

Report
on
Add-on Course on
Communicative & Interactive Business
English (CIBE)

Conducted By:
Department of English

2022-2023



RAJA PEARY MOHAN COLLEGE

1, Acharya Dhruba Pal Road,

Uttarpara, Hooghly, West Bengal, Pin- 712 258.

Tel No.: (033)2663-0191, Mob: 7074292263

Website: <https://www.website.rpmcollege.edu.in/>, e-mail: rajapearymohancollege@gmail.com

ISO Certified

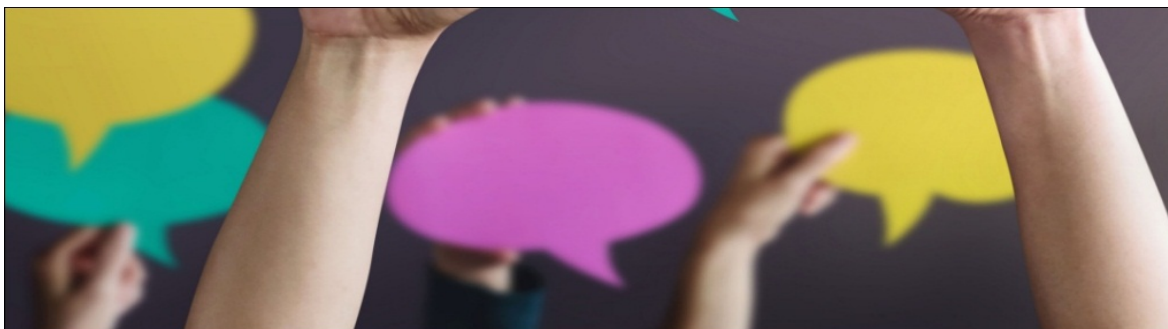
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Date: _____

DECLARATION FROM THE PRINCIPAL

This is to certify that all the data provided in this document is true to the best of my knowledge.

Brochure



COMMUNICATION

An estimated 1500 million people speak the language worldwide, out of which only 375 million are native speakers. Over 1 billion people speak it as a foreign language. English is the most widespread spoken and written language in the world.

Naturally, English is the language of business and communication worldwide. If you don't know it well, you won't be able to effectively **communicate.**

CIBE is a **short Certificate Course** which intends to be the stepping stone to this world of opportunities.

INTENDED BENEFICIARIES: Students of Arts, Science and Commerce Stream of Raja Peary Mohan College

MODE OF TEACHING: Offline Classes on College Workdays at 9.30 am

TOTAL COURSE DURATION: 32 hours

COURSE DIRECTOR: Dr. Sudip Kumar Chakrabarti, Principal

COURSE COORDINATORS: Dr. Abu Saleh and Prof. Tania Khatun



Communicative and Interactive Business English [CIBE] Syllabus

Preparation of CV and RESUME
Writing/Decoding Newspaper Advertisements
Writing E-Mail
Preparing a Presentation

Role Play/Extempore Presentations
Preparing for an Interview

Use of Tense
Articles and Prepositions
Direct and Indirect Speech
Transformation of Sentences
Punctuation
Acknowledgement/Referencing/Citation

Writing Notice
Report writing
Paraphrasing
Writing short essay
Writing Business Letters
Writing Personal Letters
Writing Summary/Substance

INSTRUCTORS: Dr. Pinaki De, Dr. Abu Saleh, Prof. Tania Khatun,
Dr. Kalapi Sen, Prof. Arup Malik, Prof. Manisha Bhattacharya

