

**SELF FINANCING COURSE
THIRD EYE EDUCATION CENTRE
IN BIKALI COLLEGE:**

NAME OF THE COURSES AND DURATION

1. SIX MONTHS' CERTIFICATE COURSE IN COMPUTER SCIENCE AND APPLICATION:

ELIGIBILITY: 10+2 or equivalent from any discipline (Arts/Science/Commerce)

FEE STRUCTURE: Rs. 1500/- (for 6 Months)

COURSE CONTENT: Fundamental of Computers P. C. Software, Internet and Web Page Design, Introduction to Programming, Introduction to Business Data Processing, Database Programming.

2. COURSE - STARTUP FOR BEGINNERS (DIPLOMA)

DURATION: 3 months

ELIGIBILITY: HSLC & above, no prior knowledge of Computer required

FEE STRUCTURE: 1200+300=1500/-

3. COURSE - DTP (DIPLOMA)

DURATION: 3 months

ELIGIBILITY: HSLC & above, no prior knowledge of Computer required

FEE STRUCTURE: 1200+300=1500/-

4. COURSE - TALLY (DIPLOMA)

DURATION: 3 months.

FEE STRUCTURE: 1200+300=1500/-

ELIGIBILITY: HSLC & above, no prior knowledge of Computer required

5. COURSE - VIDEO EDITING (DIPLOMA)

DURATION: 3 months.

FEE STRUCTURE: 1200+300=1500/-

ELIGIBILITY: HSLC & above, no prior knowledge of Computer required

6. COURSE - C PROGRAMING (DIPLOMA)

DURATION: 3 months

FEE STRUCTURE: 1200+300=1500/-

ELIGIBILITY: HSLC & above no prior knowledge of Computer required

7. COURSE - C++ PROGRAMING (DIPLOMA)

DURATION: 3 months.

FEE STRUCTURE: 1200+300=1500/-

ELIGIBILITY: HSLC & above no prior knowledge of Computer required

8. COURSE - WEB PAGE DESIGNING (DIPLOMA)

DURATION: 3 months.

FEE STRUCTURE: 1200+300=1500/-

ELIGIBILITY: HSLC & above no prior knowledge of Computer required

9. COURSE - STARTUP IN DESKTOP PUBLISHING (DIPLOMA)

DURATION: 6 months.

FEE STRUCTURE: 1500+300=1800/-

ELIGIBILITY: HSLC & above no prior knowledge of Computer required

10. COURSE - SOFTWARE COURSE

DURATION: 1 Year certificate course.

FEE STRUCTURE: 6000/-

ELIGIBILITY: HSLC & above no prior knowledge of Computer required

11. COURSE-DIPLOMA IN COMPUTER HARDWARE & NETWORKING.

DURATION: 6 months & 1 year. **FEE STRUCTURE:** 3000/-, 6000/-

ELIGIBILITY: HSLC & above no prior knowledge of Computer required

12. COURSE - PGDCA

DURATION: One year (Two Semester) **FEE STRUCTURE:** 12000/-

ELIGIBILITY: Graduate in any discipline

COORDINATOR: Prof. Bichitra Saha, MCA.

2. Name of Courses of studies of Non-Formal Sanskrit Education Centres

There will be two courses of studies in these centres. **First** is called “**Certificate Course in Sanskrit Language**” and **Second** is “**Diploma in Sanskrit Language**.”

3. Nature of Course of Studies

- A. It is a credit based part-time course.
- B. The duration of the course for the academic session 2023-24 will be till May 15, 2024.
- C. Course of Studies
 - I. **Certificate Course in Sanskrit Language** (8 Credits)- Prathama Diksha (First Level) Published by the Central Sanskrit University will be taught in this Course. Under it, five books are Varnamala (वर्णमाला) Vakya-vyavaharah (वाक्यव्यवहारः), Vakyavistarah (वाक्यविस्तरः) Sambhashanam (सम्भाषणम्) and Parishishtam (परिशिष्टम्). These five books will be taught in simple Sanskrit. A minimum period of 120 hours is required to complete the course.
 - II. **Diploma in Sanskrit Language** (12 Credits)- First 5 Stabakas of Dvitiya Diksha (Second Level) published by the Central Sanskrit University will be taught in this course. Sanskrit Subhashitas, Stories, different types of special exercises, simple Sanskrit grammar compiled in Vyavahara-pradeepah (व्यवहारप्रदीपः) will be also taught in this course. A minimum period of 150 hours is required for this course.
 - III. Time table of teaching at the Centre may be decided as per convenience of the students.
 - IV. Study material (Prathama Deeksha and Dvitiya Diksha) will be provided by the Central Sanskrit University, New Delhi.
 - V. This Course will provide basic knowledge for higher studies in Sanskrit/Yoga/Ayurveda/various Distance Education Programmes of Central Sanskrit University. After successfully completing the “Certificate Course in Sanskrit language” & “Diploma in Sanskrit Language”, the student will be eligible to take admission in various Sanskrit Courses which are run by ‘Mukta-Swadhyaya-Peetham’. (Institute of Open and Distance Education.

