

(A Govt. Aided Degree College) Mob.- Principal- 9064096065, Office- 9641051610 E-mail- sensukumarmv@gmail.com Web.-www.sukumarsencollege.ac.in Vill+P.O.- Gotan, Dist- Purba Bardhaman, Via- Tarakeswar, Pin-712410

Details of Certificate Course Organized by Various Departments

SI No.	Name of the CC	Department	Session	Duration	No. of	Coordinator
1	Recitation	Bengali	2018-19	16 00 20 10	Students	
	Anchoring	Deligan	2010-19	16.08.20 18	26	Marina
	Acting & Drama			-05.10.2018		Mondal
2	Content Writing	English	2018-19	26.11.2018-	22	Subhro Ghos
2	1			21.12.2018		
3/	Human Rights in	Education	2018-19	26.11.2018-	18	Souvick
4	India			20.12.2018		Nayek
4	History of	English	2019-2020	02.09.2019-	16	Subhro Ghos
	English Literature			01.10.2019		
5	Functional	Sanakrit	2019-2020	01.11.2019	14	Dr. Piyali
	Sanakrit			-07.12.2019		Biswas
6	Cultural &	History	2019-2020	02.01.2020	18	Kousik Malli
	Heritage			-08.02.2020		The season intern
	Tourism in India					
7	Book Editing &	Bengali	2021-2022	03.02.2022-	15	Dr. Nirmal
	Proofreading			17.03.2022		Chattopadhya
8	Indian	Sanakrit	2021-2022	04.03.2022-	12	Tota Dev
	Knowledge	-		09.04.2022		-
)	System					
,	NGO	History	2021-2022	21.03.2022-	16	Kousik Malli
0	Management			28.04.2022		
10	Communicative	English	2021-2022	02.04.2022-	18	Subhro Ghosl
1	English Research	r. i		30.04.2022		
		Education	2021-2022	01.04.2022-	15	Sarama Nayal
2	Methodology NCC and Civil	Nice		30.04.2022		
2	Defence	NSS	2022-2023	02.08.2022-	30	Dr. Nirmal
3	Spoken English	Emplish	2022 2022	03.09.2022		Chattopadhya
J	Spoken English	English	2022-2023	16.08.2022-	22	Ramprasad
4	Communicative	Dealist	2022 2022	24.09.2022		Dutta
٠	& Functional	English	2022-2023	01.09.2022-	25	Dr. Pritesh
	English			29.09.2022		Chakraborty
5	রবীন্দ্রনাথ ও বাংলা	Bengali	2022-2023	07.09.2022-	15	Dr. Nirmal
	ভাষার ব্যবহারিক দিক :			29.09.2022		Chattopadhyay
	আজকের প্রেক্ষিতে			A MANAGEMENT OF THE PARTY OF TH		- autopaunya,
6	Research	Education	2022-2023	20.03.23 -	24	Sarama Mariet
	Methodology			21.04.2023	-7	Sarama Nayak



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আচার্য সুকুমার সেন মহাবিদ্যালয়ের বাংলা বিভাগ আয়োজিত সহায়ক কোর্সের বিষয়

গ্ৰন্থ সম্পাদনা ও প্ৰদ্ৰুদ্ৰ দেখা

শিक्षावर्य: २०२५-२०२२ ((कक्रमाति-मार्ट, २०२२)

সঞ্চালক : ড. निर्मन हाडोभाधााय, সহকারী অধ্যাপক, বাংলা বিভাগ

नियमावनी:

কোর্সটির সময় সীমা : ৩০ ঘন্টা

টিচিং মোড : খিয়োরি ও প্রাকটিক্যাল

প্রত্যেকের ন্যুনতম ৬০ শতাংশ উপস্থিতি বাধ্যতামূলক

তাংশগ্রহণকারী ছাত্রছাত্রীদের কোর্স শেষে মূল্যায়ন করে মূল্যায়নের ভিত্তিতে শংসাপত্র প্রদান করা হবে। মূল্যায়ন মান : ৫০ নম্বর। এর মধ্যে ক্লাসে উপস্থিতির জন্য ৫ নম্বর বরাদ্দ থাকবে। মূল্যায়ন পদ্ধতি সম্পর্কে ক্লাসে বিস্তারিত জানানো হবে।

মূল্যায়েলে প্রাপ্ত লম্বরের ভিত্তিতে শংসাপত্রে বিভাগ/শ্রেণি নির্ধারিত হবে :

প্রাপ্ত নম্বর	বিভাগ/শ্রেণি
84-40	क+
90-80	क
७ ०−80	থ
२०-७०	গ
২০-র কম	অকৃতকার্য

উদ্দেশ্য:

- লেখার ভাবপ্রকাশে সাবলীলতা আলা।
- অধিকাংশ ছাত্রছাত্রীরা সঠিকভাবে বাক্য গঠন করতে পারে লা। সঠিকভাবে বাক্য গঠন করতে লা পারায় লিখে মলের ভাব পরিষ্কার করে প্রকাশ করতে পারে লা। এই কোর্সের প্রধান উদ্দেশ্য ছাত্রছাত্রীদের সঠিকভাবে বাক্য গঠন, লেখা এবং মলের ভাব প্রকাশ করতে শেখালো।
- > সঠিকভাবে প্রবন্ধ রচনা, রিপোর্ট লেখা, চিঠি লিখতে শেখানো।
- বালাল সম্পর্কে সচেতল করা।
- রচনা শৈলী এবং সাহিত্যবোধ তৈরি করা।
- ছাত্রছাত্রীদের লেখারভীতি দূর করা।
- ইতিমধ্যে প্রচুর পত্রপত্রিকা, ট্যাবলয়েড প্রকাশিত হয়েছে। এই পত্রপত্রিকায় বিভিন্ন বিষয়ে লেখার জন্য লোক দরকার হয়। অসংখ্য খবরের কাগজও রয়েছে। সেইসব জায়গায়, য়ৢয়য়য় লেখা, খবর সম্পাদনা



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Report on "Book Editing and Proofreading"

During the academic session 2021-2022, the Department of Bengali at Acharya Sukumar Sen Mahavidyalaya organised a highly successful certificate course titled "Book Editing and Proofreading" from February 3, 2022, to March 17, 2022. Spearheaded by the experienced coordinator Dr. Nirmal Chattopadhyay, the initiative aimed to instill a deep understanding of the ethics and logistics of book editing among the students. Dr. Chattopadhyay noted that the program garnered significant interest, drawing participants from various disciplines within the college. thereby highlighting the course's multidisciplinary Additionally, the course touched upon the participants' career prospects in the publishing industry. The success of the program highlighted the departments' commitment to providing holistic education and fostering versatile skills among its students.

