

IQAC recommendation

IQAC, Vivekananda College, Thakurpukur, met on 18/June/2022, to envisage, formulate and design Add-On Courses, beyond prescribed Curriculum. The IQAC has also decided to organise a program on staff training:

- A. It was decided that all the departments of Humanities, Science and Commerce would design and formulate 30 hour Add-On Courses for 2022-23, Academic calendar, as per UGC guidelines.
- B. It was decided that the Departments would be free to choose the Courses on the basis of their (subject) relevance, practicality and feasibility.
- C. It was decided that the Departments would have a Course Coordinator, who would design the Course and Course materials, in consultation with all teachers of the Department.
- D. It was decided that each Department would design their own format; and could follow a blended mode of instruction.
- E. It was decided that the Departments would be encouraged to use and utilize their own resources while formulating the Add-On Courses, rather than relying on Outsourcing.
- F. IQAC would send its recommendations to the Principal/TIC for perusal and implementation.
- G. The IQAC would also organise a Staff Training programme - 'Effective Working Style 'Conducted by IPE Of Professional Excellence On 25th June 2022 .



Co-ordinator
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Kolkata-700 063



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VIVEKANANDA COLLEGE

(GOVT. SPONSORED) (NAAC ACCREDITED GRADE 'A')

Ref. No.....

Date.....

Notice

It is hereby notified that Vivekananda College, Thakurpukur, will offer Add-On Courses to All Honours students for the Academic year 2022-23.

Each Department will offer an Add-On Course as per UGC guidelines. Each Course will be structured & overseen by a Course Coordinator, selected from the respective Department. Departmental Heads are requested to take up the matter on an urgent basis.

Handwritten signature
29/10/22

Principal

Vivekananda College
Thakurpukur, Koi-63

Vivekananda College, Thakurpukur

269, Diamond Harbour Road, Kolkata - 700063

Department of Commerce

Notice

Special meeting on 'Add on' Course

Date: July 1, 2022

A special meeting is being called to decide on providing add-on courses for commerce students.

Agenda:

1. To begin add-on courses for commerce students.
2. To collaborate with external institutions/agencies for the same.
3. To give preference to female students under the "Women Empowerment" theme.

Signatories:

Dr. Sarbapriya Ray 
Dr. Debashis Kundu 
Mr. Subrata Kumar Kundu 
Mr. Pinaki Ghosh 
Ms. Sumi Karmakar 
Mr. Akash Balmiki 
Mr. Subhajit Roy 



VIVEKANANDA COLLEGE

269, D.H. ROAD, THAKURPUKUR, KOLKATA - 700063

DEPARTMENT OF COMMERCE

IN COLLABORATION WITH

MAHINDRA PRIDE CLASSROOM

organises

Employability Skill Training Programme AddOn Course

Chief Mentor: Dr. Tapan Kr. Poddar

Trainer: Mahasweta Mitra

Joint Conveners: Dr. Debashis Kundu &
Prof. Akash Balmiki

Date: 09-09-22 To 20-09-22

Time: 11:00AM TO 03:00 PM

Venue: Vivekananda
Sabhaghar (College Campus)
Free Registration

COMPETENCE
LEARNING

KNOWLEDGE

ADVANCED
TRAINING

GROWTH

TRAINING

SKILL

ABILITY



Framework for 36 hours - Offline Sessions				
Program Goal	1. To help students overcome their fear of speaking in English			
	2. To install confidence in students and make them socially aware and responsible citizens			
	3. To equip learners with the necessary skills and knowledge required to enhance their employability and succeed in the job force			
	4. To increase students employability quotient			
Day	Sl. No.	Session Title	Duration	Skill
1	1	I am Unique	2 hrs	Life Skill
	2	Body Language & Professional Grooming	2 hrs	Soft Skill
	3	English - Language for Career	2 hrs	Communication Skill
2	4	Effective Speaking	2 hrs	Interview Skill
	5	Goal setting & Time Management	2 hrs	Soft Skill
	6	Job Opportunity	2 hrs	Interview Skill
3	7	Professional Communication	2 hrs	Communication Skill
	8	Group Discussion	2 hrs	Interview Skill
	9	Money Management	2 hrs	Soft Skill
4	10	Professional Ethics	2 hrs	Soft Skill
	11	Critical Thinking	2 hrs	Life Skill
	12	Presenting a Project	2 hrs	Soft Skill
5	13	Interview Preparation 1	2 hrs	Interview Skill
	14	Group Presentation	2 hrs	Presentation Skill
	15	Digital Identity	2 hrs	Life Skill
6	16	Problem solving	2 hrs	Soft Skill
	17	Interview Preparation 2	2 hrs	Life Skill - Interview skill
	18	Recap & Closing	2 hrs	
6 days 18 Sessions 36 hours Arts & Science				