



VALUE ADDED PROGRAMME ON
SOFT SKILL & COMPUTER APPLICATION

22 – 30 SEPTEMBER 2021

ORGANIZED BY

CAREER COUNSELLING, ENTRY IN SERVICE & PLACEMENT CELL

BARASAT GOVERNMENT COLLEGE

Programme Schedule



Date	Time	Topic	Resource Person Name	Resource Person Designation
Day 1				
22.09.2021	17.00 – 17.20	Inauguration	Mr. D. S. Mahanty Dr. Samar Chattopdhyay Dr. Arun Kumar Roy Dr. Dhananjoy Roy Mr. Jaydip De	Convener & Assistant Professor in Botany, Barasat Govt. College Principal, Barasat Govt. College Librarian & TCS Barasat Govt. College Associate Professor in Physics, Barasat Govt. College Convener & Assistant Professor in Geography, Barasat Govt. College
	17.20 – 18.00	Overview of the Programme	Mr Jaydip De	Assistant Professor in Geography, Barasat Govt. College
	18.00 – 20.00	Need of Hour: Soft Skill and Computer Application	Prof. Lakshminarayan Satpati	Director, UGC-HRDC, Professor of Geography, University of Calcutta
	20.00 – 21.00	Good and Bad Communication	Dr. Debjani Ray Moulik	Assistant Professor, Department of English, Barasat Govt. College
Day 2				
23.09.2021	17.00 – 18.55	Communicative English	Dr. Swaty Mitra	Assistant Professor, Department of English, Barasat Govt. College
	19.05 – 21.00	Communication System: Verbal and Non-verbal	Dr. Biswanath Bandyopadhyay	Associate Professor in History, Institute of Education (P.G.) for Women, Chandernagore

Day 3				
24.09.2021	17.00 – 18.55	Creative Writing	Ms Ayanti Mondal	Assistant Professor in English, Jhargram Raj College Girls' Wing
	19.05 – 21.00	Stress Management and Emotional Intelligence	Dr. Keka Trivedi	Assistant Professor in Geography, Institute of Education (P.G.) for Women, Chandernagore
Day 4				
25.09.2021	17.00 – 18.55	Career Planning	Dr. Soheli Ghose	Assistant Professor and Dean, Department of Commerce (E) and Coordinator, NET/SET Guidance Centre, St. Xavier's College (Autonomous), Kolkata
	19.05 – 20.00	Proposal and Presentation: Smart Ideas	Dr. Subhajit Sen	Scientist Group Leader, Terrestrial Section, Center for Environment and Marine Studies, Research Institute, King Fahad University of Petroleum and Minerals, Saudi Arabia
	20.05 – 21.00	Visualisation with MS Excel	Mr. Budhaditya Goswami	Project lead statistician at Roche, Basel- Switzerland
	21.00 – 22.00	Project Work: Representation of Data	Dr. Mihir Halder	Assistant Professor, P.G. Department of Botany, Barasat Govt. College
Day 5				
27.09.2021	17.00 – 18.25	Education Technology	Dr. P. S. Manjula	Assistant Professor, Department of Management Studies, University of Madras
	18.30 – 19.55	Computer System and its Applications	Mr. Pinaki Rudra	Director & Head, Barasat NIELIT Centre
	20.00 – 21.30	Computer Programming for Beginners	Dr. Somnath Bhattacharya	Assistant Professor and Head, Department of Physics, Durgapur Government College
Day 6				
28.09.2021	17.00 – 18.55	Internet Surfing, Cloud Computing, Handling e-mail	Mr. Sandipan Basu	Assistant Professor and Head, Department of Computer Science, Govt. General Degree College Singur, Hooghly
	19.05 – 20.00	MS Word: Usages and Applications	Ms. Namrata Chatterjee	Ph.D Student and Graduate Teaching Assistant, University of Denver, Colorado, USA

	20.05 – 21.00	Present with MS Power Point	Dr. Sayantani Sarkar	Assistant Professor, Department of Humanities and Social Sciences, BITS-Pilani, K. K. Birla Goa Campus
	21.00 – 22.00	Project Work: Writing Application Letter	Mr Jaydip De	Assistant Professor, Department of Geography, Barasat Govt. College
Day 7				
29.09.2021	17.00 – 17.55	Preparing Resume / C.V.	Dr. Kapil Ghosh	Assistant Professor, Department of Geography, Diamond Harbour Women's University
	18.00 – 18.55	Dealing with MS Excel	Ms Kaushiki Banerjee	Assistant Professor, Department of Economics, Barasat Govt. College
	19.05 – 21.00	Interview Handling: Government Sector	Mr. D. S. Mahanty	Assistant Professor, P.G. Department of Botany, Barasat Govt. College
	21.00 – 22.00	Project Work: Presenting Academic Matters	Dr. Shrabana Mazumder	Assistant Professor, Department of Geography, Barasat Govt. College
Day 8				
30.09.2021	17.00 – 18.55	Interview Handling: Private Sector	Mr. Subhajit Ganguly	Founder and Head Career Counsellor, Edupro Career Foundation
	19.00 – 20.00	Evaluation (M.C.Q. Test)		
	20.00 – 21.00	Valedictory	Mr. D. S. Mahanty Dr. Samar Chattopdhyay Dr. Prabir Kumar Bhattacharya Dr. Shrabana Mazumder Dr. Mihir Halder Mr. Jaydip De	Convener & Assistant Professor in Botany, Barasat Govt. College Principal, Barasat Govt. College IQAC Coordinator & Associate Professor in Chemistry, Barasat Govt. College Assistant Professor in Geography, Barasat Govt. College Assistant Professor in Botany, Barasat Govt. College Convener & Assistant Professor in Geography, Barasat Govt. College