h	h	.	h	.	h
29	Abida Khadun		.	.	h	h	h	h	h	h	h	h	h	h	.	h
30	Amina Sultana		.	.	h	.	h	h	h	h	h	h	h	h	h	h
31																
32																

Exam
20-2-28


 Principal
Dumkal College
 Basantiapur, Murshidabad


 Head of the Department
 Dept. of English
Dumkal College, Murshidabad

DUMKAL COLLEGE, BASANTAPUR

FINAL EXAMINATION

SOFT SKILLS

Full Marks -50

Time: 2 Hrs

Group -A

Answer any five of the following questions: $5 \times 2 = 10$

1. Define soft skills with an example.
2. Define teamwork with a suitable example.
3. Distinguish between a group and a team.
4. What is EQ?
5. What is efficiency model of leadership?
6. What is a 2-minute task?
7. Identify and explain one of your problems as a 2- minute task.
8. Define the necessary qualities of ancient leaders?
9. Define adaptability with a suitable example.
10. What are individual soft skills?

Group -B

Answer any four of the following questions: $4 \times 5 = 20$

1. Write a short note on interpersonal soft skills.
2. Describe critical path teamwork with a suitable example.
3. With the help of a personal experience discuss how emotion has turned into an enemy of yours?
4. Describe a real-life experience where your soft skills solved a problem as your hard skills failed.
5. Describe some of the consequences of failure of teamwork.
6. Discuss some leadership models with illustrative examples.

Group -C

Answer any two of the following questions: $2 \times 10 = 20$

1. Discuss why we should inculcate adaptability to become better workers in today's work-place.
2. Discuss some leadership models with illustrative examples.
3. Discuss some aspects that can be developed as part of EQ.
4. Discuss how major obstacles to successful teamwork can be removed.


Principal
Dumkal College
Basantaour, Murshidabad

DUMKAL COLLEGE, BASANTAPUR

FINAL EXAMINATION

SOFT SKILLS

Full Marks -50

Time: 2 Hrs

Group -A

Answer any five of the following questions: $5 \times 2 = 10$

1. Define soft skills with an example.
2. Define teamwork with a suitable example.
3. Distinguish between a group and a team.
4. What is EQ?
5. What is efficiency model of leadership?
6. What is a 2-minute task?
7. Identify and explain one of your problems as a 2- minute task.
8. Define the necessary qualities of ancient leaders?
9. Define adaptability with a suitable example.
10. What are individual soft skills?

Group -B

Answer any four of the following questions: $4 \times 5 = 20$

1. Write a short note on interpersonal soft skills.
2. Describe critical path teamwork with a suitable example.
3. With the help of a personal experience discuss how emotion has turned into an enemy of yours?
4. Describe a real-life experience where your soft skills solved a problem as your hard skills failed.
5. Describe some of the consequences of failure of teamwork.
6. Discuss some leadership models with illustrative examples.

Group -C

Answer any two of the following questions: $2 \times 10 = 20$

1. Discuss why we should inculcate adaptability to become better workers in today's work-place.
2. Discuss some leadership models with illustrative examples.
3. Discuss some aspects that can be developed as part of EQ.
4. Discuss how major obstacles to successful teamwork can be removed.


Principal
Dumkal College
Basantapur, Murshidabad



Department of English
Dumkal College
Soft Skills
Certificate Distribution

Rhauddhuri
Head of the Department
Dept. of English
Dumkal College, Murshidabad

Sl. No.	Name of the Student	Issued On	Signature
1	PAVEL PARVEZ	02-03-2023	<i>Pavel Parvez</i>
2	KAZI MD FAHIM	02-03-2023	<i>Kazi Md Fahim</i>
3	MD SELIM AHAMMED	02-03-2023	<i>Md Selim Ahammed</i>
4	PROMIT MANDAL	02-03-2023	<i>Promit Mandal</i>
5	Yasin Yasin Karraiz Sarbari.	02-03-2023	<i>Yasin Karraiz Sarbari.</i>
6	RAHIS RANA	02-03-2023	<i>Rahis Rana</i>
7	SAHEB HOSSAIN	02-03-2023	<i>Sahab Hossain</i>
8	YEAKUB MONDAL	02-03-2023	<i>Yeakub Mondal</i>
9	RADIA SULTANA	02-03-2023	<i>Radia Sultana</i>
10	ARMINA KHATUN	02-03-2023	<i>Armina Khatun</i>
11	RIYA SULTANA	02.03.2023	<i>Riya Sultana</i>
12	ARIFA SULTANA	02.03.2023	<i>Arifa Sultana</i>
13	ABIDA KHATUN	02.03.2023	<i>Abida Khatun</i>
14	ANISA KHATUN	02.03.2023	<i>Anisa Khatun</i>
15	AMINA SULTANA	02.03.2023	<i>Amina Sultana</i>
16	MST. ELIYA PARVIN	02.03.2023	<i>Mst. Eliya parvin</i>
17	SANGITA KHATUN	02.03.2023	<i>Sangita Khatun</i>
18	AYESHA SIDDIKA	02.03.2023	<i>A. Siddika</i>
19	ALIYA KHATUN	02.03.2023	<i>Aliya Khatun</i>
20	HUMAYUN SHAH	03.03.2023	<i>Humayun Shah</i>