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Course title: Certificate	course on NGO MANAGEMENT	
Duration = 3 months	Class duration = 30 hours	
Total marks = 50	Teaching mode: Offline classes, assignments and project	
Exam mode: Offline	Question type: Multiple choice	
Course fee:	NIL	NIL

Session- 2021-2022 :: Duration- 21.03.2022- 28.04.2022

Course Coordinator- Prof, Kaushik Malik :: Number of students- 16

Qualification/requirements:

- Any student/professional who is at least 12th Class pass
- A clear understanding of mathematics fundamentals at class X level
- Personal smart phone or Laptop/desktop to attend online classes.
- · No age bar

Aim of the course:

The NGO Management course is specifically designed mainly to empower the students with the managerial skills and knowledge required to start a career as a social worker. Diploma in NGO management teaches students about social work which includes working for the betterment of underprivileged people.

Course content:

Content	Duration in hours
Concept, Functions and Establishment of NGO	5
 Legal Procedure of Establishment of NGOs 	
 Overview of Societies Registrations Act, India's Companies Act 	
 Charitable Endowment Act and FCRA 	
 Memorandum of Association and Bye Laws 	
Tax Relief Under Various Acts	
Project Cycle Management	5
 Designing and Planning a Project 	
 Project Monitoring and Evaluation 	
 Fundraising and Grant Proposals 	
Leadership and HR Development	10
 Building and Leading a Team 	
Conflict Resolution	
 Human Resource Management 	
 Human Resource Policy, Staffing and Salaries 	
Staff Development	
Governance and code of conduct	
Officemanagement	6
Basic office management skill	
Charts and diagrams	
 Data summery, report and dashboard 	
Field work and internship	4
Assignments	
Project	

Examination and Certification:

- Assignments to be uploaded from time to time
- In the final exam questions will be multiple choice type
- On successful submission of assignments and qualifying in the examination certificates will be provided to the candidates.



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Report on "NGO Management"

During the academic session 2021-2022, the Department of History at Acharya Sukumar Sen Mahavidyalaya organised a highly successful certificate course titled "NGO Management" from March 21, 2022 to April 28, 2022. Coordinated by the Mr. Kausik Mallick, the initiative aimed to instill a deep understanding of the ethics and logistics of book editing among the students. Mr. Mallick noted that the programme garnered significant interest, drawing participants from various disciplines within the college, thereby highlighting the course's multidisciplinary relevance. The course was organized with a focus on enhancing participants' understanding of NGO sector and equipping them with essential skills for effective management. The course not only provided a professional credential but also fostered networking opportunities and encouraged collaboration among peers and industry experts, ultimately contributing to the capacity building of individuals engaged in non-profit endeavors.





Course syllabus

- CH-1: Basic idea and working of NCC (History of NCC in India) [4 Hrs] (syllabus completed and study notes given)
- CH-2: Role of NCC and current significance in Character building and personality development. [4 Hrs] (Syllabus completed and notes given)
- CH-3: Definition of Civil Defence [4Hrs] (syllabus completed and notes given)
- CH-4: Different types of Rescue operations in local area. [3 Hrs] (classes will be taken by)
- CH-5: Disaster management [3 Hrs] (classes taken by) (offline mode)
- CH-6: Clean and safe environment [3 Hrs] (classes taken and notes given)
- CH-7: Sachcha Bharat Mission, Sanitation campaign in Local Area [6Hrs] (A special camp conducted by Dr Nirmal Chattopadhyay Assignment and Project Making (3 hours)

Examination and Certification:

- · Assignments to be uploaded from time to time
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Report on "NCC and Civil Defense"

In the academic session of 2022-2023, the Department of Education at Acharya Sukumar Sen Mahavidyalaya organised a highly impactful certificate course titled "NCC and Civil Defense" from August 2, 2022, to September 3, 2022. Guided by the experienced coordinator, Dr..Nirmal Chattopadhyay, the initiative aimed to cultivate a profound understanding of relevant NCC training and National Security among students. Dr..Nirmal Chattopadhyay emphasized the course's significant appeal, attracting participants from diverse academic backgrounds within the college, thereby underscoring its multidisciplinary relevance. Beyond theoretical discourse, the programme integrated physical training. Through dynamic workshops, practical demonstrations, and expert-led discussions, attendees not only grasped the significance of NCC and civil defence but also learned practical skills essential for emergency preparedness and disaster management. The resounding success of the programme not only highlighted the department's dedication to fostering human values but also reflected its pivotal role in nurturing socially conscious individuals poised to effect positive change in their communities. Furthermore, the course served as a platform for engaging discussions and collaborative efforts aimed at addressing contemporary human rights challenges, thereby empowering students to become catalysts for National Security.

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ACHARYA SUKUMAR SEN MAHAVIDYALAYA CERTIFICATE COURSE ON FUNCTIONAL SANSKRIT

Session: 2019-2020 Duration: 01.11.2019- 07.12.2019 Number of students- 14

Co-ordinatorof the Course: Dr. Piyali Biswas

About the Course: Certificate course in Functional Sanskrit is designed for individuals who seek a practical understanding of Sanskrit for various functional applications. Emphasis will be placed on developing skills that can be applied in real-world contexts, including religious rituals, yoga practices, and academic research.

Course, Content & Syllabus

Course Title: Certificate Course on Functional Sanskrit

Aim of the Course:

- 1. To make students interested in Indian knowledge system.
- 2. Gather knowledge in Yoga, Ayurveda and Meditation.
- 3. To make students interested in ancient Indian culture and tradition.