To
The Principal
Bikali College, Dhupdhara
Date- 17-08-2018

Sub- Request to grant permission to start the Add-on Course on "Economics for Competitive Exams"

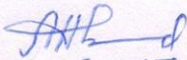
Dear Ma'am

It is our pleasure to inform you that as per the approval of the Governing body, Bikali College, Department of Economics is planning to start the Add-on Course on "Economics for Competitive Exams" from 4th September 2018. This course is open for all the students of the college. It will be of 30 hours duration. This course will help students to prepare for the competitive exams as many competitive exams cover the syllabus of Economics.

Therefore, we request you to kindly permit us to conduct the course. Hope the course will help students excel in their career.

Thank You

Yours Sincerely


17-08-2018
Dr. Abdul Haque Ahmed

HoD, Dept. of Economics

Bikali College

Coordinator: Dinabandhu Kalita

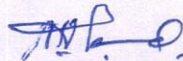
Forwarded
@abha
PRINCIPAL
BIKALI COLLEGE
DHUPDHARA

NOTICE

Date- 24/08/2018

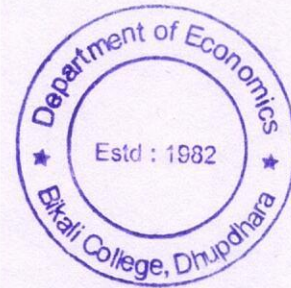
It is our pleasure to inform that Department of Economics, Bikali College will start an Add-on Course on "Economics for Competitive Exams" from 4th September 2018. This course is open for all the students of the college. It will be of 30 hours duration. This course will help students to prepare for the competitive exams as many competitive exams cover the syllabus of Economics.

Therefore, interested students are request to kindly contact Department of Economics, Bikali College for register their names or for any queries.

 24-08-2018
Dr. Abdul Haque Ahmed

HoD, Dept. of Economics

Bikali College



Brochure
ADD-ON COURSE

on

Economics for Competitive exam

Department Name: Department of Economics

Duration of the course (in hours/days): 30 hours

Course Coordinator: Dinabandhu Kalita

Seat capacity- 120

Enrolled- 106

Objectives of the course:

The main objective of the add-on course on "Economics for Competitive Exams" is to equip aspiring candidates with a comprehensive and robust understanding of economic principles, theories, and current economic issues. This course aims to develop critical thinking, analytical skills, and practical knowledge necessary to excel in competitive examinations, thereby contributing to their academic and professional success. This course is a leading preparatory program that fosters intellectual growth and enhances the competitiveness of students in the field of economics. We envision creating a community of well-prepared, informed, and confident candidates who can tackle the challenges of competitive exams and contribute meaningfully to economic policymaking, research, and practice.

About the Course:

Duration- 30 hours

This course aims to introduce the students to the Economics for Competitive Exams. This course discusses the preliminary concepts of economics. The emphasis will be on thinking like an economist and to make students competent to attend competitive exams of economics. Preparing for competitive exams in economics requires a structured approach, incorporating a thorough understanding of key concepts, current economic issues, and practice with exam-style questions. This course is designed to cover all

essential areas required for competitive exams in economics, providing a solid foundation and ample practice opportunities to ensure thorough preparation.

Course Outline

1. Micro Economics

Theory of Consumer Behaviour, Theory of Production and Costs, Decision making under uncertainty Attitude towards Risk, Game Theory- Non Cooperative games, Market Structures, Competitive and non- competitive equilibrium and their efficiency properties, Factor Pricing, General Equilibrium Analysis, Asymmetric Information: Adverse Selection and Moral Hazard.