21	MOMINUL ISLAM	03-03-2023	M. Islam
22	ABDUR RAHIM	03-03-2023	Abdur Rahim
23	RAHUL SK	03-03-2023	Rahul SK
24	RAIHAN MONDAL	04-03-2023	Raihan mondal
25	UMME SALMA	04-03-2023	Umme Salma.
26	SAJABAKTAR	04-03-2023	Sasabak.
27	SADRATUN MOONTAHA KHATUN	04.03.2023	SN Khatun
28	IKBAL HOSSAIN	06.03.2023	IK bal Hossain
29	SONALI KHATUN	06.03.2023	Sonali Khatun
30			

Rhauddini,
Head of the Department
Dept of English
Dumkal College, Murshidabad



DUMKAL COLLEGE

Certificate on "Soft Skills"

Organised by: Department of English, Dumkal College

CERTIFICATE OF COMPLETION

This is to certify that has successfully completed the course on "*Soft Skills*", organised by the Department of English, Dumkal College with grade ____.

Signature of Head of the Department

Signature of Principal

Signature of Coordinator, IQAC

R. Chandra
Head of the Department
Dept. of English
Dumkal College, Murshidabad

Principal
Dumkal College
Murshidabad



Classification	Letter Grade	Score (out of 100)	Grade Point
Outstanding	O	90-100	10
Excellent	E	80-89	9
Very Good	A	70-79	8
Good	B	60-69	7
Fair	C	50-59	6

Sh. S. S. S.
Head of the Department
Dept. of English
Dumkal College, Murshidabad



☎ 9153549620

✉ dumkalcollege@gmail.com

DUMKAL COLLEGE

P.O- Basantapur, P.S- Dumkal, Dist.- Murshidabad, West Bengal, Pin- 742406

(Govt. Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Ref:.....

20-11-2022

DEPARTMENT OF PHILOSOPHY

Notice

It is notified to all concerned that department of philosophy going to organize a soft skill program in collaboration with IQAC of the college. All necessary information about the programme is given below:

1. **Theme of the Soft skill program:** Yoga and Meditation
2. **Duration of the program:** 14 days.
3. All students of all semesters may participate in this program.
4. 20 participants will be admitted in the programme on a first come first served basis.
5. Successful participants will be issued 'Program completion certificate' after completing the program.
6. **Date of admission:** 01-12-2022 and 02-12-2022 during college hour.
7. **Date and Time schedule:** on and from 06-12-2022 to 22-12-2022, from 8:00 AM to 10:30 AM.

Note: Date and time are subject to change at the discretion of the authority.


20/11/2022

(Sri Abdul Alim Seikh)
Head, Dept. of Philosophy
Dumkal College

Head of the Department
Dept of Philosophy
Dumkal College, Murshidabad



(Dr. Bhabesh Pramanik)
Principal
Dumkal College


Principal
Dumkal College
Basantapur, Murshidabad.


Soft Skill Course: Yoga & Meditation

Program schedule

Date	Topic	Sub-topic
06-12-2022	Introduction to Yoga and Meditation AAS	i) History and philosophy of yoga and meditation ii) Benefits and science behind yoga and meditation
07-12-2022		i) Basic yoga postures and breathing techniques ii) Introduction to meditation practices
08-12-2022	Yoga Fundamentals YA	i) Asana practice (physical postures) ii) Pranayama (breathing techniques)
09-12-2022		i) Yoga philosophy and ethics ii) Introduction to yoga anatomy
10-12-2022	Meditation Techniques SGC	i) Mindfulness meditation ii) Loving-kindness meditation iii) Transcendental meditation
12-12-2022	Yoga and Meditation for Stress Relief YA	i) Yoga for stress relief ii) Meditation for anxiety and depression
13-12-2022		Relaxation techniques Yoga Nidra (deep relaxation)
14-12-2022	Yoga and Meditation for Physical Health AAS	i) Yoga for back pain and injuries ii) Meditation for chronic pain iii) Meditation for sleep and insomnia
15-12-2022	Yoga and Meditation for Mental Wellbeing MAK	i) Yoga for mental clarity and focus ii) Meditation for emotional balance
16-12-2022		i) Yoga for self-esteem and confidence ii) Meditation for inner peace