	Content	Duration in hours
0	Introduction to Indian knowledge System.	2
4	Overview of the different aspects of the Sanskrit language	2
•	Discussion and practice of Sandhi	3
•	Introduction to Declensions	3
Ф	Introduction to Verbs	1
Ф	Introduction to different Indeclinables	2
ф	Introduction to Poetic verses	2
ф	Practice with a variety of word endings	2
0	Introduction to Poetic verses	2
0	Introduction to Case ending	2
ф	Conversations and stories	3
Φ	Introduction to Voice	2
ф-	Practice of sentence structures	2
Ф	Assignments	1
Φ	Examination	1

Examination and Certification:

- · Assignments to be uploaded compolsorily
- · In the final exam questions will be multiple choice type
- On successful submission of assignments and qualifying in the examination vertificates will be provided to the candidates.



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Report on "Funtional Sanskrit"

During the academic session 2019-2020, the Department of Sanskrit at Acharya Sukumar Sen Mahavidyalaya organised a highly successful certificate course titled "Funtional Sanskrit" from November 1, 2019 to December 07, 2019. Spearheaded by the experienced coordinator Dr. Piyali Biswas, the initiative aimed to promote practical applications of the Sanskrit language beyond its traditional scholarly context. Dr. Biswas noted that the programme garnered significant interest, drawing participants from various disciplines within the college, thereby highlighting the course's multidisciplinary relevance. The primary objective of the programme was to demonstrate the relevance and utility of Sanskrit language in the contemporary settings. By focusing on practical aspects, the department aimed to dispel common misconceptions about Sanskrit being solely a language of ancient texts and rituals. By bridging the gap between traditional scholarship and contemporary relevance, the programme contributed to the preservation and revitalization of Sanskrit language and culture.





CERTIFICATE COURCE ON "CULTURE AND HERITAGE TOURISM IN INDIA"

Course Coordinator- Prof. Kousik Mallik Session: 2019-2020 Duration: 02.01.2020-08.02.2020

Number of Students: 18

Certificate Course on

Culture and Heritage Tourism in IndiaDepartment of History

The certificate course to be offered by the department of History has twobroad themes-Culture and Heritage Tourism.

CULTURE

Learning Objectives: As culture occupies almost every aspect of our everyday life ,students need to be made aware of its multidimensional approach in a broad spectrum . This learning experience would be beneficial for the students in many ways-(i) they can take up research on culture basedsubjects (ii) They would be motivated to work as content writers for both print and digital media, publishing house etc.

HERITAGE TOURISM

Learning Objectives:

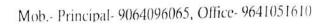
Heritage constitutes vital resources for the

development of tourism industry. India has emerged asone of the fastest growing tourist destinations due to its rich heritage and cultural diversity. Heritage tourismcan be an effective tool to generate jobs and with this objective in mind we have designed this certificate course for our students.

Topics of the Lectures to be delivered:

- 1. Essence of Indian Culture
- Indian culture as reflected in ancient Indian art and architecture. (4Lectures)
- 3. Religious culture and literature in medieval Bengal.

- 4. Tradition of syncretic culture in medieval India.(2 lectures)
- 5. Discourse on the cultural awakening of 19th century Bengal.
- 6. Impact of cultural encounter on the orthodox society in early 19thCentury Bengal: Rammohan Roy, Derozio and the Young Bengal Movement. (2 lectures)
- 7. Cuisine culture of Bengal in pre-colonial period.
- 8. Emergence of culinary nationalism in colonial Bengal.
- Sports culture Rise of Sporting nationalism in colonial Bengal.10.
 Transformation of footballing identity in 20th century Bengal.
- 11. Pilgrimage: mapping spiritual tourism in the cultural landscape of India.
- 12. Cultural transformation of North Bengal : A case study of the Rajbanshi society .
- 13. Swami Vivekananda and the spiritual culture of India.
- 14. Role of folk culture in preserving the cultural heritage of India.
- Culture as reflected in performing art: Impact of Bengali folk songon Rabindrasangeet.
- Transformative power of Art: Bengal school of Art and its role in the rise of Indian nationalism.
- 17. Impact of Cultural Globalization on heritage tourism.
- 18. Club culture of Kolkata in the colonial and post colonial period.
- 19. Museum as a repository of Indian culture.
- 20. Museum and folk culture of Bengal.
- 21. Heritage tourism and the architectural grandeur of medieval India.
- 22. Museum and heritage tourism
- 23. Role of social media in promoting heritage tourism.





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Report on "Cultural Heritage and Tourism in India"

During the academic session 2019-2020, the Department of History at Acharya Sukumar Sen Mahavidyalaya organised a highly successful certificate course titled "Cultural Heritage and Tourism in India" from January 2, 2020 to February 8, 2020. Spearheaded by the experienced coordinator Prof. Kousik Mallik, the initiative aimed to instill a deep understanding of the ethics and logistics of book editing among the students. Needless to say the programme provided participants with a comprehensive understanding of India's rich cultural heritage and its significance in the tourism industry. Through engaging lectures, discussions, and interactive sessions, participants gained profound insights into various aspects of India's cultural heritage, including art, cuisine, architecture, festivals and traditions. Prof. Mallik noted that the program garnered significant interest, drawing participants from various disciplines within the college, thereby highlighting the course's multidisciplinary relevance. Additionally, the course touched upon the participants' career prospects in the tourism industry. Overall, the programme served as a catalyst for amplifying participants' appreciation for India's rich cultural legacy while encouraging them to contribute positively to the tourism industry through informed and responsible actions.





Certificate Course on 'Human Rights in India'

Organized by:

Department of Education

Session: 2018-2019

Duration- 26.11.2018- 20.12.2018

Number of students- 18

Course coordinator: Souvick Nayek

Objectives

- The course intends to make them to understand the need to know their human rights and know that they must take responsibility to protect themselves and their peers.
- The course intends to develop awareness of how human rights can be translated into social and political reality

On Completion of the course

- The student will empower students to develop skills and behavior that would promote dignity and equality within themselves, family, and community and all over the society/ world.
- Become valuable advocates for tolerance, peace, respect, solidarity and responsibility and become good global citizens

Syllabus

Module I: UNO and Human Rights: Universal Declaration of Human Rights: A brief analysis

Module II: (A) Indian Constitution and Human Rights: Civil and Political Rights, Socioeconomic and cultural Rights. (B) Acts on Human Rights: Right to Information

Module III: Agencies for protecting Human Rights: Judiciary, Public Interest Litigation (PIL), National Human Rights Commission and Media.

