BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH

Estd : 1st August 1947. Affilliated to University of Calcutta
NCTE approved NAAC B accredited College with CPE status

Skill Development Course

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Skill Development Course

Skill Development Courses is offered by the College from the Academic Year 2016 along with the normal curriculum studies to make the students well prepared to meet the demands of the job market. The Courses offered by the College are as follows :

Courses offered :

a)	Computer Data Care Management–Course Code – 01/07
b)	Industrial Microbiology–Course Code – 02/07
c)	Functional English–Course Code – 03/07
d)	E-Commerce–Course Code – 04/07
e)	Media Studies–Course Code – 05/07
f)	Visual Arts–Course Code – 06/07
g)	Handicrafts–Course Code – 07/07

Duration of Courses :

Certificate Course : One Year - The Course willbe of 30 credits. Each credit will have 15 hoursof workload. 10 credits will be assigned to fieldwork/project work/training.

Certificates will be issued by the College after completion of each course on the basis of examination results and credits earned.

Number of Classes allotted : Two classes per week each class consisting of 1 hour.

Eligibility :

H.S. of equivalent (+2) examination and above,preferably B.A., B.Sc. and B.Com students.

Rules and Regulations :

1.	80% attendance in class is compulsory
2.	Classes will be after normal College hours

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Course Design

COMPUTER DATA CARE MANAGEMENT- 01/07

Course Coordinator :-

Ranen Bhattacharya, M.Sc., M.Phil

Course Instructor –

1. Mayurakshi Jana
2. Sushmita Pramanick

Syllabus:

Semester - I

1. **Operating System :- Windows.**
2. **Microsoft Office Package :- Word, Excel, Power Point, Access.**
3. **HTML**
4. **Internet Theory & Application.**
5. **Page Maker.**

Semester - II

1) **Desktop Publishing :**
   i)   **Corel Draw**
   ii) **Photoshop**
   iii) **Animation (Flash)**
2) **Project. / C Language, Jave Script**

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INDUSTRIAL MICROBIOLOGY - 02/07

Course Coordinator :-

Biswajit Saha, M.Sc.

Course Instructor -
1. Biswajit Saha
2. Semanti Bhattacharya

Syllabus :- Semester - I

Theory :

1. **Fundamentals of Industrial Microbiology.**
2. **Tools and Techniques used in Industry.**
3. **Aerobic oxidation and Anaerobic Fermentation pathways.**

Practical :
1. **Isolation of Industrially Important microorganism.**
2. **Determination of various enzymatic activities, ph / salt tolerance, Antibiotic sensitivity.**
3. **Biochemical tests.**

Semester - II
1. **Microbial physiology (Growth, Control).**
2. **Fermentation production.**
3. **Biofertilizer.**
4. **Tissue Culture.**
5. **Project Work.**

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E-COMMERCE - 03/07

Course Coordinator :-

Dr. Amit Majumdar, M. Com., M.Phil., M.B.A. (Finance),Ph.D.

Course Instructor -

1. **Dr. Amit Majumdar**
2. **Dr. Shelly De Pandit**
3. **Mrs Lipika Panja**

Syllabus :- Semester - I

1. **Fundamentals of Computer : Hardware and Software.**
2. **A Brief Introduction about the Operating System (Windows)**
3. **Basic Discussion on programming Languages [HTML in details]**
4. **Information Technology & Application of Internet.**
5. **Basics of E-Commerce, E-Business.**
6. **Accounting Software (Tally latest version).**
7. **Strategy and Operation of E-Commerce.**

Semester - II

1. **Introduction of Business Process Outsourcing (BPO).**
2. **Basics of Web page Designing.**
3. **M-Commerce – Scope and Application.**
4. **Marketing & Potentialities of E-Commerce.**
5. **Multi Media Applications.**
6. **E-Governance.**
7. **E-filing of Income Tax (ITR – 1, ITR – 2, ITR – 4S in detail)**
8. **E-filing of Sales Tax**
9. **E-retailing – Scope & Application**
10. **Project on E-Commerce**

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FUNCTIONAL ENGLISH   04/07

Course Coordinator
>Suyasha Mookim, M.A

Course Instructor
>1. Suyasha Mookim
>2. Ms. Divyarati Ghosh

Syllabus :-

1.   *Communication*

A.   Introduction

- Definition
- Types of Communication
- Active Listening
- What is Language
- Growth of Language
- Difference Between Language and Speech
- English as a Mode of Communication

B.   Vocabulary Building

- Synonyms and Antonyms
- Collection of Words from Newspapers , StoryBooks and Dictionary.
- Use of Idioms and Phrases
- Phrasal Verbs
- Homonyms and Homophones
- Make Sentences
- Preposition and their Appropriate use

C.   Letter Writing

- Official Letters to Editor, OC, Chairman of any Organisation
- Application for Job
- Typing Of Letters In Microsoft Word Documents
- Opening Of E-mail Account

D.   Excel Sheets

2.   *Grammar*

A.   *Comprehensions*

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➤ Materials given from previous years questionpapers of different National and State Level Competitive Exams

B. Brief Essays
➤ Various Current Issues
➤ Amplifications on Popular Proverbs

C. Common Errors
➤ Important Rules of Grammar- Subject Verb Agreement, Noun, Adjective and Degree of   Comparison, Article, Tense, Etc.
➤ Practice Sets Given from Previous Years Competitive Question Papers.