17-12-2022	Advanced Yoga and Meditation Practices DB	i) Advanced asana practice ii) Advanced pranayama techniques iii) Yoga and meditation for spiritual growth
19-12-2022	Specialized Yoga and Meditation Practices AAS	i) Yoga for specific populations (e.g. prenatal, seniors) ii) Meditation for specific goals (e.g. manifesting, inner guidance)
20-12-2022		i) Yoga and meditation for addiction recovery ii) Yoga and meditation for mental health conditions
22-12-2022	The last day of the course	Final Written Exam (30 Minutes), course evaluation and Certificate disbursing


 20/11/2022
 Head of the Department
 Dept. of Philosophy
 Dumkal College, Murshidabad


 Principal
 Dumkal College
 Besantaour, Murshidabad



☎ 9153549620

✉ dumkalcollege@gmail.com

DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, WestBengal, PIN-742406
 (Govt.Aided, affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Department of Philosophy Soft Skills on Yoga & Meditation

Duration : 06-12-2022 to 22-12-2022

Attendance Sheet

Sl No.	Teachers' Sign →	Name of Participants ↓													
		06	07	08	09	10	12	13	14	15	16	17	19	20	22
1	NURNESA KHATUN	P	P	P	P	P	P	P	P	.	P	P	P	P	P
2	KAWSAR ALI	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	SUJAN MANDAL	P	P	P	P	.	P	P	P	P	P	P	.	P	P
4	TOUSIK AKTAR JAMAN	P	P	P	P	P	P	P	P	P	P	.	P	P	P
5	SAMIM AKTAR	P	P	P	P	P	P	P	P	P	P	.	P	P	P
6	SAMIMA AKTAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	MIJANUL MOLLA	P	P	P	P	P	P	P	.	P	P	P	P	P	P
8	ROUSON JAMAN SK	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	KHADIJA BANU	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	NURJAHAN KHATUN	P	P	P	P	P	P	P	P	.	P	P	P	P	P
11	ALIYA KHATUN (ENG.)	P	P	P	P	P	P	P	P	.	P	P	P	P	P