Module IV: Challenges to Human Rights in India. Human Rights violations among Minorities, Dalit's and Adivasis. women, children and other marginalized sections.

Duration of the course: 30 Hours



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Report on "Human Rights in India"

In the academic session of 2018-2019, the Department of Education at Acharya Sukumar Sen Mahavidyalaya organised a highly impactful certificate course titled "Human Rights in India" from November 26, 2018, to December 20, 2018. Guided by the experienced coordinator. Mr. Souvick Nayek, the initiative aimed to cultivate a profound understanding of human rights ethics among students. Mr. Nayek emphasized the course's significant appeal, attracting participants from diverse academic backgrounds within the college, thereby underscoring its multidisciplinary relevance. Beyond theoretical discourse, the program integrated practical components, equipping students with tangible skills to advocate for human rights in various spheres of society. The resounding success of the program not only highlighted the department's dedication to fostering human values but also reflected its pivotal role in nurturing socially conscious individuals poised to effect positive change in their communities. Furthermore, the course served as a platform for engaging discussions and collaborative efforts aimed at addressing contemporary human rights challenges, thereby empowering students to become catalysts for social justice and equality.

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Explore the Rich Tapestry of English Literature

Course Title: History of English Literature

Duration: 30 hours

Course Overview:

The History of English Literature course delves into the rich tapestry of literary works spanning from the medieval period to contemporary times. Through engaging lectures, interactive discussions, and immersive activities, students will explore the major movements, authors, and literary masterpieces that have shaped English literature.

Course Content:

- 1. Introduction to English Literature (2 hours)
 - Overview of major periods: Medieval, Renaissance, Neoclassical, Romantic, Victorian, Modern, and Postmodern
 - · Introduction to key literary genres: poetry, prose, drama
- 2. Medieval Literature (4 hours)
 - Beowulf and Anglo-Saxon poetry
 - Geoffrey Chaucer and The Canterbury Tales

3. Renaissance and Neoclassical Literature (4 hours)

- William Shakespeare and Elizabethan drama
- John Milton and Paradise Lost

4. Romantic Literature (4 hours)

- William Wordsworth, Samuel Taylor Coleridge, and the Romantic poets
- Jane Austen and the rise of the novel

5. Victorian Literature (4 hours)

- Charles Dickens and social realism
- Charlotte Brontë and the Brontë sisters

6. Modern and Postmodern Literature (4 hours)

- T.S. Eliot and modernist poetry
- Virginia Woolf and stream of consciousness

7. Contemporary Literature (4 hours)

- Postcolonial literature and globalization
- Trends in 21st-century literature

8. Conclusion and Discussion (4 hours)

- Recap of major themes and movements
- Open forum for discussion and reflection

Course Benefits:

- Gain a deeper understanding of English literary history and its cultural significance.
- Develop critical thinking and analytical skills through close reading and interpretation of texts.
- Enhance communication skills through class discussions and written assignments.
- Foster a lifelong appreciation for literature and the humanities.

Who Should Attend:

This course is suitable for undergraduate students, literature enthusiasts, and anyone interested in exploring the rich heritage of English literature.

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Report on "History of English Literature"

During the academic session 2019-2020, the Department of English, Acharya Sukumar Sen Mahavidyalaya organised a highly successful certificate course on "History of English Literature" from 02.09.2019, to 01.10.2019. Supervised by the experienced coordinator Mr. Shubro Ghosh, the initiative aimed to instill a deep understanding of the English Literature among the students. Mr. Ghosh noted that the programme garnered significant interest, drawing participants from various disciplines within the college, thereby highlighting the course's multidisciplinary relevance. Through informative lectures, engaging sessions, and interactive discussions, participants gained insigts into major literary periods, movements, and influential works of English Literature. The programme fostered a deeper appreciation for the cultural and historical contexts that shaped literary masterpieces, while also encouraging critical thinking and analytical skills among attendees. The success of the programme highlighted the departments' commitment to providing holistic education and fostering versatile skills among its students.





Certificate Course on Spoken English Organized by Department of English Course Coordinator: Ramprasad Dutta Duration of this Course: 30 Hours

Session:2022-2023

Date: 16.08.2022-24.09.2022

Number of students- 22

Sing like a butterfly, speak like a 'spell-bee'.

Welcome to a Certificate course on Spoken English

Are you ready to enhance your English spoken skills and access new opportunities? Join us for a transformative journey where you grow confident in English Spoken skills. Our comprehensive course is designed to empower you with the language proficiency needed to be job ready.

Designed for learners of all levels, this course focuses on refining your spoken English skills through interactive sessions, practical exercises, and engaging discussions. Whether you're a student, professional, or simply looking to boost your confidence in everyday conversations, our expert instructors are here to guide you every step of the way.

Discover the art of effective pronunciation, master conversational techniques, and gain the confidence to express yourself fluently in any situation. With personalized attention and constructive feedback, you'll see tangible progress in your spoken English abilities in no time.

Enroll today and unlock the door to limitless opportunities in both personal and professional realms. Invest in yourself and watch as your newfound proficiency in spoken English opens doors to success and fulfillment.

Don't let language barriers hold you back – seize the opportunity to enhance your communication skills with our Spoken English Add-On Course today!



(A Govt. Aided Degree College)

Web.:www.sukumarsencollege.ac.m Vill+P.O.- Gotan, Dist- Purba Bardhaman, Via- Tarakeswar, Pin-712410 E-mail- sensukumarmy a gmail.com

Report on "Spoken English"

During the academic session 2022-2023, the Department of English, Acharya Sukumar Sen Mahavidyalaya organised a highly successful certificate course on "Spoken English" from 16.08.2022, to 24.09.2022. Supervised by the experienced coordinator Mr. Ramprasad Datta, the initiative aimed to instill a deep understanding of the ethics and logistics of spoken english among the students. Mr. Datta noted that the programme garnered significant interest, drawing participants from various disciplines within the college, thereby highlighting the course's multidisciplinary relevance. Additionally, the course touched upon the participants' career prospects in the IT sector and also in the publishing industry. The programme focused on practical techniques and strategies to improve fluency, pronunciation, and confidence in Spoken English. Apart from that, the course aimed to make students aware of different content related jobs which are in demand, like those of text authors, media authors, translators, technical writers, instructional designers etc. The programme eatered to students, professionals, and anyone seeking to enhance their English speaking abilities, ultimately equipping attendees with the tools to communicate effectively in various personal and professional settings.