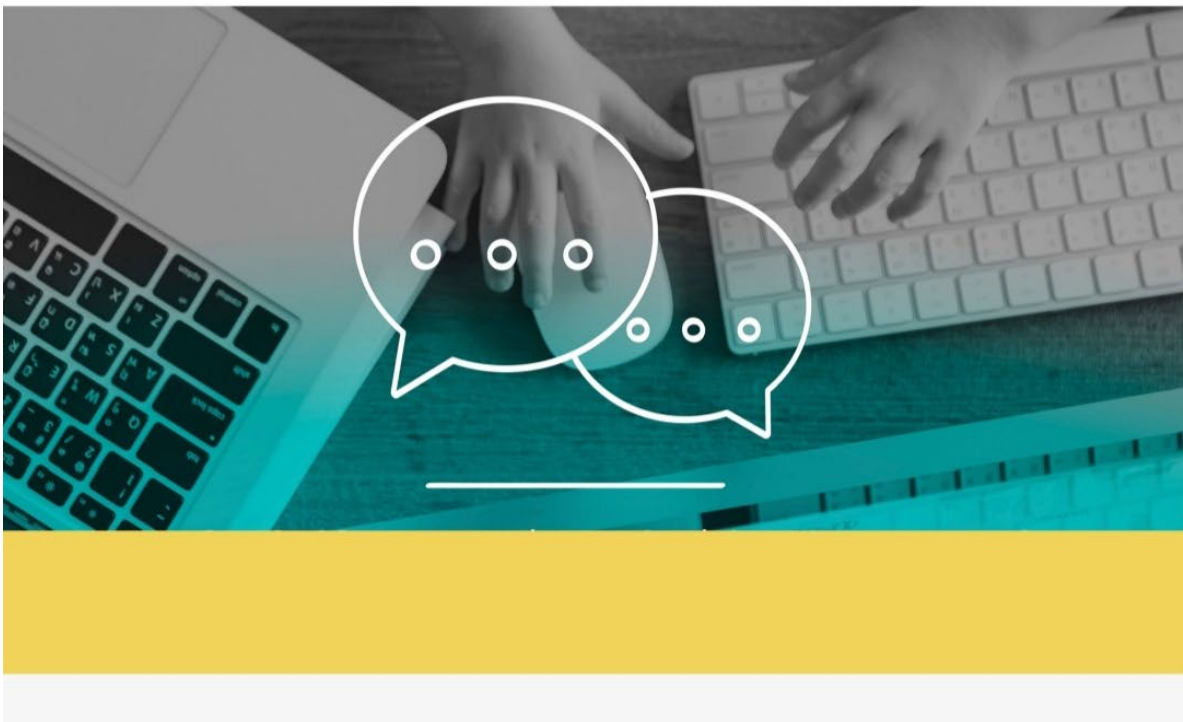


COURSE FEES: Rs. 100 for the entire course

Please contact **The Department of English, Raja Peary Mohan College, Uttarpara** for further information

Course starts within 7 days

Please note that there will be a live project at the end of the course, completion of which will lead to final certification.



Flyer



RAJA PEARY MOHAN COLLEGE

Uttarpara, Hooghly, West Bengal. Pin: 712258
www.rpmcollege.edu.in

A Certificate Course on **Communicative and Interactive Business English [CIBE] 2023**

Organised by the **Department of English**

COURSE FEES: Rs. 100 for the entire course

Please contact **The Department of English, Raja Peary Mohan College, Uttarpara** for further information during **College Hours**.
Course starts within 7 days

INTENDED BENEFICIARIES: Students of Arts, Science and Commerce
Stream of Raja Peary Mohan College (all Semesters)

MODE: Offline Classes on College Workdays at 9.30 am

COURSE DIRECTOR: Dr. Sudip Kumar Chakrabarti, Principal
COURSE COORDINATORS: Dr. Abu Saleh and Prof. Tania Khatun



IQAC Resolution



RAJA PEARY MOHAN COLLEGE রাজা প্যারীমোহন কলেজ

1, ACHARYA DHRUBA PAL ROAD, UTTARPARA, HOOGHLY, WEST BENGAL, PIN - 712 258
Tel No. : 033-2663-0191 & 7074292263

E-mail : rajapearymohancollege@gmail.com Website : www.rpmcollege.edu.in

১, আচার্য্য ধ্রুব পাল রোড উত্তরপাড়া, হুগলী, পশ্চিমবঙ্গ, পিন - ৭১২২৫৮,

দূরভাষ : ০৩৩-২৬৬৩-০১৯১ & ৭০৭৪২৯২২৬৩

NAAC Accredited with B grade (2.7); ISO 9001 : 2015

Ref. No./সূচক সংখ্যা _____

Date/তারিখ 14.01.22

Extract of the Proceedings of the meeting of the IQAC of Raja Peary Mohan College,
Uttarpara, Hooghly, held on 03.01.2022 on the MS Teams portal

Resolved that the following Add on & Certificate Course will start from even semester
2021-2022.

