



# Barrackpore Rastraguru Surendranath College

(With Autonomous Post Graduate Courses)

85, Middle Road and 6, Riverside Road, Barrackpore, North 24 Parganas, Kolkata, West Bengal, Pin - 700120

NAAC Re-accredited (4th Cycle), DST-FIST Funded, DBT BOOST and Colleges with Potential for Excellence (CPE) awarded College

033-2594-5270

mail: [brsc1953@gmail.com](mailto:brsc1953@gmail.com)

website: [www.brsn.in](http://www.brsn.in)

## 5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

### Justification for Language and Communication Skill - Certificate Course in Communication Skills in English & Aptitude Development

We humbly claim the inclusion of **Certificate Course in Communication Skills in English & Aptitude Development** which is a **paid and optional** course being offered to the students since 2015-16. This course is **not part of any of the Affiliating University(WBSU) Curricula**. It is designed and conducted by the Centre for Career Development & Placement Cell of Barrackpore Rastraguru Surendranath College. It is taken up **optionally** by the students who want to enhance their communication skills, numerical ability and logical reasoning skills to become job ready.

We are providing additional documents in support of claim is attached here

1. Meeting resolution of student support and progression committee held in 2015 when the above mentioned course was last revised.
2. Curriculum of the course designed by Career Development & Placement Cell of Barrackpore Rastraguru Surendranath College
3. Sample admission form of our college showing the option for this course.



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6, RIVERSIDE ROAD & 85, MIDDLE ROAD, BARRACKPORE  
NORTH 24 PARAGANAS, WESTBENGAL, PIN-700120

### MEETING NOTICE

Date 12/12/2015

Meeting of: CBP/CEL - Student Support & Progression Committee/Dep

Date: 12/12/2015 Time: 4:30 PM

Venue: T.I.C. chamber/Room: 85 Middle Road Room No.: T.I.C. Room

Members of the Committee / Department are requested to attend the meeting to discuss the following a

#### AGENDA

1. To read and confirm the proceedings of the last meeting.
2. To initiate Entry in Services
3. MHC.
- 4.

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*[Signature]*  
12/12/15

#### Members Present:

- 1.
- 2.
3. *[Signature]* 12/12/15
4. P. Banerjee 12/12/2015
5. *[Signature]*
- 6.
7. *[Signature]* 12/12/15
8. *[Signature]* 12/12/15
- 9.
- 10.
- 11.



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Meeting of the Career Development Cell, held on 12/03/2015 at 85 Middle Road Campus,  
Teacher-in-Charge's Room from 4.00 pm.

The meeting was presided over by Dr. Chandrasekhar Mukherjee.

## 1. Agenda-1

The budget to carry out coaching for *Entry in Services* for six months was placed before the members. The members discussed on various aspects and the following resolutions were taken:

The Centre for Career Development should submit a proposal for carrying out training for *Entry in Services* and it should be approved by the Teacher-in-charge, Finance Committee, and the college Governing Body. The cost of the training of one batch of students for *Bank, Rail, and Staff Selection Commission* was estimated to be *Rs. 20,000/-* (Rupees Twenty Thousand only). At least 20 students should be required to start the training. *Free-ship or Fee-waiver for ST/SC/OBC/Minority shall not be considered.* It was also suggested to initiate coaching for WBCS Examination. The Budget for conducting training for WBCS should be prepared and proposal should be submitted for approval by the Finance Committee & Governing Body of the college.

## 2. Agenda-2

The Certificate Course in Communicative English & Aptitude Development, which is till now offered to Final Year UG Students only be introduced *from First year of UG studies from 2015-16.*

The members resolved that:

- CEL Course may be initiated from the First year of UG Studies from *session 2015-16* (subject to approval by the Teacher-in-charge, Finance Committee, and the college Governing Body). *Attendance of the CEL Classes may be taken into account while calculating the General Attendance of the Students in their UG studies*
- A *Brochure* will be prepared for the publicity of the Course & Placement Services offered by the Centre for Career Development of the College with in *15<sup>th</sup> April, 2015.* The Brochure may be distributed along with College Prospectus during admission in the First Year of UG Course. The Placement Brochure has to be purchased at a cost of *Rs. ....* by the students. The total Course fee of CEL was proposed as *Rs. 1800/-* (Rupees One Thousand Eight Hundred Only). *The CEL Course fees may be taken at the time of admission in the First year, payable at two instalments-one at the time of Admission & the other within December of that year.*

The Coordinators are directed to put forward an application to the Teacher-in-charge for further discussion and approval of the proposals as resolved in the present meeting.