> Acharya Sukumar Sen Mahavidyalaya Vill. & P.O. Gotan, Dist. Purba Bardhaman

COMMUNICATIVE AND FUNCTIONAL ENGLISH

COURSE DETAILS

Instructional Hours: 30 hours

Total: 30 Lectures COURSE AT A GLANCE

Units	Unit Title	Lectures (Total: 30)	
1	Elements of Communication		
II	Grammar, Phonetics and Vocabulary in Context	4	
111	Listening Skills	5	
IV	Speaking Skills	5	
V	Reading Skills	6	
VI	Writing Skills	6	

GROUP A

UNIT I: ELEMENTS OF COMMUNICATION

1. Introduction to Communication

- i. Meaning, Definition and Concept of Communication
- ii. Communication Model with Examples
- iii. Process of Communication and Responsible Factors

2. Verbal Communication:

- i. Personal, Social and Business
- ii. Intra-personal, Inter-personal and Group Communication
- iii. Workplace Communication

3. Non-Verbal Communication

- i. Meaning and Different Areas
- ii. Kinesics or Body Language
- iii. Proxemics or Spatial Language
- iv. Language of Signs and Symbols
- 4. Basic Language Skills Listening, Speaking, Reading and Writing

UNIT II: GRAMMAR, PHONETICS AND VOCABULARY IN CONTEXT

1. Grammar

- i. Parts of Speech
- ii. Articles
- iii. Tenses
- iv. Types and Transformation of Sentences
- v. Verbals and Modals

2. Phonetics and Pronunciation Basics

- i. Segmental Features
- ii. Supra-segmental Features
- iii. Paralinguistic Features and Pronunciation of Words

3. Vocabulary

GROUP B

UNIT III: LISTENING SKILLS

- 1. Listening Comprehension
- 2. Effective Listening
- 3. Listening to Speeches/Talks

UNIT IV: SPEAKING SKILLS

- Introducing Self and Others.
- 2. Making Speeches and Presentation
- Speech & Situation/ Context
- 4. Participating in a Group Discussion or Debate
- 5. Having a Telephonic Conversation, Compering, Anchoring and Role Play
- 6. Dialogue and Interview

UNIT V: READING SKILLS

- 1. Reading Comprehension
 - i. Purpose of Reading
 - ii. Types of Reading
- 2. Strategies of Reading

Skimming and Scanning

UNIT VI: WRITING SKILLS

Methods of Writing

- i. Writing a Paragraph
- ii. Letter Writing
- iii. Writing Notices and Announcement
- iv. Report Writing
- v. Journal (Diary) Writing
- vi. Writing Cover Letter and Resume
- vii. Writing E-mail
- viii. Job Application

LEARNING RESOURCES

- Gupta, S.M. Gupta and Alpana Gupta, Grammar and Composition for Communication, Kolkata, Orient Blackswan, 2009.
- 2. Farhathullah, T. M. Communication Skills for Technical Students. Kolkata, Orient Blackswan, 2010.
- 3. Yardi, V. V. English Conversation for Indian Students. Kolkata, Orient Blackswan, 2009.
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- Jones, Daniel (Ed.). Cambridge English Pronouncing Dictionary. Delhi, Cambridge UniversityPress, 2011.
- Kumar, Suresh E., B. Sandhya, J. Savitri and P. Sreehari. Communication for professional Success. Kolkata, Orient Blackswan, 2014.
- 7. Teaching and Learning English. Kolkata, Orient Blackswan, 2013.
- 8. Sadanand, Kamlesh and Susheela Punitha. Spoken English: A Foundation Course, Vol_I. Kolkata, Orient Blackswan, 2008.
- Sadanand, Kamlesh and Susheela Punitha. Spoken English: A Foundation Course, Vol_II. Kolkata, Orient Blackswan, 2008.
- 10. Sadanand, Kamlesh. Teaching, Listening & Speaking. Kolkata, Orient Blackswan, 2012.
- Sreedharan, Josh. The Four Skills for Communication: An English Language Course. New Delhi: Foundation Books, 2014.
- 12. Sen, Leela. Communication Skills. New Delhi: Prentice Hall of India, 2007.
- 13. McCarter, Sam, Norman Whitby. Writing Skills. India: Macmillan Education, 2009.
- Kumar, Sanjay and Pushp Lata. English for Effective Communication. India: Oxford UniversityPress, 2013.
- 15. Jonathan, Marks. English Pronunciation in Use. New Delhi: Cambridge University Press, 2007.



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E-mail- sensukumarmv@gmail.com Web.-www.sukumarsencollege.ac.in Vill+P.O.- Gotan, Dist- PurbaBardhaman, Via- Tarakeswar, Pin-712410

Report on "Communicative and Functional English"

During the academic session 2022-2023, the Department of English, Acharya Sukumar Sen Mahavidyalaya organised a highly successful certificate course on "Communicative and Functional English" from 01.09.2022, to 29.09.2022. Supervised by the experienced coordinator Dr. Pritesh Chakraborty, the initiative aimed to instill a deep understanding of the ethics and logistics of content writing among the students. One of the major objectives of this programme is t improve participants' confidence in speaking, listening, reading and writing in English. Dr. Pritesh Chakraborty noted that the programme garnered significant interest, drawing participants from various disciplines within the college, thereby highlighting the course's multidisciplinary relevance. Additionally, the course touched upon the participants' career prospects in the IT sector and also in the publishing industry. Apart from that, the course aimed to make students aware of different content related jobs which are in demand, like those of text authors, media authors, translators, technical writers, instructional designers etc. The success of the program highlighted the departments' commitment to providing holistic education and fostering versatile skills among its students.