2. Macro Economics

Introduction to Macroeconomics and National Income, Money, Inflation and Unemployment, The Closed Economy in the Short Run.

3. Indian Economy

Indian Economy in Pre and Post Independence era, Land System and its changes, New Economic Reforms, Planning in India, New Economic Reforms and Agriculture, Industry, Trade and Employment, Poverty Alleviation Schemes, Finance Commission.

4. Mathematical Economics

Sets, Functions and Continuity, Sequence, Series, Differential Calculus and its Applications, Linear Algebra- Matrices, Vector Spaces, Static Optimization Problems and their Applications, Input- Output Model, Linear Programming, Difference and Differential Equations with Applications.

5. Banking & Financial Awareness

History of Banking in India, Types of Banks in India, Loans in Banking Sectors, Insurance Companies in India, Public Sector Banks in India, Financial Market in India, Functions of Banks, Monetary Policy, Types of Bank Accounts, Types of Cheques, Securities & Exchange Board of India (SEBI), National Bank for Agriculture & Rural Development (NABARD), Reserve Bank of India (RBI), Export- Import Bank of India (EXIM), Special Economic Zone (SEZ), SENSEX, IMF, World Bank, World Trade, WTO, Mutual Funds, Stock Exchanges and Financial Inclusion.

Course Outcomes

- Learning this course will help students to get the basic knowledge of Economics used in day to day life.
- It will help to understand the financial situation of the economy as well as international financial relationships.
- Many competitive exams cover Economics in their syllabus. This course will help students get ready for those exams like BANK (PO, Clerical), SSC, RRB, RBI and many other government selection exams.

Suggested Readings

- Modern Micro Economics by H.L. Ahuja
- Macro Economics by H.L. Ahuja
- Indian Economy- its Growing Dimensions by P.K.Dhar
- Banking and Financial System by B. Santhanam
- Mathematics for Economics by S.C. Aggarwal, R.K. Rana and Leena Gupta
- Basic Mathematics & its Application in Economics by Srinath Baruah.

- Flyer

Free Course

ECONOMICS FOR COMPETITIVE EXAMS

Hosted By:

DEPARTMENT OF ECONOMICS, BIKALI COLLEGE

Join us on 4th September 2018

Time- 1 pm

Venue- Auditorium

*NB- Interested students please contact Dept. of Economics, Bikali College for registration

To,

The Principal
Bikali College
Dhupdhara

Date:21.01.2019

Sub: Request for approval for Initiating an Add-on Course on Indian Polity

(Through the Head, Department of Political Science)

Respected Madam,

I am writing to express my interest in initiating an Add-on Course on Indian Polity as course coordinator which will be offered by the Department of Political Science. The course will be highly beneficial for students aspiring for competitive examinations as Indian Polity especially the discourse on the Indian Constitution is a staple for almost all entrance exams.

The duration of the course will be 30 hours duration and the course will be offered to both UG and PG students of this academic session.

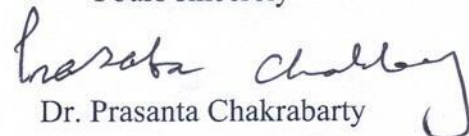
The course objectives, outcomes, and syllabus are attached herewith.

I am hopeful that the introduction of this course will enrich the educational offerings of our institution as well as contribute to the professional development and career advancement of our students.

Thank you for considering this proposal and I look forward to your positive response.

Approved
@asaha
21-01-2019

Yours sincerely



Dr. Prasanta Chakrabarty

(Course Coordinator)

Associate Professor

Department of Political Science



NOTICE

Date:21.01.2019

This is hereby informed to all the UG and PG students of Bikali College that the Department of Political Science is going to offer an Add-on Course on Indian Polity from the 1st of February, 2019. Therefore, interested students are requested to enroll their names to the Course Coordinator on 31st January. For details contact Course Coordinator Dr. Prasanta Chakrabarty, the Department of Political Science.