[Signature]
 Principal
 Dumkal College
 Basantapur, Murshidabad



9153549620

dumkalcollege@gmail.com

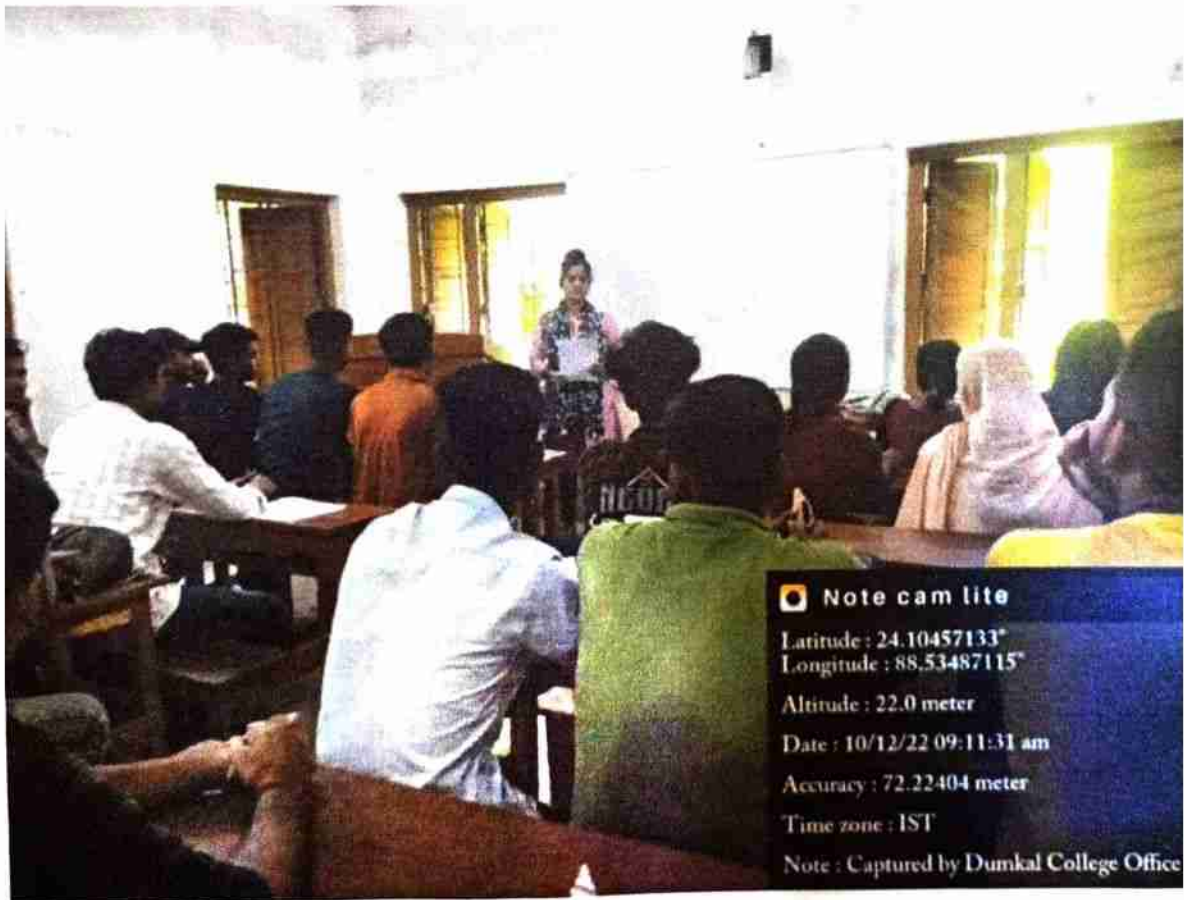
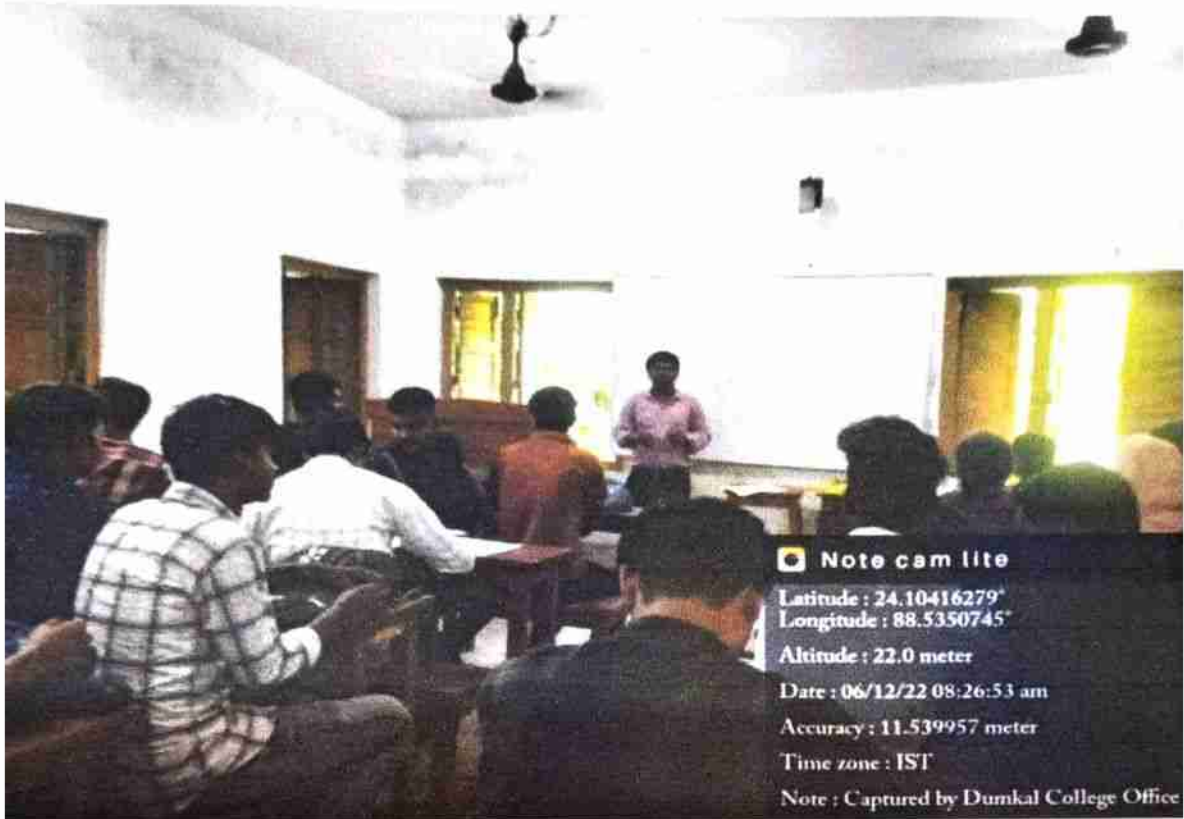
DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, WestBengal, PIN-742406
(Govt.Aided, affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

