



# Diamond Harbour Women's University

## Centre for Indian Languages and Culture Studies

ভারতীয় ভাষা ও সংস্কৃতিচর্চা কেন্দ্র

Sarisha, Diamond Harbour Road, South 24 Parganas – 743368, WB, INDIA

No: DHWU/CILCS/NOTICE/2024/04

Date: 25-07-2024

### NOTICE

Applications are invited for admission to the One-Year Diploma Course on Communicative English, under the Centre for Indian Languages and Culture Studies, Diamond Harbour Women's University, from eligible female applicants in the form attached herewith. The classes shall be held on Mondays and Wednesdays at the Department of English from 3:30 p.m. onwards. The applicant must submit a hardcopy application form duly filled in, along with self-attested photocopies of mentioned credentials, and pay the Course Fees for Semester-I, to either of the following mentioned below, by 4 p.m., 20.08.2024.

1. Prof. Tapan Mandal, Director, CILCS

Professor, Department of Bengali, 5<sup>th</sup> Floor, Academic Building, DHWU

2. Kumaraditya Sarkar, Assistant Director, CILCS

Assistant Professor, Department of English, 3<sup>rd</sup> Floor, Academic Building, DHWU

Phone: +91 77971 94771 Email: ks.eng@dhwu.ac.in

#### Benefits of the Course:

- Enhancement of grammatical skills and vocabulary.
- Increased employability in professional sectors.
- Basic training on drafting official documents such as Notice, Tender, and Business Letters.
- Improved soft skills.
- Enhancement of spoken English
- Practising mock interviews

**Course Coordinator:** Dr. Madhumita Majumdar, Associate Professor, Department of English. Office Address: Room No – 425, Department of English, 3<sup>rd</sup> Floor, Academic Building, DHWU.

**Eligibility Criteria:** The applicant must have passed Higher Secondary or an equivalent examination.

**Course Structure and Fees:** There shall be two Semesters, with examinations being held after each Semester. Further details shall be duly communicated by the Course Coordinator. The syllabus and other necessary information may be availed from the Course Coordinator. The Course Fee is Rs. 3500/- per semester. The fee must be paid in full in cash during admission, and shall not be refunded under any circumstances.

The classes shall commence from 26-08-2024. Applicants are advised to check the University Website from time to time for updates, if any.

Sd/-

Prof.Tapan Mandal  
Director, CILCS



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### APPLICATION CUM ADMISSION FORM: ONE YEAR DIPLOMA COURSE IN COMMUNICATIVE ENGLISH

1	<b>Name of the Applicant</b> (in BLOCK LETTERS)	
2	<b>Date of Birth</b> (Attach Proof)	
3	<b>Father's Name</b> (Attach Proof)	
4	<b>Permanent Address</b> (Attach Proof)	
5	<b>Address for Communication, if different from No. 4</b>	
6	<b>Mobile No.</b>	
7	<b>WhatsApp No.</b> (If different from No. 6)	
8	<b>Email Address</b>	

<b>9</b>	<b>Qualification (Attach Proof)</b>	
<b>10</b>	<b>Occupation</b>	
<b>11</b>	<b>Institution</b>	

**Declaration of the Applicant:**

*I hereby declare that the information furnished above is true to the best of my knowledge. I also agree to pay the Course Fees in full, and abide by the rules and regulations of the Centre and the University as applicable.*

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(Signature of the Applicant with Date)

**Necessary Attachments:**

- Any approved Photo Identity Card (Aadhaar Card, EPIC, PAN Card, Driving Licence etc.)
- Any approved Address Proof (Aadhaar Card, EPIC, Driving Licence etc.)
- Any approved Age-Proof (Admit for Class X Board Examinations, Aadhaar Card, EPIC, Driving Licence etc.)
- Photocopy of the Result of H.S. or Equivalent examination, OR, for higher qualifications, Photocopy of the Result of the last examination passed.
- For employed applicants, N.O.C. from the Employer.

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**(For Office Use Only)**

Admission granted (yes/no)	
Course fee paid (yes/no)	
Signature with date	