Co-Ordinator

Dr. Prasanta Chakrabarty

Associate Professor

Department of Political Science

Head
Deptt. of Political Science
Bikali College, Dhupdhara

30-Hour Course on Indian Polity
(For Competitive Exams)

Course Structure

Course Instructor: Dr. Prasanta Chakrabarty

Objectives:

- Understanding Constitutional Framework
- Analysing the Structure of Governance
- Examining Federalism and State Relations
- Exploring Local Governance
- Understanding Political Processes
- Critically Analysing Current Affairs

Unit I

1. Constitution of India- History, Features and Amendments
2. Institutions- Executive, Legislature and Judiciary

Unit II

3. Federalism-Division of powers, Co-operative Federalism
4. State Governments-Structure, Powers and Functions

Unit III

5. Local Governments-Panchayats and Municipalities
6. Political Parties and Elections- National and state parties, ideology and electoral process

Unit IV

7. Fundamental Rights and Duties-
8. Directive Principles of State Policy-

Unit V

9. Contemporary Developments- Recent political developments in India

Reading List:

- i. Laxmikanth, M, (2017), 'Indian Polity: For Civil Services Examination', McGraw Hill Education, Tamil Nadu
- ii. Basu, D.D. (2018), 'Introduction to the Constitution of India, LexisNexis, New Delhi -110 020
- iii. Newspapers- The Hindu/ New Indian Express

Assessment Procedure:

- Assessment will be conducted for a total of 50 marks.
- 30 Marks will be given for Home Assignments and Group Discussion
- 20 Marks Final Examination will be conducted.

Model Question Papers for Final Examination

1. Select the correct answer from the options given. (1x20=20 marks)
- a. The Emergency provisions of Indian Constitution have been borrowed from
- i. Germany ii. Japan iii. USSR iv. USA
- b. Panchayati Raj Institutions came into existence under the:
- i. 42nd and 43rd Amendment Acts
- ii. 86th and 87th Amendment Acts
- iii. 63rd and 64th Amendment Acts
- iv. 73rd and 74th Amendment Acts
- c. The three-tier system of local government does not include the _____
- i. Panchayat Samiti iii. Village Committee
- ii. Gram Panchayat iv. Zila Parishad
- d. Which among the following is the first state in India to have the Panchayati Raj system?
- i. Madhya Pradesh iii. Rajasthan
- ii. West Bengal iv. Uttar Pradesh
- e. Which of the following is not a recommendation of the Swarna Singh Committee?
- i. Incorporating eight fundamental duties
- ii. Allowing Parliament to impose penalties for non-compliance
- iii. Specifying the duty to pay taxes as a Fundamental Duty
- iv. Prevention of disrespect to the National Flag and National Anthem.
- f. Which committee's recommendations were partially included in the 42nd Amendment Act for introducing Fundamental Duties?

- i. The Verma Committee
- ii. The Sarkaria Commission
- iii. The Swarna Singh Committee
- iv. The Kelkar Committee

g. The Fundamental Duties in the Indian Constitution are:

- i. Justiciable and enforceable by law
- ii. Non-justiciable but enforceable by law
- iii. Justiciable but not enforceable by law
- iv. Non-justiciable and not directly enforceable by law

h. The Fundamental Duties in the Indian Constitution were included in which part and through which amendment?

- i. Part IV, 42nd Amendment
- ii. Part IV A, 42nd Amendment
- iii. Part III, 44th Amendment
- iv. Part IV A, 44th Amendment

i. Which of the following is an example of an example of 'Coming Together' federation?

- i. Spain
- ii. Belgium
- iii. USA
- iv. All the Above

j. Which of the following are included in the Union List?

- i. Banking
- ii. Foreign Affairs
- iii. Defense
- iv. All the

above

k. If there is a conflict in the laws made for the subjects in the Concurrent List, then the decision made by _____ will prevail.

- i. State Government
- ii. Union Government
- iii. President
- iv. Governor

l. 10th Schedule of the Constitution was added by which amendment of the Constitution?

- i. 24th Amendment Act
- ii. 52nd Amendment Act

iii. 61st Amendment Act

iv. 85th Amendment Act

m. Which among the following Constitutional Amendment Act, reduced the age of voting from 21 years to 18 years?

i. 59th Amendment Act

ii. 60th Amendment Act

iii. 61st Amendment Act

iv. 62nd Amendment Act

n. "India, that is Bharat, shall be a Union of States". The above mandate has been enshrined in the Constitution of India, in which among the following?

i. Preamble

ii. Article 1

iii. Article 2

iv. Schedule 1

o. Which article of Indian Constitution deals with Constitutional Amendments?