	6	7	8	9	10	12	13	14	15	16	17	19	20	22
12 RAHUL SK	P	.	P	P	P	P	P	P	P	P	P	P	P	P
13 ALIYA KHATUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14 NASMIN SULTANA KHATUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15 MOMINUL MONDAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16 HUMAYAN SHAH	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17 AYESHA SIDDIKA	P	P	P	P	.	P	P	P	P	P	P	P	P	P
18 ARIFA SULTANA	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19 ABDUR RAHIM	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20 SAHEB HOSSAIN	P	P	P	P	P	P	P	P	P	P	.	P	P	P

Aliya
22/12/2022
Head of the Department
Dept. of Philosophy
Dumkal College, Murshidabad

J. P. S.
Principal
Dumkal College
Basantapur, Murshidabad




Principal
Dumkal College
Basantaour, Murshidabad




 Principal
 Dumkal College
 Besantapur, Murshidabad





Principal
Dumkal College
Besantapur, Murshidabad

Soft Skills on Yoga & Meditation
Department of Philosophy
Certificate issued on 22-12-2022

Sl. No	Name of the students	Signature
1	NURNESA KHATUN	Nurnesa khatun
2	KAWSAR ALI	Kawsar Ali
3	SUJAN MANDAL	Sujan Mandal
4	TOUSIK AKTAR JAMAN	Tousik Aktar Jaman
5	SAMIM AKTAR	Samim Aktar
6	SAMIMA AKTAR	Sumima Aktar
7	MIJANUL MOLLA	Mijanul molla
8	ROUSON JAMAN SK	Rouson Jaman SK
9	KHADIJA BANU	Khadija Banu
10	NURJAHAN KHATUN	Nurjahan khatun
11	ALIYA KHATUN (ENG.)	Aliya khatun
12	RAHUL SK	Rahul SK
13	ALIYA KHATUN	Aliya khatun
14	NASMIN SULTANA KHATUN	Nasmin Sultana Khatun
15	MOMINUL MONDAL	Mominul Mondal
16	HUMAYAN SHAH	Humayam Shah
17	AYESHA SIDDIKA	Ayesha Siddika
18	ARIFA SULTANA	AR Arifa Sultana
19	ABDUR RAHIM	Abdur Rahim
20	SAHEB HOSSAIN	saheb Hossain


 22/12/2022
 Head of the Department
 Dept. of Philosophy


 Principal
 Dumkal College
 Besantapur, Murshidabad

DUMKAL COLLEGE

DOMKAL, MURSHIDABAD
DEPARTMENT OF PHILOSOPHY

Application form for soft skill Course on Yoga and Meditation

1. Name of the applicant :

2. Father's Name :

3. Student id : 4. Date of Birth :

5. Registration number : Year.....

6. Social Category (Gen/OBC/SC/ST/PH), 7. Gender

8. Nationality :

9. Permanent Address : Vill./Town-

P.O..... P.S....., Dist.

.....Pin.....

10. Email ID:

11. Mobile number :Whatsapp No.....

Date:

Place:

.....

Signature of Applicant

Question paper
Soft Skill Course: Yoga & Meditation

F.M: 30
Time: 45 Minutes

Name of the Student: Student Id

Note : This paper contains thirty (30) multiple-choice questions, each question carrying one (1) mark. Attempt all of them

1. What is the Sanskrit word for "union" in yoga?

- a) Yoga
- b) Prana
- c) Asana
- d) Namaste

2. Which yoga style focuses on physical postures?

- a) Hatha
- b) Vinyasa
- c) Kundalini
- d) Restorative

3. What is the name of the yoga philosophy text?

- a) Bhagavad Gita
- b) Yoga Sutras
- c) Hatha Yoga Pradipika
- d) Upanishads

4. Which asana is also known as "Downward-Facing Dog"?

- a) Adho Mukha Svanasana
- b) Uttanasana
- c) Trikonasana
- d) Virabhadrasana

5. What is the term for yoga breathing techniques?

- a) Pranayama
- b) Asana
- c) Dhyana
- d) Bandha

6. What is the goal of meditation?

- a) To achieve a physical pose
- b) To quiet the mind
- c) To increase heart rate
- d) To improve flexibility

7. Which type of meditation focuses on a mantra?

- a) Mindfulness
- b) Loving-kindness
- c) Transcendental
- d) Guided

8. What is the term for meditation posture?

- a) Asana
- b) Pranayama
- c) Dhyana
- d) Mudra

9. Which meditation technique involves body scan?

- a) Yoga Nidra
- b) Progressive muscle relaxation
- c) Visualization

d) Walking meditation

10. What is the benefit of regular meditation practice?

- a) Increased stress
- b) Improved focus
- c) Decreased self-awareness
- d) Reduced emotional regulation