New courses to be introduced

1. Certificate Course on Accounting Software and e-Filing of IT Return
2. Computer Foundation for Professional Advancement
3. Communicative and Interactive Business English (CIBE)
4. Library Resource Management
5. CERTIFICATE COURSE: C PROGRAMMING: MATHEMATICAL COMPUTING & BEYOND
6. Essential laboratory skills for undergraduate Physiology students
7. Ten Day's (30 hrs) Spoken Sanskrit Course
8. Beauty Care and Artistry Makeup
9. Add on Course on "Women in different Paradigm"
10. Certificate Course on online teachers training course
11. Add on course on Content Writing

Sanjivki Bhattacharyya

Coordinator, IQAC
Raja Peary Mohan College
Uttarpara, Hooghly
Coordinator,

Internal Quality Assurance Cell
Raja Peary Mohan College
Uttarpara, Hooghly

প্রিন্সিপাল

Principal
Raja Peary Mohan College
Uttarpara, Hooghly

PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

Notice of Commencement of the Course



RAJA PEARY MOHAN COLLEGE

রাজা প্যারীমোহন কলেজ

1, ACHARYA DHRUBA PAL ROAD, UTTARPARA, HOOGHLY, WEST BENGAL, PIN - 712 258

Tel No. : 033-2663-0881/2663-0191, Fax No. : 033-2663-4155

E-mail : rajapearymohancollege@gmail.com Website : www.rpmcollege.org.in

১, আচার্য ধ্রুব পাল রোড উত্তরপাড়া, হুগলী, পশ্চিমবঙ্গ, পিন - ৭১২২৫৮,
দূরভাষ : ০৩৩-২৬৬৩-০৮৮১/২৬৬৩-০১৯১, ফ্যাক্স : ০৩৩-২৬৬৩-৪১৫৫

NOTICE

We are happy to inform everyone that the Department of English of the Raja Peary Mohan College is going to organize an add on course titled **Communication and Interactive Business English (CIBE)** in the months of May and June 2023 for all the students of the college.

Course Fees: Rs. 100

Mode of Teaching: Offline

Interested students can contact the Department of English for further details.

Course Director: Dr. Sudip Kumar Chakrabarty, Principal

Course Coordinator: Dr. Abu Saleh, Assistant Professor, Department of English

Course Joint Coordinator: Tania Khatun, Assistant Professor, Department of English

Dr. Sudip Kumar Chakrabarty

Principal

Raja Peary Mohan College

PRINCIPAL

Raja Peary Mohan College

Uttarpara, Hooghly

List of Students Enrolled with Signatures

List of Students Enrolled with Signatures

Sl.	Name	Roll No	Sem	Signature
1	Arkadeep Bhattacharya	B.A./22/0539	II	Arkadeep Bhattacharya
2	Biraj Mukherjee	B.Com/22/0321	II	Biraj Mukherjee.
3	Debraj Saha	B.A./21/0349	IV	Debraj Saha.
4	Kaushik Das	B.Com/22/0296	II	Kaushik Das.
5	Krishnendu Modak	B.Com/22/0013	II	Krishnendu Modak
6	Neha Das	B.A./22/0855	II	Neha Das
7	Nisha Singh	B.A./20/0702	VI	Nisha Singh
8	Preeti Poddar	B.Com/22/0139	II	Preeti Poddar
9	Priyanka Bose	B.Sc./21/0150	IV	Priyanka Bose
10	Raima Sarkar	B.A./22/0863	II	Raima Sarkar
11	Ramit Naskar	B.Com/22/0141	II	Ramit Naskar
12	Rimpi Paul	B.A./20/0232	VI	Rimpi Paul.
13	Riya Das	B.A./20/0490	VI	Riya Das.
14	Santanu Khanra	B.A./22/0533	II	Santanu Khanra
15	Shrestha Saha	B.Sc./22/0235	II	Shrestha Saha
16	Sudhin Halder	B.Com/22/0620	II	Sudhin Halder
17	Sujata Barman	20/0174	VI	Sujata Barman.
18	Vaishnavi Srivastava	B.A./22/0716	II	Vaishnavi Srivastava



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PRINCIPAL
Raja Peary Mohan College
Bhatpara, Hooghly
30/07/2023 23:37

