



# HIRALAL BHAKAT COLLEGE

NALHATI, BIRBHUM, WEST BENGAL, PIN 731220 Estd. 1986

(Affiliated to the University of Burdwan and Re-accredited by NAAC)

Phone: 03465255254 Email: [hbccollege@gmail.com](mailto:hbccollege@gmail.com) Website: [www.hbcnht.in](http://www.hbcnht.in)

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Date: 25/06/2020

## NOTICE

**Meeting:** It is hereby concerned to all that a meeting is going to be held on 26/06/2020 through Google Meet at 02:00pm. All the members of Seminar advisory committee are requested to attend the meeting. The agenda of the meeting is -

1. To organise an Online Certificate Course on Spoken English.

Signature,  
Coordinator,  
IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum

Signature,  
Teacher-in-Charge  
Hiralal Bhakat College  
Nalhati, Birbhum.





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Date: 26/06/2020

## Resolutions of the meeting.

Following are the resolutions taken on the meeting held on today regarding an Online Certificate Course on Spoken English organised by the department of English -

1. The schedule of the course has been prepared (01/09/2020 to 15/09/2020).
2. The programme to be held through Google Meet app.
3. A flex to be prepared for the programme.
4. An organizing committee has been prepared.
5. A budget list has been prepared.

## The signatures of the members present at the meeting

1. Prof. Kritiman Biswas.
2. Dr. Indranil Mandal
3. Prof. Pinki Das Mukhopadhyay
4. Prof. Ayantika Sarkar
5. Dr. Amrita Biswas
6. Prof. Sudipta Singha

Signature,  
Coordinator,  
IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum

Signature,  
Teacher-in-Charge  
Hiralal Bhakat College  
Nalhati, Birbhum.



To  
The Coordinator  
IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum.

Ref.: Appeal to collaborate in **A Two-week Online Certificate Course on Spoken English.**

Respected Sir,

This is to inform you that **A Two-week Online Certificate Course on Spoken English** is going to be organised by the department of English, Hiralal Bhakat College, Nalhati, Birbhum on and from 01/09/2020 to 15/09/2020 from 02:00pm to 03:00pm through Google Meet.

You are hereby requested to allow a collaboration with IQAC, Hiralal Bhakat College, Nalhati, Birbhum in this regard for further advancement of academic excellence.

Thanking you.

Date- 27/06/2020.

Yours truly,

Convenor



Dr. Suddhasattwa Bannerjee

Assistant Professor

The department of English,

Hiralal Bhakat College, Nalhati, Birbhum



To

The Convenor

Department of English

Hiralal Bhakat College

Nalhati, Birbhum.

Date:04/07/2020

Subject: Confirmation of collaboration.

Dear Sir/ Madam,

It is hereby intimated that IQAC, Hiralal Bhakat College, Nalhati, Birbhum does hereby confirm that a collaboration in **A Two-week Online Certificate Course on Spoken English from 01/09/2020 to 15/09/2020**, has been established following your letter dated 27/06/2020.

Kindly consider it as a formal declaration of collaboration in this regard and oblige.

Thanking you,

Yours Sincerely,



Dr. Suddhasattwa Banerjee

Coordinator, IQAC

Hiralal Bhakat College

Nalhati, Birbhum.

**HIRALAL BHAKAT COLLEGE**  
**NALHATI, BIRBHUM**

**A Brief Report**

**on**

**A TWO-WEEK ONLINE CERTIFICATE COURSE ON SPOKEN  
ENGLISH**

**ORGANISED BY DEPARTMENT OF ENGLISH AND IQAC CO-ORDINATOR OF  
HIRALAL BHAKAT COLLEGE, NALHATI, BIRBHUM.**

**Title: A Two-week Online Certificate Course on Spoken English.**

**Date: 01/09/2020 to 15/09/2020**

**Time:02:00pm to 03:00pm**

**Venue: Google Meet, Hiralal Bhakat College.**

**Organizing Committee:**

**Convenor:** Suddhasattwa Bannerjee, Assistant Professor, Department of English, Hiralal Bhakat College.

**Chairperson:** Dr. Gautam Sen, TIC, Associate Professor, Department of English, Hiralal Bhakat College.

**Faculty-Members:**

Dr. Gautam Sen, Associate Professor, Department of English, Hiralal Bhakat College.

Dr. Suddhasattwa Bannerjee, Assistant Professor, Department of English, Hiralal Bhakat College.

Smt. Sudipta Singha, Assistant Professor, Department of English, Hiralal Bhakat College.

Smt. Debarati Chatterjee, Guest faculty, Department of English, Hiralal Bhakat College.