11. Which practice combines physical postures, breathing techniques, and meditation?

- a) Yoga
- b) Meditation
- c) Pranayama
- d) Hatha Yoga

12. What is the term for the union of yoga and meditation?

- a) Yoga
- b) Dhyana
- c) Pranayama
- d) Samadhi

13. Which yoga style emphasizes meditation and spiritual growth?

- a) Hatha
- b) Vinyasa
- c) Kundalini
- d) Yin

14. What is the benefit of combining yoga and meditation?

- a) Improved physical health only
- b) Reduced mental stress only
- c) Enhanced overall well-being
- d) Increased flexibility only

15. Which text discusses the eight limbs of yoga, including meditation?

- a) Yoga Sutras
- b) Bhagavad Gita
- c) Hatha Yoga Pradipika
- d) Upanishads

16. Which yoga style focuses on dynamic movement and breathing?

- a) Vinyasa
- b) Hatha
- c) Kundalini
- d) Yin

17. What is the term for yoga philosophy?

- a) Jnana Yoga
- b) Bhakti Yoga
- c) Karma Yoga
- d) Raja Yoga

18. Which asana is also known as "Warrior Pose"?

- a) Virabhadrasana
- b) Uttanasana
- c) Trikonasana
- d) Adho Mukha Svanasana

19. What is the name of the yoga concept that refers to the life force?

- a) Prana
- b) Chi
- c) Qi
- d) Ki

20. Which yoga text discusses the eight limbs of yoga?

- a) Yoga Sutras
- b) Bhagavad Gita
- c) Hatha Yoga Pradipika
- d) Upanishads

21. Which type of meditation involves focusing on a visualization?

- a) Guided meditation
- b) Loving-kindness meditation
- c) Mindfulness meditation
- d) Transcendental meditation

22. What is the name of the yoga concept that refers to the five elements?

- a) Pancha mahabhutas
- b) Pancha koshas
- c) Pancha pranas
- d) Pancha vayus

23. Which meditation technique involves repeating a mantra?

- a) Transcendental meditation
- b) Mindfulness meditation
- c) Loving-kindness meditation
- d) Guided meditation

24. What is the benefit of regular meditation practice?

- a) Increased stress
- b) Improved emotional regulation
- c) Decreased focus
- d) Reduced self-awareness

25. What is the benefit of regular yoga and meditation practice?

- a) Increased stress and anxiety
- b) Improved physical and mental well-being
- c) Decreased focus and concentration
- d) Reduced self-awareness and emotional regulation

26. Which practice combines physical postures, breathing techniques, and meditation for overall well-being?

- a) Yoga
- b) Meditation
- c) Pranayama
- d) Holistic health

27. What is the term for yoga teacher?

- a) Guru
- b) Yogini
- c) Yoga instructor
- d) Sadhu

28. What is the name of the yoga concept that refers to the three states of consciousness?

- a) Turiya
- b) Sushupti
- c) Svapna
- d) Jagriti

29. What is the benefit of combining yoga and meditation?

- a) Improved physical health only
- b) Reduced mental stress only
- c) Enhanced overall well-being
- d) Increased flexibility only

30. Which text discusses the benefits of combining yoga and meditation?

- a) Yoga Sutras
- b) Bhagavad Gita
- c) Hatha Yoga Pradipika
- d) Upanishads




DUMKAL COLLEGE

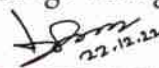
Certificate on "Yoga and Meditation"

Organised by: Department of Philosophy, Dumkal College

CERTIFICATE OF COMPLETION

This is to certify that.....Neejahan K. Latun..... has successfully completed the course on Soft Skill titled "Yoga and Meditation", organised by the Department of Philosophy, Dumkal College with grade 'O'.


Signature of Head of the Department


Signature of Principal


Signature of Coordinator, IQAC


Principal
Dumkal College
Besantapur, Murshidabad




DUMKAL COLLEGE

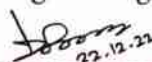
Certificate on "Yoga and Meditation"

Organised by: Department of Philosophy, Dumkal College

CERTIFICATE OF COMPLETION

This is to certify that.....*Nurhasanah Khatun*..... has successfully completed the course on Soft Skill titled "Yoga and Meditation", organised by the Department of Philosophy, Dumkal College with grade D.


