

# Six-Month Diploma Course on Empowering Communication Skills and Professional Development (Classes on Saturdays only)

February-July, 2019

Jointly Organized by



Center for Disability Studies and Educational  
Research (CDSER), School of Education,

Netaji Subhas Open University

and



Indian Association for Productivity, Quality &  
Reliability (IAPQR), Kolkata

Venue: CDSER, SoE, NSOU ; CF-162, Sector-1  
Salt Lake, Kolkata - 64

## About the Course

*Employability and Career Growth depend on several aspects like subject matter knowledge, presentation, communication and soft skills, innovative and 'out of box' thinking capabilities, ability to work in a team and other multi-disciplinary knowledge areas which a future employee and eventually a leader / manager will get exposed to and will need to not only perform but excel, in this competitive era. Growth of 'automation' and other 'smart systems' will reduce the 'traditional' job opportunities on one side and will give rise to 'new type of work' and 'new skill sets' requirement. Technology has emerged as a game-changer. Breakthroughs in Robotics, Artificial Intelligence, Internet of Things, 3D printing, driverless electric vehicles, mobility technologies, for example, have triggered a revolution that is expected to transform everyday human experience. This will necessitate today's job-seeking generation to have an 'open mind-set' and be acceptable to new technologies coming in their professional / work domain and be prepared to learn new skill sets, venture into new domains and have an innovative approach to tackle any challenge. The days of conventional / traditional 'thinking' are over.*

*This course has been designed keeping the above requirement in mind and will try to cover the areas of communication and soft skills, team building and interpersonal skills, innovation and entrepreneurship skills. In short, students will be exposed to various areas of general management which will help get them 'groomed and equipped' to face this rapid changing technological and sociological environment that the world is experiencing now.*

**The objectives and expectations from this course for the students would be for them to be able to:**

- Identify and learn the basic skill requirements as they begin their professional journey
- Face job selection interviews with more confidence

- Improve on their written and spoken English capabilities
- Help them analyze and identify where they have their strengths and weaknesses
- Motivating them towards an engaging commitment to their project and their workplace
- Identify objectives, roles, responsibilities as they enter an organization and move through the ranks
- Become a 'team' player in their profession
- Bring out their maximum potential to achieve their best performances
- Provide leadership capabilities

### **Brief Outline of the Course Topics:**

- Communication skills (including Business English, Group Discussion & Public speaking)
- ICT Tools and Techniques
- Numeracy and Basic Graphics
- Cognitive Abilities
- Quality in Daily Life
- Self Evaluation – Strength/Weakness analysis, Goal setting
- Social and Emotional Intelligence
- Human Development Index, Human Happiness Index
- Our environment
- Innovation and 'Out of Box' Thinking
- Entrepreneurship
- Interview facing - Mock Interview and Feedback
- Project Presentation

## Admission Related Information

**Course Duration:** Six months (This will be a 120-hour course with 96 hours of class room teaching and 24 hours of home study and assignments)

**Class Timing:** Saturdays from 11.30 pm to 4.00 pm

Intake capacity: 30

**Eligibility:** Any graduate

**Medium of Instruction:** English

Evaluation: Internal evaluation will be done after completion of the course.

**Course Fee: Rs.8000 /-**

**Mode of payment:** The participants are required to deposit the program fee in Cash / Draft (in favor of "CDSER" , Payable at Kolkata) directly to the office of the SoE, CF-162, Sec-1, Salt Lake, Kolkata-64 (opposite to Nagarayan Bhavan, 1<sup>st</sup> Floor of Azad Hind

Dhaba) during the office hours from Monday to Friday (except public holidays, if any) within the last date announced.

**Availability of On-line Application Forms and e- brochure at our Website - 06/12/18** ([www.wbnsou.ac.in](http://www.wbnsou.ac.in) and [www.iapqr.org](http://www.iapqr.org))

**Last date of submission of Application Forms - Fees (Draft/Cash) along with all relevant documents at the School of Education, NSOU, CF- 162, Sector I, Salt Lake, Kolkata- 700064 - 12/01/19 from 11 am to 4 PM.**

**Form Scrutiny and final selection - 15/01/19**

**Finalization of Admission and email confirmation to the candidates - 21/01/19**

**Commencement of the course - 02/02/19**

**For Enquiry: Phone Nos: 033-4004 7568/7569**

**Email: [cdser@gmail.com](mailto:cdser@gmail.com)**

**Dr. S. Mukherjee-9831680055; [surojit@gmail.com](mailto:surojit@gmail.com)**

**Prof. S. Chattaraj-9434087489; [schattaraj.mld@gmail.com](mailto:schattaraj.mld@gmail.com)**

**Dr. P. Upadhyay-9830602232; [papiyaupadhyay19@gmail.com](mailto:papiyaupadhyay19@gmail.com)**

### **About the Organizers:**

**Indian Association for Productivity, Quality & Reliability (IAPQR)**

Indian Association for Productivity, Quality and Reliability as a National Body under the aegis of the University of Calcutta came into existence in late 1972. It has roughly 400 members representing industrial executives, R&D workers, college and university teachers, medical and agricultural scientists.