i. Article 332

ii. Article 386

iii. Article 368

iv. None of the above

p. The Directive Principles are _____

i. Justiciable

ii. Non-Justiciable

iii. Legal

iv. None of the above

q. The National Forest Policy was introduced in the year _____

i. 1988

ii. 1998

iii. 2000

iv. 2001

r. The Parliament made the First Amendment Act in the Year _____

i. 1956

ii. 1954

iii. 1958

iv. 1951

s. Which of the following is called 'Mini Constitution'?

i. Government of India Act, 1935

ii. 42nd Constitutional Amendment

iii. 44th Constitutional Amendment

iv. Government of India Act, 1919

t. Which of the following is not matched correctly?

i. Right to Equality: Article 14-18

ii. Right against Exploitation: Article 20-22

iii. Right to Religious Freedom: Article 25-28

iv. Right to Cultural and Education Freedom: Article 29-30

Date: 20.1.2019.

To

The Principal
Bikali College,
Dhupdhara

Sub: Request for approval for initiating Add-on Course in Communication Skills

Dear Madam,

I am writing to express my interest in initiating an Add-on Course in Communication Skills as course coordinator which will be offered by the Department of English across all streams. The course will be highly beneficial for students aspiring for competitive examinations and other jobs as communication skills are one of the most important aspect for a successful future.

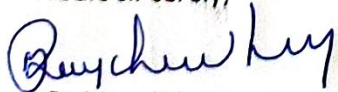
The duration of the course will be 30 hours duration and will be offered to interested students of all semesters. The course objectives, outcomes and syllabus are attached herewith.

I am hopeful that the introduction of this course will enrich the educational offerings of our institution as well contribute to the professional development and career advancement of our students.

Therefore, I seek approval for conducting the above-mentioned course.

Thank you for considering this proposal, and I look forward to your positive response.

Yours sincerely,



Dr. Monalisha Roychaudhury
HoD, Dept. of English
Bikali College
Head, Dept. of English
Bikali College, Dhupdhara

Approved
@alsha
PRINCIPAL
BIKALI COLLEGE
DHUPDHARA

ADD-ON COURSE IN ENGLISH COMMUNICATION
(30 HOURS)

Course Objectives:

The course intends to achieve the following objectives:

- To make the students well acquainted with the art of communication
- To identify and learn non-verbal communication
- To develop awareness of appropriate communication strategies

Unit I: Concept of Communication

- What is Communication?
- Types of Communication
- Effective Communication

Unit II: Know more about Communication

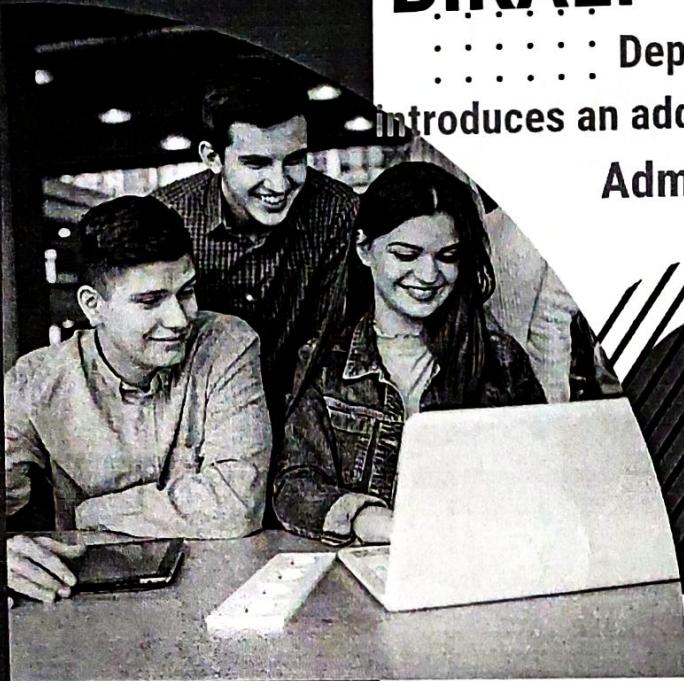
- Verbal and Non Verbal Communication
- Barriers in Communication
- Active listening

Unit III: Communication as an effective skill

- Interview Skills
- Conversational Skills
- Social and Workplace Etiquette
- To teach the learners clear and effective communication skills
- To engage students in active listening