Signature of Head of the Department


Signature of Principal


Signature of Coordinator, IQAC


Principal
Dumkal College
Besantapur, Murshidabad




DUMKAL COLLEGE

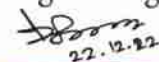
Certificate on "Yoga and Meditation"

Organised by: Department of Philosophy, Dumkal College

CERTIFICATE OF COMPLETION

This is to certify that.....Mijarul Molla..... has successfully completed the course on Soft Skill titled "*Yoga and Meditation*", organised by the Department of Philosophy, Dumkal College with grade 'O'.


Signature of Head of the Department


22.12.22
Signature of Principal


Signature of Coordinator, IQAC


Principal
Dumkal College
Besantour, Murshidabad




DUMKAL COLLEGE


Certificate on "Yoga and Meditation"

Organised by: Department of Philosophy, Dumkal College

CERTIFICATE OF COMPLETION

This is to certify that.....Rounen Zaman Sk..... has successfully completed the course on Soft Skill titled "Yoga and Meditation", organised by the Department of Philosophy, Dumkal College with grade 'O'.


Signature of Head of the Department


Signature of Principal


Signature of Coordinator, IQAC


Principal
Dumkal College
Besantaour, Murshidabad




DUMKAL COLLEGE

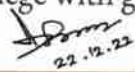
Certificate on "Yoga and Meditation"

Organised by: Department of Philosophy, Dumkal College

CERTIFICATE OF COMPLETION

This is to certify that.....*Humayan slah*..... has successfully completed the course on Soft Skill titled "*Yoga and Meditation*", organised by the Department of Philosophy, Dumkal College with grade '*o*'.


Signature of Head of the Department


Signature of Principal


Signature of Coordinator, IQAC



9153549620

dumkalcollege@gmail.com

DUMKALCOLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Subject: Request for Permission to Conduct a Soft Skills Course

Dear Principal,

I hope this message finds you well. I am writing to request your esteemed permission to conduct a Soft Skills course by our Library for interested students from this session. Recognizing the critical importance of soft skills in today's competitive environment, we believe that such a course will greatly benefit our students by enhancing their communication, teamwork, leadership, problem-solving, and time management skills. These skills are essential for their holistic development and future career success. We assure you that the course will be conducted efficiently within the college's framework. Your approval would greatly benefit our students' educational growth and career prospects.

Thank you for considering this request. I look forward to your favorable response.

Debamita Karmakar.

LIBRARIAN
Dumkal College
Basantapur, Murshidabad

Warm regards,
Debamita Karmakar
Librarian
Dumkal College

Copy to

1. IQAC Co-Ordinator, Dumkal College
2. NAAC Co-Ordinator, Dumkal College



[Signature]

Principal
Dumkal College
Basantapur, Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKALCOLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

NOTICE

ADMISSION IN 30 HOURS SOFT SKILLS TRAINING COURSE

We are pleased to announce that admissions are now open for our upcoming 30 hrs duration Soft Skills Training Course. This short-term course is designed to enhance your communication, teamwork, leadership, problem-solving, and time management skills.

Title of the Course: Soft Skills Training Course

Duration: 30 Hours

Start Date: 03.01.2023

End Date: 24.01.2023

Course Fee: NIL

Mode: Offline

Key Highlights:

- Intensive training sessions
- Practical assignments
- Certificate upon completion

How to Apply:

Interested candidates are requested to contact the Central Library by 23.12.2022.

For further details, please contact:

Email: debamitakarmakarlibrarian@gmail.com

Phone: 8296599430

Don't miss this opportunity to enhance your skills and advance your career!

Issued by
Course Coordinator

Debamita Karmakar.

LIBRARIAN
Dumkal College
Basantapur, Murshidabad

Date: 07.12.2022



[Signature]
Principal
Dumkal College
Basantapur, Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKALCOLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

*Boost your career
with the power of soft skill*

What will you learn
Introduction to Soft
Skills Personality
Development Having
the right attitude
Leadership skills Time
Management Effective
Communication skills



To participate in
this course Come
to Central Library
& enroll yourself

Date: 03.01.2023 to 24.01.2023

**Organised by
Central Library
Dumkal College
Basantapur, Murshidabad**




**Soft Skills
Training**

Limited seats!
First come first basis

Venue:
Seminar Hall, Dumkal College




Principal
Dumkal College
Basantapur Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKALCOLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Title of Course: Soft Skills Training

Course Overview:

This course is designed to enhance participants' interpersonal and communication skills, critical for personal and professional success. The focus will be on practical techniques for improving interactions with others, managing conflicts, and developing leadership abilities.