VISION AND MISSION

The Association is keenly interested in making some significant contribution to National Development by (1) enhancing the productive capabilities of workers at different levels, particularly at the middle and senior levels and (2) enabling the currently unemployed or under-employed individuals in securing gainful employment by imparting necessary knowledge and infusing required skills .

Visit: [www.iapqr.org](http://www.iapqr.org)

### **Netaji Subhash Open University**

Netaji Subhas Open University (NSOU) is the premier State Open University in India and the only Open University in West Bengal, established in the year 1997.

**School of Education (SoE):** This was established in the year 2013 with a view to instill quality in Education and Teacher Education.

**CDSER (Center for Disability Studies and Educational Research):** In compliance with the RCI and UGC circulars, this center has been established under the aegis of SoE , NSOU. The vision of this center is to create human resources in the field of Disability and Education.  
Visit: [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

### **About some of the key Faculty (IAPQR):**

#### **Prof. S. P. Mukherjee**

Retired as Centenary Professor of Statistics , Calcutta University. Associated with Bureau of Indian Standards since 1964. Currently invited member on several governmental committees and invitee speaker at several national universities.

#### **Prof. Bikas C Sanyal,**

M.Sc (Stat).;Ph. D(Econ-JU), FSS (UK), Former Special Adviser on Higher Education Management ,to UNESCO ,DG & Consultant ,Maastricht School of Mgmt, Netherlands,

#### **Professor Hem Shankar Ray**

M.A.Sc. and Ph D (U of Toronto)  
Prof, Ex-Dean of Students' Affairs – IIT –Kharagpur,  
Director(retd)-CSIR-IMMT, Bhubaneswar  
Emeritus Scientist (CSIR) and Emeritus fellow (AICTE)

#### **Dr. Biswanath Das**

M.A. & Ph D (Statistics) – C U.  
Head(retd) : Dept.of Statistics, Presidency College  
Visiting Faculty : Kalyani University, C U,

#### **Professor Srijib Bhusan Bagchi**

M. Sc., Ph D Statistics – Calcutta University  
Head(retd), Dept of Statistics, Burdwan University  
Prof. Aliah University. Emeritus Prof. UEM

#### **Dr. Ambar Ghose**

M. Sc., Calcutta University and Ph.D (University of London)  
Ex-Asst Prof : University of Illinois at Urbana-Champaign  
Ex-Head, Science and Tech, British Council (East India)  
Ex-Director, MCKV Institute of Engineering, Howrah

#### **Dr.Surojit Mookherjee**

B.Tech , Ph.D in Materials Science from I.I.T Kharagpur .  
He has served with leading organizations like Sandvik Asia, Price Waterhouse Coopers and IBM India.

#### **Dr Goutam Banerjee**

Masters in O. R and Ph.D in Applied Mathematics (JU). Sr. Scientist ( retd.) at CSIR-CGCRI .Hon. Member of the

Neutrosophic Sc. International Assn, U. of New Mexico, USA.

### **About some of the key faculty (NSOU):**

#### **Dr. Atindranath Dey,**

Director, SoE, NSOU & Ex-officio Coordinator, CDSER  
MPE, MPhil, PhD, 40 years of teaching and administrative experience

#### **Prof. Swapan Kumar Sarkar,**

HoD, SoE, NSOU  
M.Sc, B. Ed, 36 years of teaching and administrative experience

#### **Prof. Sumanta Chattaraj,**

Core Faculty, SoE, NSOU  
M.A., MPhil, PhD, B.Ed, 34 years of teaching and administrative experience.

#### **Prof. Sanat Kumar Ghosh,**

Core Faculty, SoE, NSOU  
M.A., B. ED,Ph.D,DDE, 38 years of teaching and administrative experience

#### **Dr. Papiya Upadhyay,**

Assistant Professor of Education, SoE, NSOU  
M.Sc, B.Ed, M.A.(Edu), Ph.D, 13 years of UG & PG teaching experience.

#### **Dr. Parimal Sarkar**

Assistant Professor of Education, SoE, NSOU  
M.A, B.Ed, M.A.(Edu), M.Phil, Ph.D, 11 years of teaching experience

#### **Smt. Antara Choudhury,**

Asst Professor of Special Education, SoE, NSOU  
M.E.d(M.R.), M.A(Sociology), 17 years of teaching exp.

#### **Sri. Prabir Naskar**

Asst Professor of Special Education, SoE, NSOU  
M.E.d(H.I.), M.A.(Edu), 10 years of teaching exp

#### **Dr. Abhedananda Panigrahi,**

B.ED Coordinator, SoE, NSOU  
M.E.d (H.I.), DSE (M.R.), M.A (Edu), B.Ed, Ph.D, 18 years of teaching experience

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