BIKALI COLLEGE

Department of English
Introduces an add-on Course
Admission open



COURSE DATE

COMMUNICATION SKILLS

BATCH I
MARCH 1-15, 2019

2018-19

BATCH II
MARCH 25 - APRIL 19, 2019

FOR DETAILS CONTACT

DR. MONALISHA ROYCHAUDHURY

BATCH III
APRIL 27- MAY 20, 2019

PH. NO: 9435149888

Monalisha Roy
Head of the Department of English
Bikali College, Dhupchara



ADD-ON COURSE IN COMMUNICATION SKILLS

PROGRAMME GUIDE
DEPARTMENT OF ENGLISH, BIKALI COLLEGE
DHUPDHARA,
PIN-783123
GOALPARA, ASSAM

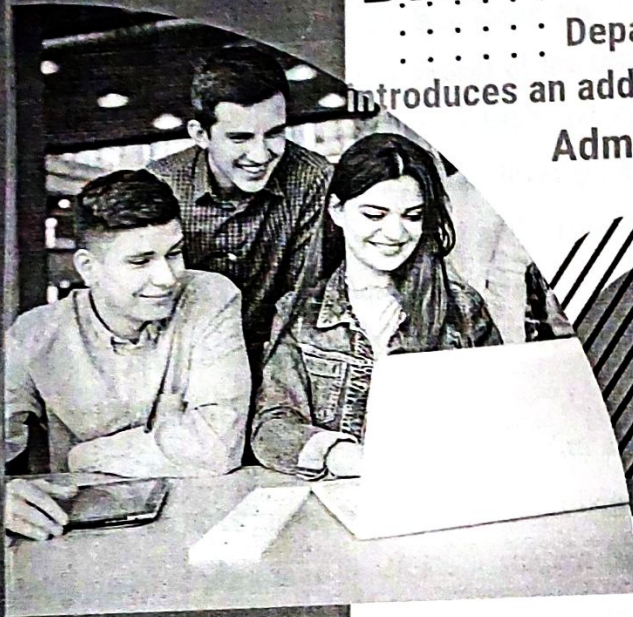
Duration of the Course: 30 hours

Course Coordinator: Dr. Monalisha Roychaudhury



BIKALI COLLEGE

Department of English
Introduces an add-on Course
Admission open



COURSE DATE

BATCH I
MARCH 1-15, 2019

BATCH II
MARCH 25 - APRIL 19, 2019

BATCH III
APRIL 27- MAY 20, 2019

COMMUNICATION SKILLS

2018-19

FOR DETAILS CONTACT

DR. MONALISHA ROYCHAUDHURY

PH. NO: 9435149888



1. About Bikali College

Bikali College is one of the premier institutions of higher education in Assam. It is located at Dhupdhara, a small town on the National Highway 37 (New NH17) in the eastern most part of Goalpara district of Assam.

Bikali College was established on 14th April, 1982. The college is currently affiliated to Gauhati University and is presently offering undergraduate courses and along with post graduate courses in Assamese and Geography. The Arts stream of the college was brought under Deficit Grants-in-Aid schemes of government of Assam in 1992 and it was subsequently provincialized in the year 2005. In the course of its growth and development, the Commerce stream and Science stream were introduced in the college as self-financed course in the year 2005 and 2015, respectively. In addition to these courses, the college also offers certificate courses to students in all the three streams. The college received UGC recognition of 2 (f) and 12(B) with effect from the 10th Plan of the UGC.

The college has a sprawling campus spread over an area of more than 50 acres equipped with modern facilities for teaching and learning. The college has, over the years built an impressive infrastructure and is trying hard to create a student-friendly environment in the campus. ICT-enabled classrooms, well-equipped computer laboratory, science laboratories, central library with internet facility, digital library, seminar and conference hall etc. are some of the teaching-learning facilities in the college through which students are exposed to better learning experiences in the campus.

The institution is committed to pursuing its prime objectives of providing quality and inclusive education on the basis of the values that form the core of the college. The college is committed to breaking barriers brought about by its remoteness and aspires to emerge at par with top educational institutions utilizing local knowledge and expertise combined with global skills and innovation. Based on our experiences and achievements, we firmly believe that we will be definitely able to march ahead on our journey to achieve the academic excellence that the founders of the college had dreamt of.