Course Duration:

15 days (2 hours per day)

Course Objectives

- To develop effective communication skills
- To develop effective presentation skills
- Become self-confident
- To develop team management and leadership skills
- To develop Time management skills

Lesson 1: Introduction to Soft Skills

Understanding Soft Skills: Definition and importance.

Self-Assessment: Identifying personal strengths and areas for improvement.

Setting Goals: Establishing personal development objectives.

Lesson 2: Communication Skills

Effective Communication: Verbal and non-verbal communication.

Active Listening: Techniques to improve listening skills.

Public Speaking: Overcoming fear and delivering effective presentations.

Lesson 3: Teamwork and Collaboration

Team Dynamics: Understanding roles within a team.

Collaboration Techniques: Effective ways to work with others.

Conflict Resolution: Strategies for managing and resolving conflicts.



Principal
Dumkal College
Basantapur Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Lesson 4: Problem-Solving and Critical Thinking

Problem-Solving Models: Steps to effective problem-solving.

Critical Thinking: Techniques for analyzing and evaluating information.

Decision-Making: Making informed and effective decisions.

Lesson 5: Time Management and Productivity

Time Management Skills: Prioritizing tasks and managing time effectively.

Productivity Techniques: Tools and strategies for increasing productivity.

Lesson 6: Leadership and Influence

Leadership Styles: Understanding different leadership approaches.

Influence and Persuasion: Techniques for influencing others.

Building Trust: Establishing credibility and trustworthiness.

Lesson 7: Professionalism and Work Ethic

Professional Behavior: Standards of conduct in the workplace.

Work Ethic: Developing a strong work ethic and self-motivation.

Continuous Improvement: Commitment to lifelong learning and development.

Lesson 8: Review and Practical Application

Review: Revisiting key concepts and skills learned.

Case Studies: Applying skills to real-life scenarios.

Action Plan: Creating a personal development plan for continued growth.

Assessment

- Participation in class activities and discussions
- Quizzes and self-assessments

Admission: On the basis of First Come First Served

Resources

Textbook: Soft Skills: personality development for life success by Prashant Sharma

Tutorials and resources provided by the instructor



Principal
Dumkal College
Basantapur Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKALCOLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Notice

Dear Students,

This is to inform you that classes for the Soft Skills Training Course will be held as per the following schedule. Your attendance is mandatory to ensure you do not miss important lessons and activities.

Class Schedule:

Week 1

Date: 03/01/2023, 04/01/2023, 05/01/2023, 06/01/2023 and 07/01/2023 (5 days)

Time: 2.00-4.00 pm

Venue: Seminar Hall

Week 2

Date: 09/01/2023, 10/01/2023, 11/01/2023 and 13/01/2023 (4 days)

Time: 2.00-4.00 pm

Venue: Seminar Hall

Week 3

Date: 16/01/2023, 17/01/2023, 18/01/2023, 19/01/2023 and 20/01/2023 (5 days)

Time: 2.00-4.00 pm

Venue: Seminar Hall

Week 4

Date: 24/01/2023 (1 day)

Time: 2.00-4.00 pm

Venue: Seminar Hall

Instructions:

1. Attendance: Attendance will be taken at the beginning of each class. Ensure you arrive on time.
2. Materials: Bring all necessary materials, including textbooks, notebooks, and writing tools.
3. Preparation: Complete any assigned readings or homework before each class.
4. Participation: Active participation in class discussions and activities is encouraged.

** Failure to attend classes regularly may impact your course performance.

If you have any questions or need further clarification, please contact at Central Library.

Debanita Karanakar.

LIBRARIAN
Dumkal College
Basantapur, Murshidabad

Course Coordinator

Dumkal College

07.12.2022



[Signature]

Principal
Dumkal College
Basantapur, Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKALCOLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)



Soft Skills Training 2022-2023



Principal
Dumkal College
Basantapur Murshidabad



9153549620

dumkalcollege@gmail.com

DUMKALCOLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

NOTICE

Soft Skills Training Course Completion Examination Schedule

Date: 24.01.2023

Time: 2.00 pm

Venue: Seminar Hall

Students are required to report at least 30 minutes prior to the scheduled start time. For any queries, please contact Central Library.

Sincerely,
Course Coordinator

Debasmita Karmakar.

LIBRARIAN
Dumkal College
Basantapur, Murshidabad



[Signature]

Principal



CERTIFICATE

of completion



This certificate is proudly presented to

Pramit Mandal

For participating in the soft skills enhancement course held by Central Library, Dumkal College, Basantapur, Murshidabad, West Bengal from 03.01.2023 to 24.01.2023

Debanita Karmanakar

Course Co-ordinator

Central Library

Dumkal College

Basantapur, Murshidabad

Principal

Dumkal College

Basantapur, Murshidabad