

Khudiram Bose Central College

Add on Course

“Academia to Industry: Developing Communication & Reasoning Skills”



**Conducted by
Internal Quality Assurance Cell**

Course Outcome –

- ❖ **Communication Skills**
- ❖ **Interpersonal & Teamwork Skills**
- ❖ **Leadership & Decision-Making**
- ❖ **Time Management & Productivity**
- ❖ **Presentation & Public Speaking**
- ❖ **Logical Reasoning**



Students from other Colleges can also register for this Course

Course Fee for Students – Rs. 200/- (payment to be made in cash only at College Office, 11 – 3:00pm till 8 April 2025)

Commencement of Course – 2nd Week of April 2025

Venue – College Campus

For Details Contact – Dr. Sriparna Dutta (9830749233) Email- kbcc.eng.sd@gmail.com



Khudiram Bose Central College
Add on Course on Academia to Industry: Developing Communication & Reasoning Skills
Course Content

Total Duration: 30 hours (15days x 2hrs)

Module	Sessions	Activity	Date/Day/Time (classes in M2-9)
Module 1: Fundamentals of Communication (4 hours)	Session 1: Introduction to Communication (2 hours) <ul style="list-style-type: none"> Importance of communication in personal and professional life Elements of communication (sender, message, receiver, feedback, noise) Types of communication: Verbal, Non-verbal, and Written Barriers to effective communication and how to overcome them 	Activity: Icebreaker + communication self-assessment	11.04.2025 – Friday (3:00 – 5:00pm)
	Session 2: Active Listening & Feedback Skills (2 hours) <ul style="list-style-type: none"> Importance of listening in communication Barriers to active listening Techniques: Paraphrasing, Summarizing, Clarifying Constructive feedback strategies 	Activity: Listening exercise + peer feedback practice	12.04.2025 – Saturday (3:00 – 5:00pm)
Module 2: Conflict Resolution & Negotiation (4 hours)	Session 3: Conflict Management Skills (2 hours) <ul style="list-style-type: none"> Understanding conflicts and their causes (using fish bone model) Strategies for effective conflict resolution Managing emotions and responding calmly Mediation techniques 	Activity: Conflict resolution role-play	16.04.2025 – Wednesday (3:00 – 5:00pm)
	Session 4: Negotiation Skills (2 hours) <ul style="list-style-type: none"> Principles of effective negotiation Strategies: Win-win approach, BATNA (Best Alternative to a Negotiated Agreement) Persuasion techniques in negotiation Handling difficult conversations 	Activity: Negotiation simulation	17.04.2025 – Thursday (3:00 – 5:00pm)
	Session 5: Public Speaking & Presentation Skills (2 hours) <ul style="list-style-type: none"> Structuring a speech: Introduction, Body, Conclusion 	Activity:	21.04.2025 – Monday (3:00 – 5:00pm)

Module 3: Verbal and Non-Verbal Communication (6 hours)	<ul style="list-style-type: none"> Overcoming stage fright & building confidence Voice modulation, tone, and clarity Pronunciation 	2-minute impromptu speech + peer evaluation	
	Session 6: Non-Verbal Communication (Body Language) (2 hours) <ul style="list-style-type: none"> Importance of body language in communication Facial expressions, gestures, posture, and eye contact Cultural differences in non-verbal communication Using body language effectively in different situations 	Activity: Body language role-play	22.04.2025 – Tuesday (3:00 – 5:00pm)
	Session 7: Group Discussions & Personal Interview (2 hours) <ul style="list-style-type: none"> How to structure arguments in discussions Art of persuasion and logical reasoning Handling disagreements professionally Speaking with clarity and confidence in a group setting 	Activity: Mock group discussion + Mock PI	23.04.2025 – Wednesday (3:00 – 5:00pm)
Module 4: Written Communication & Grammar (4 hours)	Session 8: Grammar (2 hours) <ul style="list-style-type: none"> Targeting Tense Application of Articles Positioning Prepositions Adjectives 	Activity: Grammar practice using situations and worksheets	24.04.2025 – Thursday (3:00 – 5:00pm)
	Session 9: Professional Writing Skills (2 hours) <ul style="list-style-type: none"> Email etiquette & professional correspondence Writing resumes and cover letters Business reports and proposals 	Activity: Drafting a professional email & peer review	25.04.2025 – Friday (3:00 – 5:00pm)
Module 5: Practical Applications & Final Assessment (2 hours)	Session 10: Workplace & Cross-Cultural Communication (2 hours) <ul style="list-style-type: none"> Communication in professional settings Understanding cultural differences in communication Business etiquette in global interactions 	Activity: Students deliver a 3-5 minute speech or presentation	26.04.2025 – Saturday (3:00 – 5:00pm)
	Session 11: Squares & Cubes (2 hours)	Activity: Worksheet	28.04.2025 – Monday (3:00 – 5:00pm)

Module 6: Reasoning Skills & Quantitative Aptitude	Session 12: Syllogisms & Calendars (2 hours)	Activity: Worksheet	29.04.2025 – Tuesday (3:00– 5:00pm)
	Session 13: Ranking, Sequences, Dictionary & Nonverbal reasoning (2 hours)	Activity: Worksheet	30.04.2025 – Wednesday (3:00 – 5:00pm)
	Session 14: Coding-Decoding & Clocks (2 hours)	Activity: Worksheet	02.05.2025 – Friday (3:00 – 5:00pm)
	Session 15: Data sufficiency & Multiplications (2 hours)	Activity: Worksheet	03.05.2025 – Saturday (3:00 – 5:00pm)

Course Outcomes

The Add on course will help students to develop interpersonal and professional competencies essential for smooth transition from the academic sector to the corporate sector. The expected outcomes of this course are as follows-

1. Communication Skills

- Develop verbal, non-verbal, and written communication for professional interactions.
- Improve public speaking, presentation, and active listening abilities.

2. Interpersonal & Teamwork Skills

- Learn how to collaborate effectively in team environments.
- Develop the ability to resolve conflicts and work harmoniously with diverse teams.

3. Leadership & Decision-Making

- Understand leadership styles and their impact on team performance.
- Develop decision-making and problem-solving skills for effective leadership.

4. Time Management & Productivity

- Master prioritization techniques to manage workload efficiently.

- Learn strategies to improve focus, discipline, and goal setting.

5. Adaptability & Critical Thinking

- Develop a growth mind-set to adapt to changing environments and challenges.
- Improve analytical skills for logical reasoning and creative problem-solving.

6. Presentation & Public Speaking

- Gain confidence in delivering impactful presentations.
- Learn how to persuade and engage audiences effectively.

7. Career Development & Employability Skills

- Improve resume writing, interview preparation, mathematical ability and professional branding.
- Gain insights into personal growth strategies and lifelong learning.

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