The meeting ended with a vote of thanks to the chair. Other issues may be taken up in due course of time.



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## PROPOSALS FROM CENTRE FOR CAREER DEVELOPMENT.

Ref: Meeting of Centre for Career Development held on 12/03/2015 at 85 Middle Road Campus, and further discussion with the Teacher-in-Charge

1 CEL Course may be initiated from the First year of UG Studies from *session 2015-16*. The total Course fee of CEL was proposed as *Rs. 1800/-* ( Rupees One Thousand Eight Hundred Only ). The CEL Course fees may be taken at the time of admission in the First Year, payable at two instalments- First instalment *Rs 900/-* (Rupees Nine Hundred Only) at the time of Admission & the Second Instalment *Rs 900/-* (Rupees Nine Hundred Only) within December of that year. Attendance of the CEL Classes may be taken into account while calculating the General Attendance of the Students in their UG studies.

2 A *Brochure* will be prepared for the publicity of the Course & Placement Services offered by the Centre for Career Development of the College. The Brochure may be distributed along with College Prospectus during admission in the First Year of UG Course. The Placement Brochure has to be purchased on cost by the students.

3 Conducting training for Entry in Services for *Bank, Rail, and Staff Selection Commission* etc. The course fee for 6 Month Course/Training was estimated to be *Rs. 20,000/-* (Rupees Twenty Thousand only). At least *20 students* should be required to start the training. *Free-ship or Fee-waiver for ST/SC/OBC/Minority shall not be considered.*

The Centre for Career Development should also conduct Coaching for WBCS Examination (as suggested by the Teacher-in-Charge). The course fee for 1 Year Course/Training was estimated to be *Rs. 35,000/-* (Rupees Twenty Thousand only).



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## Curriculum details of Certificate Course in Communication Skills in English & Aptitude Development

Another hallmark of the Centre for Career Development & Placement Cell is that it conducts training programmes in Communication Skills Development, Interview Related Soft Skills Development, Numerical Aptitude & Analytical Aptitude Development for the students. Without necessary Training, Grooming and Continuous Counselling it is not easy for certain students to crack the job interview by the corporate houses & MNCs. Consequently, for effective and continuous grooming of students, the Centre for Career Development & Placement Cell advises the students to enrol in the CEL Course from the VERY BEGINNING of UNDERGRADUATE Studies.

**Synopsis of Certificate Course in Communication Skills in English & Aptitude Development (CEL) - Finishing School Programme - conducted by Centre for Career Development & Placement Cell:**

Sl. No	Attribute	Brief Outline
01	Objectives of Communicative English Course/ Sessions	<ul style="list-style-type: none"> <li>Developing &amp; Sharpening Skills (Listening, Speaking, Reading &amp; Writing – LSRW) in English for participants' curriculum studies &amp; everyday needs</li> <li>Enabling the students to perform well in Interviews conducted by recruiters during Hiring Drives</li> <li>Developing ability to produce grammatically, situationally &amp; functionally acceptable sentences in Speech &amp; Writing. Overcome barriers in pronunciation and strive towards attainment of coherence and clarity</li> <li>Developing ability to solve the English Language Aptitude Section of Competitive Examinations</li> </ul>
	Learning Outcomes	<ul style="list-style-type: none"> <li>Building Confidence to talk in English &amp; Developing ability to solve the English Language Aptitude Section of Competitive Examinations with a fair deal of accuracy.</li> <li>Perform confidently in GD, PI (Personal Interview), HR Rounds &amp; Telephonic Assessments in Campus Hiring Drives</li> </ul>
<b>LOGICAL REASONING</b>		
02	Logical Reasoning (GI)	Coding & Decoding, Letter Series, Number Series, Odd-man-out, Relationship, Sitting Arrangement, Dice, Number Analogy, Letter Analogy, Missing Number, Direction, Logical Diagrams, Blood Relation, Puzzle Test, Non-verbal Problems
	Learning Outcomes	Solving Logical Reasoning Section of Aptitude Papers for different MNCs and Govt. Examinations
<b>NUMERICAL APTITUDE</b>		
03	Numerical Aptitude	Basics of Number System, Simplification, H.C.F & L.C.M, Average, Partnership, Ratio & Proportion, Profit & Loss, Problems on ages, Time & Work, Time and Distance, Percentage, Calendar, Simple Interest & Compound Interest.
	Learning Outcomes	Solving Numerical Aptitude / Mathematics Section of Aptitude Papers for different MNCs and Govt. Examinations