Attendance Sheet

Roll No.	NAME OF STUDENTS	Admission No.	ATTENDANCE																																		
			PD	AB	MP	AM	PM	PD	AB	MP	AM	PM	PD	AB	MP	AM	PM	PD	AB	MP	AM	PM	PD	AB	MP	AM	PM	PD	AB	MP	AM	PM	PD	AB	MP	AM	PM
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1.	Neha Das English (H) Sem 2		1	2	3	4	5	6	7	8	9	10	11	12																							
2.	Santanu Khanna B.A. Gen Sem 2		1	2	3	4	5	6	7	8	9	10	11	12																							
3.	Arka Deep Bhattacharya B.A. Gen Sem 2		1	2	3	4	5	6	7	8	9	10	11	12																							
4.	Shreetha Saha Physiology (Hons) Sem 2		1	2	3	4	5	6	7	8	9	10	11	12																							
5.	Krishendu Mondal B.Com (Hons) Sem 2		1	2	3	4	5	6	7	8	9	10	11	12																							
6.	Kaushik Das B.Com (Hons) Sem 2		1	2	3	4	5	6	7	8	9	10	11	12																							
7.	Ramit Nankar B.Com (Hons) Sem 2		1	2	3	4	5	6	7	8	9	10	11	12																							
8.	Nirsha Singh B.A. (Gen) Sem 6		1	2	3	4	5	6	7	8	9	10	11	12																							
9.	Riya Das B.A. (Gen) Sem 6		1	2	3	4	5	6	7	8	9	10	11	12																							
10.	Varshani Srivastava English (H) Sem 2		1	2	3	4	5	6	7	8	9	10	11	12																							
11.	Rimpi Paul B.A. (Gen) Sem 6		1	2	3	4	5	6	7	8	9	10	11	12																							
12.	Priyanka Bose B.Sc. Bio (Gen) Sem 4		1	2	3	4	5	6	7	8	9	10	11	12																							
13.	Prishi Poddar		1	2	3	4	5	6	7	8	9	10	11	12																							
14.	Sudhin Pal		1	2	3	4	5	6	7	8	9	10	11	12																							
15.	Debraj Saha (Gen) B.A. Sem 4		1	2	3	4	5	6	7	8	9	10	11	12																							
16.	Rishabh Mulkarjee																																				
17.	Kirita Sanyal																																				
18.	Sofia Bhowmik																																				

List of Students Completed the Course with Signature

List of Students Completed the Course with Signatures

SL	Name	Roll No	Sem	Signature
1	Arkadeep Bhattacharya	B.A./22/0539	II	Arkadeep Bhattacharya
2	Debraj Saha	B.A./21/0349	IV	Debraj Saha.
3	Kaushik Das	B.Com/22/0296	II	Kaus.K Das.
4	Krishnendu Modak	B.Com/22/0013	II	Krishnendu Modak
5	Neha Das	B.A./22/0855	II	Neha Das.
6	Nisha Singh	B.A./20/0702	VI	Nisha Singh
7	Preeti Poddar	B.Com/22/0139	II	Preeti Poddar
8	Priyanka Bose	B.Sc./21/0150	IV	Priyanka Bose
9	Ramit Naskar	B.Com/22/0141	II	Ramit Naskar
10	Rimpi Paul	B.A./20/0232	VI	Rimpi Paul.
11	Riya Das	B.A./20/0490	VI	Riya Das.
12	Santanu Khanra	B.A./22/0533	II	Santanu Khanra
13	Shrestha Saha	B.Sc./22/0235	II	Shrestha Saha
14	Vaishnavi Srivastava	B.A./22/0716	II	Vaishnavi Srivastava

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Raja Peary Mohan College



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30/07/2023 23:36

Report



RAJA PEARY MOHAN COLLEGE, UTTARPARA
HOOGHLY, WEST BENGAL: PIN- 712 258
Phone No.: 2663 0881, Fax 26634155 website: www.rpmcollege.org
e-mail: rajapearymohancollege@gmail.com

Ref No.

Dated

Report on the Communicative and Interactive Business English (CIBE) Course

As like the previous year, the Department of English of the Raja Peary Mohan College conducted the Add-on Course on Communication and Interactive Business English (CIBE). Many students were interested and enquired about the course. After then 18 students have enrolled for the course. 30 class hours were conducted in the months of May and June 2023. Classes were kept in the offline mode, and taken at different times without hampering the normal routine of the college. All the faculty members of the English Department took five classes each covering the syllabus.

Class Attendances were taken to maintain the regularity of the students. Apart from teaching, different evaluation processes were followed. Students were given different assignments and they tried to complete on time. Even though some students could not finish the course due to other engagements, at the end 15 students have successfully completed the course. Many students felt and expressed that the course was very helpful to them. The Department of English is happy that it could do this Add on Course for the students of the college apart from their regular teachings. In future also the Department will continue organising the course.


Course Coordinators

CIBE


Principal

Raja Peary Mohan College

PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly
10

Photographs



Certificate of the Course

