

DEPARTMENT OF ENGLISH
Ganjam College, Ganjam

Communication Skill Development Programme
A Report

Communication Skill Development Programme is conducted each year by the Department of English as part of Skill Enhancement Compulsory Course (SECC) for Undergraduate Students of Science and Arts. It is aimed enhancing communication Skill among the students most of whom are from the vernacular medium.

Programme Objective:

- Improve verbal and non-verbal communication Skill among students
- Develop public speaking skill
- Enhance writing, reading, listening and public speaking skill
- Develop leadership skill and team work
- Accent training

Target Learners: 2nd Year U.G. Students



Programme Components:

1. Verbal and Non-Verbal Communication:
 - i) Distinction between verbal and non-verbal communication
 - ii) Effective use of both the forms of communication
2. Business Communication and Grammar:
 - i) Accent training
 - ii) Consonant & Vowel Sounds
 - iii) Diphthongs and Monophthongs
 - iv) Fluency Development
3. Grammar:
 - i) Components of Sentence
 - ii) Spoken vs. Written Communication
4. Reading Skill:
 - i) Skimming
 - ii) Scanning
 - iii) Extensive Reading
 - iv) Intensive Reading

Delivery Method: i) Face to face; ii) PPT mode

Programme Evaluation:

- i) Class Room presentations; ii) Mid-Sem. Exam.; iii) End-Sem. Exam.


Principal
Ganjam College, Ganjam

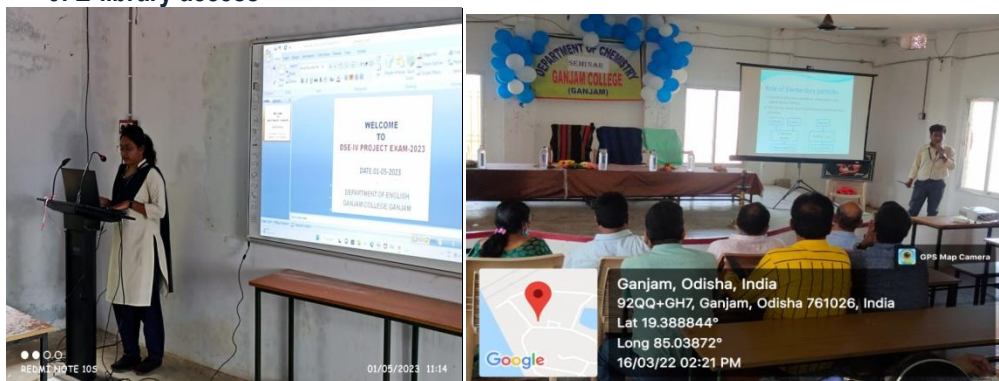
Internal Quality Assurance Cell Ganjam College, Ganjam

ICT SKILL DEVELOPMENT ACTIVITIES A REPORT

ICT (Information and Communication Technology) skills are essential for students in today's digital age. Each department of the college, with support from IQAC, trains its students in basic ICT skills.

Key Areas:

1. **Basic computer skills:** Proficiency in using computers, laptops, and mobile devices.
2. **PPT Presentation:** For effective seminar presentation
3. **Internet search:** Ability to search, evaluate, and use online sources effectively.
4. **Cyber security:** Understanding how to protect personal data and devices from cyber threats.
5. **Digital communication:** Understanding how to use email, instant messaging, and video conferencing tools.
6. **Social media literacy:** Knowing how to use social media responsibly and effectively.
7. **Data analysis:** Basic understanding of data interpretation and visualization tools.
8. **Online classes and programmes**
9. **E-library access**



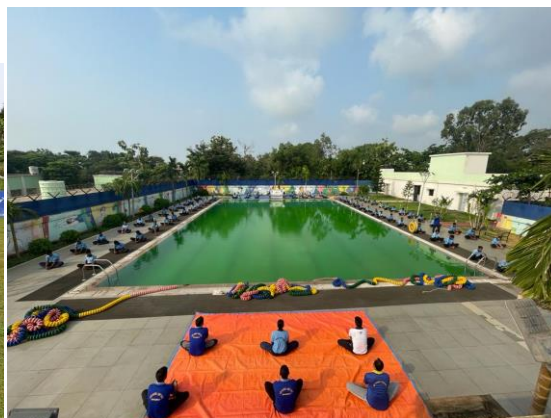
Outcomes:

- i) **Improved learning outcomes:** Enhanced engagement, understanding, and retention of academic material.
- ii) **Prepares for future careers:** Develops essential skills for the digital workforce and enhances employability.
- iii) **Develops digital literacy:** Prepares students to navigate and participate in the digital world effectively.
- iv) **Presentation through PPT enhances presentation skills**
- v) **Supports inclusive education:** Provides equal access to education for students with disabilities and remote or underprivileged students.


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NATIONAL CADET CORPS (NAVAL) PRACTICE OF YOGA A REPORT

NCC (NAVAL) wing of the college trains its cadets in the skills of Yoga. Every year International Yoga Day is celebrated in which all the students of the college participate. Yoga practice is conducted regularly in the college in which NCC cadets take the lead.



Benefits of Yoga:

1. Reduces stress and anxiety: Yoga teaches relaxation techniques, calming the mind and body.
2. Improves physical health: Enhances flexibility, balance, strength, and overall well-being.
3. Enhances mental clarity and focus: Develops concentration, attention, and mental discipline.
4. Cultivates mindfulness and presence: Encourages living in the present moment, letting go of worries about the past or future.
5. Increases resilience and adaptability: Teaches coping skills, adaptability, and flexibility in the face of challenges.
6. Enhances creativity and productivity: Improves focus, inspiration, and overall creative pot
7. Fosters a sense of community and connection
8. Provides opportunities to connect with like-minded individuals and build meaningful relationships.

By incorporating yoga into daily life, individuals can develop a powerful tool set for navigating life's challenges with greater ease, clarity, and purpose.




Principal
Genjam College, Goa.