2. About the Department of English

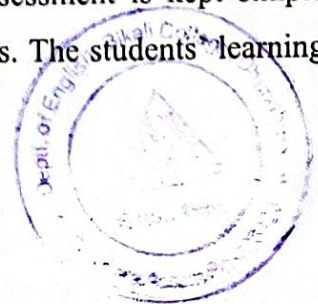
The Department of English was established in 1982 and is one of the oldest and largest departments of Bikali College. The department offers a B.A. in English as part of the UG programme and several value-added and career-oriented courses. The department follows the syllabus as given in the prescribed curriculum of Gauhati University (GU).

The guidance and support provided by its expert faculty members attract a large number of students to the department. The department over successive years has been able to generate greater interest among the locals to take up English as a subject to pursue for higher education. The department also ensures greater participation of the students in its academic related activities. The department also boasts of an active and vibrant student society named the New Writers Forum.

The department is equipped with a smart classroom, a regular classroom and reading corner for students. The department has a library which is used by the students for reference. The notice board is used for latest information regarding routine, examinations and other activities. It also functions as a motivational board. The students graduating from the department over the years have been placed in a plethora of jobs such as teaching, police, banking, law, entrepreneurship, etc.

3. Add-On Course

Bikali College provides students with different add-on courses each academic year. The courses are announced each year with prior approval of the Governing Body and the Principal and are meant to provide our students with academic flexibility and achieve skill based, in-depth and interdisciplinary learning. The add-on course provides scope for multidisciplinary learning. Each department introduces at least one add-on course during one academic year for the benefit of the students. These courses are targeted to impart required knowledge on competitive examinations and develop skill-based learning. The classes for the add-on courses are held without hampering the regular timetable and hence are often scheduled from 3 PM. Assessment is kept simple through assignments and a final examination of not more than 20 marks. The students' learning



achievements are also analysed through group discussions, classroom presentations, practical lessons rather than rote learning.

4. Rationale of the Course

There are many reasons why students might want to take communication skills or soft skills course. The course is intended to provide the following knowledge and skills to its learners:

- To improve relationships with colleagues, family members, and friends
- To become more effective in a leadership role
- To reduce misunderstandings and conflicts in the workplace
- To improve public speaking and presentation skills
- To build credibility and become more influential
- To increase confidence and self-esteem
- Enhance career opportunity

5. Introduction to Communication Skills

The 30-hour course on Communication Skill is designed to aid students in building confidence to face interviews for different competitive examinations. This course will also help individuals improve their ability to communicate effectively with others. This type of course can cover a wide range of soft skills, including verbal and nonverbal communication, active listening, conflict resolution, public speaking, and more.

Through this course, a student shall learn how to communicate effectively. Effective communication is an important skill in many different settings, whether it is in business, personal relationships, or the workplace. By improving communication skills, individuals can more effectively express their thoughts, ideas, and needs. They can also better understand and interpret the messages of others, which can lead to more positive interactions and relationships.

6. Course Objectives

The course intends to achieve the following objectives:

- To make the students well acquainted with the art of communication
- To identify and learn non-verbal communication
- To develop awareness of appropriate communication strategies
- To teach the learners clear and effective communication skills
- To engage students in active listening

7. Target Group

The course is intended for students of UG and PG levels of all disciplines.

8. Outcomes

- Communicate fluently
- Demonstrate ability to interpret texts
- Observe the rules of good writing.
- Prepare and present effective presentations aided by ICT tools.
- Develop confidence
- Ability to face competitive exams and interviews



9. Syllabus

Unit I: Concept of Communication

- What is Communication?
- Types of Communication
- Effective Communication

Unit II: Know more about Communication

- Verbal and Non Verbal Communication
- Barriers in Communication
- Active listening

Unit III: Communication as an effective skill

- Interview Skills
- Conversational Skills
- Social and Workplace Etiquette

10. Fee Structure

The course is free of cost. A minimum fee of Rs.100/- may be charged at the time of the final examination.

11. Reference Books:

1. Archie Hobson: The Oxford Dictionary of Difficult Words
2. Agarwalla, Sunita: Public Speaking Skills



3. Balusubramaniam, T: A Textbook of English Phonetics for Indian Students
4. Choudhury, Bibhash: English Communication, Cambridge University Press
5. Grant, Taylor: English Conversation Practice
6. Jonathan Law (ed): Oxford Language Reference
7. Krishna, Mohan & Meera Banerji: Developing Communication Skills

12. Assessment and Evaluation

- Assignments and Practical: 30 Marks
- Final Examination: 10 Marks

Add-On Course: Communication Skills
Department of English
Course Coordinator: Dr. Monalisha Roychaudhury
Model Question Paper-I

Answer the following:

1x10=10

Q1. The origin of the word communication is _____

- A) Communicate
- B) Communicare
- C) Compute
- D) Computer

Q2. Types of words used for verbal communication?