3. Soft Skills
A. Power Point Presentation
B. Phonetics
➤ Sounds of Alphabets and their Correct Pronunciation
C. Body Language
➤ Training on Sitting Gestures and Postures   During Interview and Manner of Walking

4. Interview Skills
A. Listening To Audio Tapes And Replying
B. Training For Interview
➤ To Introduce Yourself
➤ Spoken English Skills
➤ Do's And Don'ts in an Interview
➤ Effective Listening And Other Important Skills

C. Etiquette Including Dress Code

5. Art of Speaking
A. Extempore Speech
B. General Group Discussion
C. Enhancement of Communicative Skills
➤ Reading Aloud of English Newspapers
➤ Listening to English Bulletins
➤ Practice before Mirror and Self Analysis and Rectification

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Media Studies - 05/07

Course Coordinator – To be notified soon
Course Instructor – To be notified soon

Syllabus :

Semester I -
1) Communication and Journalism : Basic terms, concepts and definition
2) Types of Communication
3) Mass Communication : Nature, Media and Content
4) Role of Media in Society
5) Mass campaigns for specific issues - Social concerns, environment, human rights, gender equality.

Semester II -
1) Journalism as a profession
2) Journalism - Their role and responsibilities
3) Indian Constitution and Freedom of Press
4) Research restrictions
5) Ethics & Journalism
6) Concerns in Journalism and Mass media
7) Training - Problems, perceptions & response by the industry media management - Principles & practices
8) Media Laws in India

Visual Arts - 06/07

Course Coordinator –
Dr. Anup Kr. Biswas, M.A., Ph.D.

Course Instructor – To be notified soon

Syllabus –

Semester I -

1) **Forms of Indian Dance and Drama in General**

   General introduction to seven classical dance styles, viz., Bharata Natyam, Kuchipudi, Odissi, Kathak, Manipuri, Kathakali and Mohini Attam. Knowledge of Indian dance – drama tradition, both classical and folk.

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2) General Introduction to tribal and folk dances of India. Inter – relationship of dance and drama with other plastic arts, e.g., Sculpture, Iconography and Painting in their ancient Indian tradition.

3) South – East Asian Dance / Drama

General acquaintance with the theatre traditions of South – East Asia, viz., Sri Lanka, Burma, Thailand, Cambodia, Indonesia, Japan and China.

Semester II -

Unit 1) Social Relevance of Dance and Drama in Contemporary Indian Scene.

Unit 2) : Pedagogy in Dance and Drama

Traditional Dance / Drama Training and its relevance today. Dance education at the academic level and its need in the contemporary Indian Society.

Dance / Drama Research and other components of co – related arts which are relevant; U=the importance of modern stage technique, the media and technological advances to the study and propagation of dance / drama.

Handicrafts   - 07/07

Course Coordinator –
Chiranjib Saha, M.A., M.Sc., B.Ed.

Course Instructor **–** To be notified soon

Syllabus -

Unit 1 : Tie and Dye on cloth
- Batik Art
- Fabric Art
- Bandhani

Unit 2 : Terracotta Art
- Terracotta Making

Unit 3 : Handicrafts
- Junk Jewellery
- Painting
  Unit 4 : Decorative Designs
- 3D Miniature (Quilling)
- Weaving and Knitting (Macrame)

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Benefitted Students of Skill Development Course

Sl. No.	Code	Course Name	Student Benefitted
2016-17			
1.	01/04	COMPUTER DATA CARE MANAGEMENT	11
2.	02/04	INDUSTRIAL MICROBIOLOGY	18
3.	03/04	E-COMMERCE	23
4.	04/04	FUNCTIONAL ENGLISH	9
2017-18			
1.	01/04	COMPUTER DATA CARE MANAGEMENT	2
2.	02/04	INDUSTRIAL MICROBIOLOGY	16
3.	03/04	E-COMMERCE	7
4.	04/04	FUNCTIONAL ENGLISH	9
2018-19			
1.	01/04	COMPUTER DATA CARE MANAGEMENT	7
2.	02/04	INDUSTRIAL MICROBIOLOGY	15
3.	03/04	E-COMMERCE	11
4.	04/04	SPOKEN ENGLISH	4
2019-2020			
1.	01/04	COMPUTER DATA CARE MANAGEMENT	4 (Exam due)
2.	02/04	INDUSTRIAL MICROBIOLOGY	10 (Exam due)
3.	03/04	E-COMMERCE	30 (Exam due)
4.	04/04	SPOKEN ENGLISH	9 (Exam due)

Admitted Students of Skill Development Course

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Year - 2020 - 21

Sl No	Course Code	Course Name	Students Admitted
		2020-2021	
1.	01/07	COMPUTER DATA CARE MANAGEMENT	70
2.	02/07	INDUSTRIAL MICROBIOLOGY	20
3.	03/07	E-COMMERCE	52
4.	04/07	SPOKEN ENGLISH	238
5.	05/07	MEDIA STUDIES	49
6.	06/07	VISUAL ARTS	NIL
7.	07/07	HANDICRAFTS	28
		TOTAL :	**457**

Skill Development Certificate Proforma

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(Affiliated under the University of Calcutta)
A NAAC accredited (B++) and NCTE approved College.
5/3, Mahatma Gandhi Road, Howrah 711 101
Ph. : +91-33-2641-2341
e-mail : bkgc_howrah@yahoo.co.in, Fax : 91-33-2641-4877

Appraisal Report of
Skill Development Programme

Session : 20 _____ to 20 _____

Name of the Candidate : ....

Name of the Course : ....

Certified that he / she has successfully completed the Certificate course in Skill Development Programme and obtained .... Grade

Principal / Secretary
Bijoy Krishna Girls' College, Howrah

Dated :

Grade A = 80% & above   B = 60% to 79%   C = 40% to 59%   D = Below 40%

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