আচার্য সুকুমার সেন মহাবিদ্যালয় Gotan, Purba Bardhaman, 712410

Certificate of Completion

Batch- 2019-2020

Date- 08/02/2020,

This Certificate Awarded to

SABINA YESMIN

For successfully completing the requirements of the 30 Hour Certificate Course on and Heritage Tourism in India and obtain Grade 'E'

Dr. Jayanta Kumur Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya

Acharya Sukumar San Mahavidyalaya J.H. & P.O.: Goton, Diet Purha Pacihamaa ESTD-2013 Dist.-Purba Bardhaman

Prof, kausik Mallik Programme Convenor Acharya Sukumar Sen Mahavidyalaya



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Prof, kausik Mallik Programme Convenor Acharya Sukumar Sen Mahayidyalaya



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PAPIYA POREL

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Dr. Jayanta Kumar Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya

Principal
Acharya Sukumar Sen Mahavidyalaya
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ESTD-2013 Dist.-Purba Bardhaman

Prof, kausik Mallik Programme Convenor Acharya Sukumar Sen Mahavidyalaya



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AYESHA KHATUN

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Acharya Sukuppar Spa Mahavidyalaya Dr. Jayante Kumar Mukharjee Principal

Scharya Sukumar Sen Mahavidyalaya Vill & P.O.: Goran, Dist -Purba Bardhaman

ardhaman

Acharya Sukumar Sen Mahavidyalaya Profesausik Mallik Programme Convenor



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APARNA ROY

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Dr. Jayanta Kumar Mukharjee Principal

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Certificate of Completion

Batch- 2021-2022

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This Certificate Awarded to

ESMATARA KHATUN

For successfully completing the requirements of the 3D Hour Certificate Course on NGD MANAGEMENT and obtain Grade 'E'

Principal Acharya Sukumar Sen Mahavidyalaya

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VIII. & P.O.- Gotan, Dist.-Purba Bardhaman

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** 90 to 100= 'O' - Outstanding / 80 to 89= 'E' - Excellent / 70 to 79= 'A' - Very Good / 60 to 69= 'B' - Good / 50 to 59= 'C' - Fair / Belo



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Batch- 2021-2022

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CHIRANJIT SANTRA

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Dr. Jayanta Kumar Mukharjee

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Batch- 2021-2022

Date- 28/04/2022 .

This Certificate Awarded to

BAISAKHI SANTRA

For successfully completing the requirements of the 30 Hour Certificate Course on NGO MANAGEMENT and obtain Grade 'F.'

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Prof, kausik Mallik Programme Convenor Acharya Sukumar Sen Mahavidyalaya



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Date- 28/04/2022,

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AMIT SINGH

For successfully completing the requirements of the 3D Hour Certificate Course on NGD MANAGEMENT and obtain Grade ${}^{\circ}E^{\circ}$

Dr. Jayanta Kbahar Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya Principal

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AKASH GHOSH

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Certificate of Completion

Batch- 2021-2022

Date-17/03/2022

This Certificate Awarded to

SHUBHA MALIK

For successfully completing the requirements of the 30 Hour Certificate Course on and BOOK EDITING AND PROOF READING obtain Grade 'A

Dr. Jayanta Kuma Mukharjee Principal

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DR. NIRMAL CHATTOPADHYAY
Programme Convenor
Acharya Sukumar Sen Mahavidyalay:

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Certificate of Completion

Batch- 2021-2022

Date-17/03/2022

This Certificate Awarded to

NASRIN SULTANA

For successfully completing the requirements of the 30 Hour Certificate Course on and BOOK EDITING AND PROOF READING obtain Grade 'E

Principal

Acharya Sukupar Sepa Mahavidyalaya Acharya Sukumar Sen Mahavidyalaya All. & P.O.- Gotan, Dist. Purba Bardhaman

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This Certificate Awarded to

SK. ARIF ALI

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Dr. Jayanta Lamar Mukharjee

Acharya Sukumar Sen Mahayidyalaya Acharya Sukumar Sen Mahayidyalaya

78 & P.O. Gotan Dist Purba Bardhamar

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DR. NIRMAL CHATTOPADHY AY
Programme Convenor

Acharya Sukumar Sen Mahavidyalay.



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Principal

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Acharya Sukumar Sen Mahavidyalaya Vill. & P.O.- Gotan, Dist.-Purba Bardhaman DR. NIRMAL CHATTOPADITY AY

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Dr. Jayanta Kumar Mukharjee Principal

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Certificate of Completion

Batch- 2018-2019

Date- 22/12/2018 ,

This Certificate Awarded to

SOUMI DEY

For successfully completing the requirements of the 30 Hour Certificate Course on Human Rights in India and obtain Grade 'E'

Dr. Jayanta Rubuar Mukharjee Principal Acharya Sukumar Sen Mahavidyalaya Principal

Acharya Sukumar Sen Mahavidyalaya Vill. & P.O.- Gotan, Dist.-Purba Bardhamar ESTD-2013 Oist.-Purba Bardhaman

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Programme Convenor Acharya Sukumar Sen Mahavidyalaya



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Certificate of Completion

Batch- 2018-2019

Date- 21/12/2018 ,

This Certificate Awarded to

SREELEKHA MALLICK

For successfully completing the requirements of the 30 Hour Certificate Course on Content writing and obtain Grade 'E'

Acharya Sukumar Sen Mahavidyalaya

Principal Acharya Sukumar Sen Mahavidyalaya Jil. 8 P.O.- Gotan, Dist.-Purba Bardhamar

Subhu Glos Prof, SUBHRO GHOSH

Programme Convenor Acharya Sukumar Sen Mahavidyalaya



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Certificate of Completion

Batch- 2018-2019

Date- 21/12/2018,

This Certificate Awarded to

MOULI DAS

For successfully completing the requirements of the 30 Hour Certificate Course on Content writing and obtain Grade 'A'

Dr. Jayanta Kumar Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya

Principal

charya Sukumar Sen Mahavidyalaya 1 & P.O.- Gotan Dist.-Purba Bardhaman

Subhus Chosh Prof, SUBHRO GHOSH

Programme Convenor Acharya Sukumar Sen Mahavidyalaya



আচার্য সুকুমার সেন মহাবিদ্যালয় Gotan, Purba Bardhaman, 712410

Certificate of Completion

Batch- 2018-2019

Date- 21/12/2018.