- A) Acronyms
- B) Simple
- C) Technical
- D) Jargons

Q3. The first language which we learn or speak as a child _____

- A) Jargon
- B) Dialect
- C) Mother Tongue
- D) Vernacular

Q4. Which of the following shows a positive facial expression?

- A) Frowning while concentrating
- B) Maintaining eye contact
- C) Smiling continuously
- D) Rolling up your eyes



Q5. By what method we can know what the receiver understood or got the message

- A) transmitting
- B) feedback
- C) message
- D) listening

Q6. What is a sentence?

- A) A group of ideas.
- B) A group of words that communicate a complete thought.
- C) A set of rules to write correctly.
- D) A set of words that is grammatically correct

Q7. Which type of word is generally not used in verbal communication.

- A) Technical
- B) Simple
- C) Easy
- D) Local Language

Q8. _____ can be presented by face

- A) Gestures
- B) Body Language
- C) Para Language
- D) Expressions

Q9. ____ are a group of words that together act as a grammatical units.

- A) Imperative
- B) Interrogative
- C) Phrase
- D) Exclamatory

Q10. Using abbreviations in communication leads to which type of communication barrier

- A) Language/ Linguistic
- B) Physical
- C) Cultural
- D) Organisational



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Model Question Paper-II

Answer the following:

1x10=10

Q1. Which can be used to overcome the communication barrier

- A) Using a translator
- B) By writing a letter
- C) Not communicating at all
- D) Using your own language

Q2. Which of the following is NOT a communication barrier?

- A) Linguistic barrier
- B) Interpersonal barrier
- C) Financial barrier
- D) Organisational barrier

Q3. Straight body posture shows what?

- A) Pride
- B) Professionalism
- C) Confidence
- D) Humility

Q4. Which of the following is a positive facial expression?

- A) Staring hard
- B) Wrinkled forehead
- C) Looking somewhere else
- D) Nodding while listening

Q5. Which type of words should be used for good communication?

- A) Acronyms
- B) Technical
- C) Jargons
- D) Simple

Q6. Sending a letter is which type of communication?

- A) Listening
- B) Writing
- C) Speaking
- D) Reading

Q7. Which of the following is not an element of the communication cycle?

- A) Channel
- B) Receiver
- C) Time
- D) Sender

Q8. Written communication can be classified in which type of communication?

- A) Non-verbal
- B) Verbal
- C) Visual
- D) None of these

Q9. is the exchange of messages in the communication cycle.

- A) Transmitting
- B) Listening
- C) Message
- D) Feedback

Q10. The abilities to communicate properly are:

- A) read
- B) write
- C) speak
- D) all of these



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Model Question Paper-III

Answer the following:

1x10= 10

Q1. Which of the following is an example of negative feedback?

- A) You can dance better.
- B) Your Dance was good but you can do better.
- C) Your Dance skill is not really good. You have to practise more.
- D) None of the above

Q2. is not a communication barrier?

- A) Language
- B) Culture
- C) Habits
- D) Physical

Q3. The communication cycle does not include.....

- A) sender
- B) message
- C) receiver
- D) programming

Q4. Which of the following is quick and clear method of communication:

- A) e-mail
- B) notices/posters
- C) face-to-face informal communication
- D) business meetings

Q5. Which method is good for taking leave in the office.

- A) Website
- B) notices/posters
- C) e-mail
- D) business meetings

Q6. The word Commūnicāre means _____ in Latin.

- A) to deliver
- B) to share
- C) to present
- D) to sacrifice

Q7. To understand the message properly the receiver need to _____ the message properly.

- A) transmit
- B) throw
- C) listen
- D) ignore

Q8. Keeping shoulders straight right and body relaxed is an example of:

- A) Facial Expressions
- B) Posture
- C) Gesture
- D) Eye contact

Q9. Aural communication is based on

- A) Body language
- B) Language and tone of voice
- C) Facial expressions
- D) Listening and Hearing

Q10. Visual communication are dependent on what factors?

- A) Signs, symbols and pictures
- B) Text messages
- C) Posture
- D) Body language