**HIRALAL BHAKAT COLLEGE  
NALHATI, BIRBHUM**



**A TWO-WEEK ONLINE CERTIFICATE  
COURSE ON SPOKEN ENGLISH**

**ORGANISED BY DEPARTMENT OF ENGLISH  
AND**

**IQAC CO-ORDINATOR  
HIRALAL BHAKAT COLLEGE, NALHATI, BIRBHUM**

**TITLE: A TWO-WEEK ONLINE CERTIFICATE COURSE ON  
SPOKEN ENGLISH.**

**DATE: 01/09/2020 TO 15/09/2020**

**TIME: 02:00PM TO 03:00PM**

**VENUE: GOOGLE MEET, HIRALAL BHAKAT COLLEGE.**

**ORGANIZING COMMITTEE:**

**CONVENOR:**

**SUDDHASATWA BANNERJEE,  
ASSISTANT PROFESSOR, DEPARTMENT OF  
ENGLISH, HIRALAL BHAKAT COLLEGE**



**Participants' Details:** 4 Faculty Members, 42 Students.

**Objective:** The course aimed to enhance participants' communication skills in English through various interactive activities, practical exercises, and workshops.

**Details:**

From 01/09/2020 to 15/09/2020, a two-week online Certificate Course on Spoken English was successfully conducted at Hiralal Bhakat College by the Department of English. The course aimed to provide participants with comprehensive training in spoken English to enhance their communication skills and confidence in using the language effectively. Each day of the course focused on a specific theme to ensure comprehensive skill development. The course spanned two weeks and covered various aspects of spoken English, including pronunciation, vocabulary expansion, grammar, fluency development, and public speaking practice. The course was designed to cater to participants with varying levels of proficiency in English, from beginners to intermediate learners.

**Week 1:**

### **Day 1-3: Introduction to Spoken English**

Participants were introduced to the basics of spoken English, focusing on pronunciation, common phrases, and greetings. Interactive activities and role-play exercises were used to engage participants and encourage active participation.

### **Day 4-6: Grammar and Vocabulary Building**

Sessions were conducted to improve participants' grammar skills through exercises on verb tenses, sentence structure, and common grammar rules. Vocabulary building activities included word games, word association exercises, and practice in using new words in context.

## **Week 2:**

### **Day 1-3: Fluency and Conversation Practice**

Participants engaged in conversation practice, group discussions, and dialogues to improve their fluency in speaking English. Emphasis was placed on developing natural and expressive communication skills.

### **Day 4-6: Public Speaking and Presentation Skills**

A workshop on public speaking was conducted to help participants overcome stage fright, organize their thoughts effectively, and deliver impactful speeches. Participants received feedback on their presentation skills and areas for improvement.

### **Day 7: Review and Certificate Distribution**

On the final day, a review session was held to assess participants' progress and provide feedback on their performance throughout the course. Certificates of completion were awarded to participants who successfully completed the two-week Certificate Course on Spoken English.