This Certificate Awarded to

LOKENATH BARIK

For successfully completing the requirements of the 30 Hour Certificate Course on Content writing and obtain Grade 'A'

Dr. Jayanta kumar Mukharjee Principal Acharya Sukumar Sen Mahavidyalaya

Principal

charya Sukumar Sen Mahavidyalaya

3 P.O. Gotan Dist Purba Bardhaman

ESTD-2913 Dist. F Ja Bardhaman

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DOYEL MALIK

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Vill. 8 P.O.- Gotan, Dist. Purba Bardhaman

Prof, SUBHRO GHOSH

Subhus Ghred

Programme Convenor



আচার্য সুকুমার সেন মহাবিদ্যালয় Gotan, Purba Bardhaman, 712410

Certificate of Completion

Batch- 2021-2022

Date- 30/04/2022,

This Certificate Awarded to

TANMAY DAS

For successfully completing the requirements of the 30 Hour Certificate Course on COMMUNICATIVE ENGLISH and obtain Grade 'A'

Dr. Jayanta Komar Mukharjee

Acharya Sikumar Sen Mahayidyalaya Acharya Sukumar Sen Mahayidyalaya Sii 8 P.O. Gotan, Dist. Purba Bardhaman

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Date- 30/04/2022,

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TAJMIRA KHATUN

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Dr. Jayanta Kumar Mukharjee

Acharya Subrina par Mahavidyalaya

Acharya Sukumar Sen Mahavidyalaya Vill. & P.O.- Gotan, Dist.-Purba Bardhaman

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Prof, SUBHRO GHOSH

Programme Convenor Acharya Sukumar Sen Mahavidyalaya



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Certificate of Completion

Batch- 2021-2022

Date- 30/04/2022,

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SWETA BHATTACHARYA

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Dr. Jayanta Kumar Mukharjee Principal

Acharya Subuman Sen Mahavidyalaya

Acharya Sukumar Sen Mahavidyalaya

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Certificate of Completion

Batch- 2021-2022

Date- 30/04/2022,

This Certificate Awarded to

SULATA MURMU

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Dr. Jayanta bagnar Mukharjee Principal Acharya Sukumar Sen Mahavidyalaya Principal

harya Sukumar Sen Mahavidyalaya 3 P.O. Gotan, Dist. Purba Bardhama ESTO-2013 Dist. P. ba Barcheman

Prof, SUBHRO GHOSH Programme Convenor Acharya Sukumar Sen Mahavidyalaya

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Prof. SCHERRO CHOSE

Programme Conventor

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Certificate of Completion

Batch- 2022-2023

Date- 03/09/2022,

This Certificate Awarded to

YOGESH KUMAR JAMRE

For successfully completing the requirements of the 30 Hour Certificate Course on NCC and CIVIL DEFENCE and obtain Grade 'A'

Dr. Jayanta Kumar Mukharjee Principal Acharya Sukumar Sen Mahavidyalaya

Principal

Acharya Sukumar Sen Mahavidyalaya Ali A P.O. Gotan, Dist. Purba Bardhaman

DR. NIRMAL CHATTOPADHYAY Programme Convenor



আচার্য সুকুমার সেন মহাবিদ্যালয় Gotan, Purba Bardhaman, 712410

Certificate of Completion

Batch- 2022-2023

Date- 03/09/2022,

This Certificate Awarded to

ASHIS GHATAK

For successfully completing the requirements of the 30 Hour Certificate Course on NCC and CIVIL DEFENCE and obtain Grade 'E'

Dr. Jayanta Ki ad Mukharjee

Principal

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Principal acharya Sukumar Sen Mahavidyalaya

III & P.G. Golan Dist. Purba Bardhamar

Programme Convenor



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Certificate of Completion

Batch- 2022-2023

Date- 03/09/2022,

This Certificate Awarded to

RINKU MANNA

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Certificate of Completion

Batch- 2022-2023

Date- 03/09/2022,

This Certificate Awarded to

MIR ASIA KHATUN

For successfully completing the requirements of the 30 Hour Certificate Course on NCC and CIVIL DEFENCE and obtain Grade 'E'

Dr. Jayanta Kuntur Mikharjee Principal

Acharya Sukumar Sen Mahavidyalaya Principal

Acharya Sukumar Sen Mahavidyalaya

ESTD 2013 Dist. Purba Bardhaman

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Certificate of Completion

Batch- 2022-2023

Date- 03/09/2022,

This Certificate Awarded to

BARSHA PAL

For successfully completing the requirements of the 3D Hour Certificate Course on NGC and CIVIL DEFENCE and obtain Grade 'E'

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Certificate of Completion

Batch- 2019-2020

Date-07/12/2019

This Certificate Awarded to

ISHA ROY

For successfully completing the requirements of the 30 Hour Certificate Course on and FUNCTIONAL SANSKRIT obtain Grade 'A'

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Principal

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Certificate of Completion

Batch- 2019-2020

Date-07/12/2019

This Certificate Awarded to

LIPIKA DEY

For successfully completing the requirements of the 30 Hour Certificate Course on and FUNCTIONAL SANSKRIT obtain Grade 'A'

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Certificate of Completion

Batch- 2019-2020

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This Certificate Awarded to

HAMIDA KHATUN

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Certificate of Completion

Batch- 2019-2020

Date-07/12/2019

This Certificate Awarded to

ANKITA KARMAKAR

For successfully completing the requirements of the 30 Hour Certificate Course on and FUNCTIONAL SANSKRIT obtain Grade 'E'

Dr. Jayanta Buhaar Mukharjee Principal Acharya Sukumar Sen Mahavidyalaya

Principal
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Will & P.O. Gotan, Dist.-Purba Bardhaman

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Certificate of Completion

Batch- 2019-2020

Date-07/12/2019

This Certificate Awarded to

ANJAN KUMAR DUTTA

For successfully completing the requirements of the 30 Hour Certificate Course on and FUNCTIONAL SANSKET obtain Grade 'E'

Dr. Jayanta Kumar Mukharjee Principal Acharya Sukumar Sen Mahavidyalaya

Principa.

