

Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya



ESTD - 2005

(Affiliated to West Bengal State University, Barasat as a Degree College)

P.O- HELENCHA COLONY • P.S. – BAGDAH • DIST- 24 PGS (N) • PIN- 743270

NAAC ACCREDITED WITH B+ GRADE

Ref. No. 1978/25

Date: 25.01.2025

NOTICE

It is to inform all concerned that a **Soft Skill Training Program** (40 Hours) shall be conducted by Mahindra Pride Classroom on and from 30.01.2025 as per the time schedule attached herewith. Classes shall begin from 11 AM onwards every day. At the end of the course there will be an assessment to evaluate and assess the learning level/course outcome of the students and every successful candidate shall be provided certificate after that. Class Routine, Syllabus and other details are attached herewith. Registration link is attached below for the aspirants to register for the course.

<https://forms.gle/rLekvUHWwNJeePLC6>

1. Name of the Course Coordinator- Dr. Roopleena Banerjee, Mob No :9830893486

NB : The course is only for female students.

Dr Chittaranjan Das
Principal

Principal
DR. CHITTARANJAN DAS
Dr. B.R.A.S. Mahavidyalaya
Helencha, North 24 Parganas.

Copy to:

1. College Website
2. AIMES Portal
3. SBF Group
4. TC Group
5. Notice Board
6. Telegram Group

Framework for 40 hours - Offline Sessions

Day	Sl.No.	Session Title	Duration	Skill
Programme Goal				
1. To help students overcome their fear of speaking in English				
2. To instill confidence in students and make them socially aware and responsible citizens in the job force				
4. To increase students employability quotient				
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
	4	Good health for Good Life	2 hrs	Life Skill
2	5	Art of Speaking	2 hrs	Communication Skill
	6	Goal setting & Time Management	2 hrs	Soft Skill
	7	Job Opportunity	2 hrs	Interview Skill
3	8	Professional Communication	2 hrs	Communication Skill
	9	Digital Identity	2 hrs	Life Skill
	10	Money Management	2 hrs	Soft Skill
4	11	Interview Preparation 1	2 hrs	Interview Skill
	12	Critical Thinking	2 hrs	Life Skill
	13	Presenting a Project Presentation	2 hrs	Interview Skill
5	14	Problem Solving	2 hrs	Life Skill
	15	Group Presentation	2 hrs	Presentation Skill
	16	Art of Speaking (Assessment)	2 hrs	Interview Skill
6	17	Acing a Group Discussion	2 hrs	Interview Skill
	18	Conflict Management	2 hrs	Life Skill
	19	Interview Preparation 2	2 hrs	Interview Skill
7	20	Professional Ethics	2 hrs	Soft Skill
	21	Recap & Closing	2 hrs	Soft Skill
7 days 20 Sessions 40 hours				