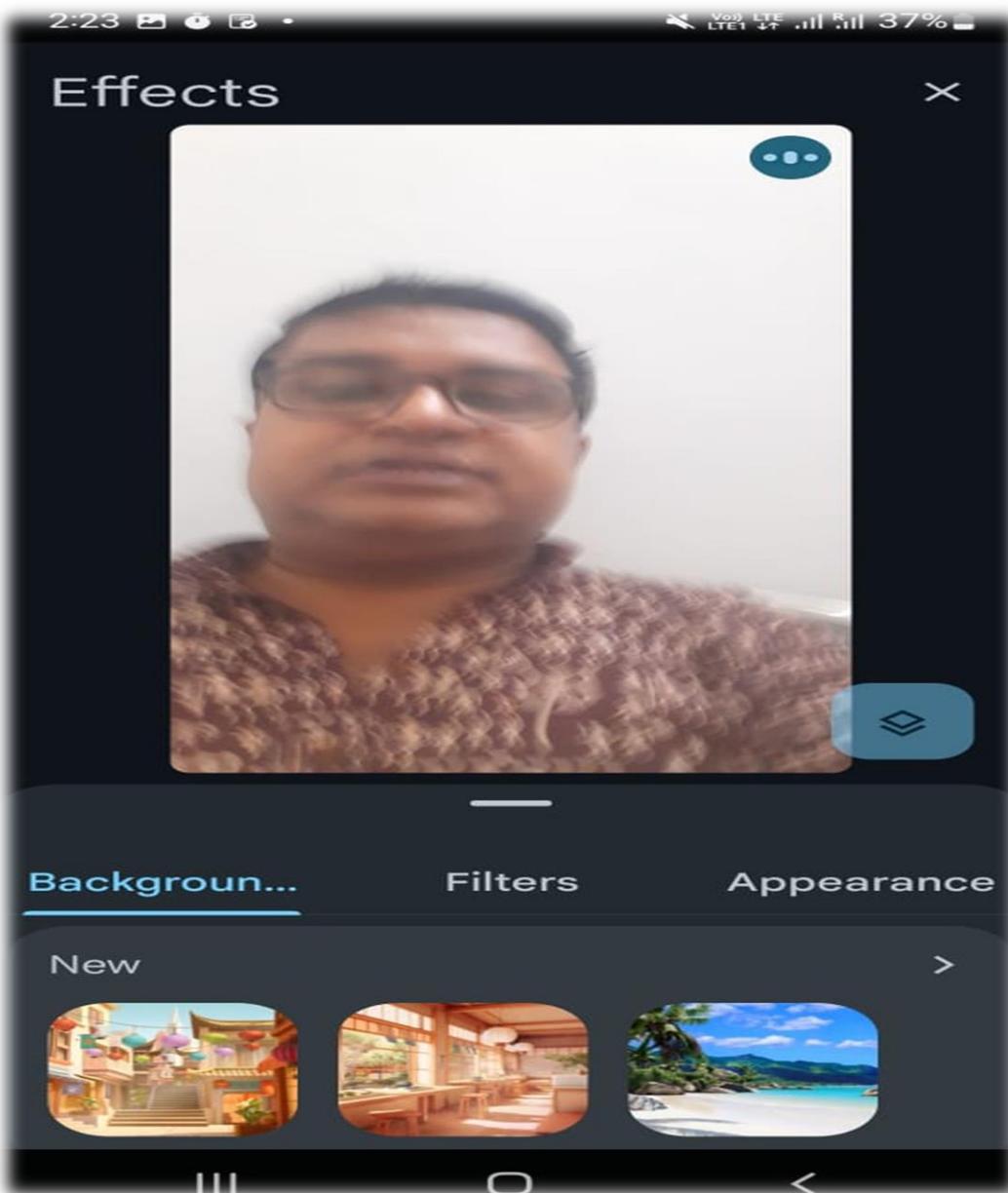
## **Outcome:**

The two-week Certificate Course on Spoken English provided participants with a comprehensive training program to improve their spoken English skills and confidence in using the language effectively. Participants expressed satisfaction with the course content, interactive activities, and practical exercises that helped them enhance their pronunciation, vocabulary, grammar, fluency, and public speaking abilities. Overall, the

course was successful in equipping participants with the necessary skills to communicate confidently in English and was well-received by all participants.

**Budget: 3200/-**

**Photographs:**



# About this call

People

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Activities

## In call



**Suddhasattwa Banerjee (You)**

Meeting host



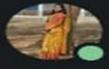
**Anirban Roy**



**Ankita Mondal**



**Ayan Mondal**



**Evana Begum**



**Hasna Hena**



**Nayan Das**



**Rafika Sultana**



**Ramesh VR**



**Shreya Chatterjee**



**Srabanti Das**



**Tarif Hossain**



**Uma Sen**



You



Rame

+11



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## In call



**Suddhasattwa Banerjee (You)**

Meeting host



**Abhisak Sonar**



**Gargi Urinda**



**Md Rajibul Islam**



**Milan**



**Muskan Parvin**



**Parna Mondal**



**Samim Raja**



**Sanchita Karma...**



**Shahnaz Parween**



**Shalini Bhakat**



**SUBRATA MAL**



**Teenaz Parvin**



**Tithi Dutta**

Summary card showing 'You' and 'Sanchita Karma...' with a '+12' badge.



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-  **Suddhasattwa Banerjee (You)**  
Meeting host
-  **ABU DARDA**   
-  **Anirban Roy**   
-  **Anisha Khatun**   
-  **Abdur Roß**   
-  **Ayan Mondal**   
-  **Chowdhury aye...**   
-  **Evana Begum**   
-  **Meri Khatun**   
-  **Nayan Das**   
-  **Raja Khan**   
-  **Ramesh kr Let**   
-  **Shreya Chatterjee**   
-  **Sneha Pal**   
-  **Srabanti Das**
-  **Tarif Hossain**

 You  Raj  +14

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- Suddhasattwa Banerjee (You)**  
Meeting host
- Abhisak Sonar**
- Gargi Urinda**
- Md Rajibul Islam**
- Milan**
- Muskan Parvin**
- Parna Mondal**
- Samim Raja**
- Sanchita Karma...**
- Shahnaz Parween**
- Shalini Bhakat**
- SUBRATA MAL**
- Teenaz Parvin**
- Tithi Dutta**

You Sanchita Karma... +12

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**Suddhasattwa Banerjee (You)**

Meeting host



**Anirban Roy**



**Ankita Mondal**



**Ayan Mondal**



**Evana Begum**



**Hasna Hena**



**Nayan Das**



**Rafika Sultana**



**Ramesh VR**



**Shreya Chatterjee**



**Srabanti Das**



**Tarif Hossain**



**Uma Sen**



  
 You Rame **+11**





Suddhasa... ⋮



Dr. Srirupa ⋮



SK Far Tuk... ⋮



ABU ⋮



Sufiya ⋮



Shreya ⋮



You ⋮



Sujan 9 others ⋮