Acharya Sukumar Sen Mahavidyalaja

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Certificate of Completion

Batch- 2018-2019

Date- 22/12/2018,

This Certificate Awarded to

SOURAV NAYAK

For successfully completing the requirements of the 30 Hour Certificate Course on Human Rights in India and obtain Grade 'E'

Dr. Jayanta Kumar Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya

Principal
Acharya Sukumar Sen Mahavidyalaya
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Prof, Souvik Nayek
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Certificate of Completion

Batch- 2018-2019

Date- 22/12/2018,

This Certificate Awarded to

SOUMYA KANTA SAHA

For successfully completing the requirements of the 30 Hour Certificate Course on Human Rights in India and obtain Grade 'E'

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Acharya Sukumar Sen Mahavidyalaya Principai

Acharya Sukumar Sen Mahavidyalaya Vill & P.O. Gotan, Diet. Purba Bardhaman ESTD-2013 Dist-Purba Bardhaman

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Certificate of Completion

Batch- 2018-2019

Date- 22/12/2018,

This Certificate Awarded to

PIYALI MALIK

For successfully completing the requirements of the 30 Hour Certificate Course on Human Rights in India and obtain Grade 'E'

Dr. Jayanta Kumir Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya

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Certificate of Completion

Batch- 2018-2019

Date- 22/12/2018.

This Certificate Awarded to

NIBEDITA GHORUI

For successfully completing the requirements of the 30 Hour Certificate Course on Human Rights in India and obtain Grade 'E'

Dr. Jayanta Kumar Mukharjee Principal

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Certificate of Completion

Batch- 2021-2022

Date-04/04/2022

This Certificate Awarded to

PAMPA CHAKRABORTY

For successfully completing the requirements of the 30 Hour Certificate Course on RESEARCH METHODOLOGY and obtain Grade 'E'

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Certificate of Completion

Batch- 2021-2022

Date-04/04/2022

This Certificate Awarded to

PRIYANKA KUNDU

For successfully completing the requirements of the 30 Hour Certificate Course on RESEARCH METHODOLOGY and obtain Grade 'E'

Principal

Acharya Sukumar Seu Mahavidyalaya Principal Acharya Sukumar Sen Mahavidyalaya

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PROF, SHARMA NAYAK Programme Convenor Acharya Sukumar Sen Mahavidyalay:



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Certificate of Completion

Batch- 2021-2022

Date-04/04/2022

This Certificate Awarded to

MANASI MANNA

For successfully completing the requirements of the 30 Hour Certificate Course on RESEARCH METHODOLOGY and obtain Grade 'E'

Dr. Jayanta Kumar Mukharjee Principal

Acharya Subuman San Mahavidyalaya

Acharya Sukumar Sen Mahavidyalaya

ESTD-2013 ESTD-2

PROF. HARMA NAYAK
Programme Convenor
Acharya Sukumar Sen Mahavidyalay:



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Certificate of Completion

Batch- 2021-2022

Date-04/04/2022

This Certificate Awarded to

ATANU KUNDU

For successfully completing the requirements of the 30 Hour Certificate Course on RESEARCH METHODOLOGY and obtain Grade 'E'

Dr. Jayanta Kunnar Mukharjee Principal

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Principal

Acharya Sukumar Sen Mahavidyalaya 701 8 P.O. Gotan Dist. Purha Bardhaman ESTD-2013 Dist.-Purba Bardhaman

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PROF, GIARMA NAYAK
Programme Convenor
Acharya Sukumar Sen Mahavidyalay:



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Certificate of Completion

Batch- 2021-2022

Date-04/04/2022

This Certificate Awarded to

ADITI PATRA

For successfully completing the requirements of the 3D Hour Certificate Course on RESEARCH METHODOLOGY and obtain Grade 'E'

Dr. Jayanta Kumar Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya Acharya Sukumar Sen Mahavidyalaya

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PROF. GARMA NAYAK
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Acharya Sukumar Sen Mahavidyalay:



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Certificate of Completion

Batch- 2022-2023

Date- 24/09/2022,

This Certificate Awarded to

PRIYA BAG

For successfully completing the requirements of the 30 Hour Certificate Course on Spoken English and obtain Grade 'A'

Dr. Jayanta Kumar Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya

Acharya Sukumar Sen Mahavidyalaya VIII. & P.O.- Gotan, Dist. Purba Bardhaman ESTD.2013 C. Dist.-Purba Bardhaman

R. Dutt

Prof, RAMPRASAD DUTTA Programme Convenor Acharya Sukumar Sen Mahavidyalay:



আচার্য সুকুমার সেন মহাবিদ্যালয় Gotan, Purba Bardhaman, 712410

Certificate of Completion

Batch- 2022-2023

Date- 24/09/2022.

This Certificate Awarded to

ALMINA YEASMIN

For successfully completing the requirements of the 30 Hour Certificate Course on Spoken English and obtain Grade 'E'

Dr. Jayanta-Ku Acharya Sukumar Sen Mahavidyalaya Acharya Sukumar Sen Mahavidyalaya

VIII. & P.O - Gotan, Dist. Purba Bardhaman



Prof, RAMPRASAD DUTTA Programme Convenor Acharya Sukumar Sen Mahavidyalay:



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Certificate of Completion

Batch- 2022-2023

Date- 24/09/2022,

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SHAKUNTALA BAG

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Acharya Sukumar Sen Mahavidyalaya

Principal

Acharya Sukumar Sen Mahavidyalaya Vill. & P.O.- Gotan, Dist.-Purba Bardhaman ESTD-2013 Dist.-Furba Bardhaman Control of the Popular Control of th

R. Sult.
Prof, RAMPRASAD DUTTA
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আচার্য সুকুমার সেন মহাবিদ্যালয় Gotan, Purba Bardhaman, 712410

Certificate of Completion

Batch- 2022-2023

Date- 24/09/2022,

This Certificate Awarded to

RIMPA MONDAL

For successfully completing the requirements of the 3D Hour Certificate Course on Spaken English and obtain Grade 'E'

Dr. Jayanta Kuma Mukharjee Principal

Acharya Sukumar Sen Mahavidyalaya

Acharya Sukumar Sen Mahavidyalaya Vill, & P.O.- Gotan, Dist -Purba Bardhama:



Prof, RAMPRASAD DUTTA Programme Convenor Acharya Sukumar Sen Mahavidyalay:



AUHANYA BURUMAN BER MAHAVINYALAYA

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Burtilisate of Completion

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ARHIBEK PATHA

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আচার্য সুকুমার সেন মহাবিদ্যালয় Gotan, Purba Bardhaman, 712410

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ABHISEK PATRA

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Dr. Jayanta Kuntir Mukharjee Principal

Acharya Sukumar Sep Mahavidyalaya Principal

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