

Best Practice-1 (2016-2017)

Title of the practice:

Introducing Business English Certificate Course (BEC)

Objective

To enhance knowledge of key business concepts worldwide, BEC's basic objective is how students will be able to write and read basic business reports, faxes, memos etc. By this course students will be able to expand vocabulary related to general business situations. The objective of Business English Certificate Course (BEC) is to get the students to identify with different types of workplace communication. Students are imparted the different types of oral and written communications that are generally practised in organisations. Students learn the nuances of reading, writing, speaking and listening skills. The aim is to make the students apt with effective and precise communication techniques. Students by opting this course develop confidence to deal with people and basic issues in the business world. It aims to focus a range of skills that are found in everyday work scenarios. It is a course through which students are enhancing their knowledge of key business concepts World-wide.

The Context

The aim of learning English is to make the learners competent communicators and users of this language. There are various reasons why English is taught in all the countries. The first reason is English is the language of the world now. All the communication, interaction, advertisements, etc are in English. It aims primarily at individual learners who wish to obtain a business related English language qualification and provide an ideal focus for courses in Business English. This course is different from general English class. It has been designed in such a way so that the vocabulary and dialogue will be focussed on corporate deals such as negotiating, coping with communication problems and enhancing presentation skills. It is meant for specific purposes and can be considered unique within English language learning and teaching. It enhances students' knowledge on vocabulary and topics used in the world of business, trade, finance and international relations. It develops confidence among the students to deal with people and basic issues in the business world. It has been introduced to prepare the students to use English in a present or future work situation so that students will develop English skills with a focus on business contexts and environments and they can enhance vocabulary that is used continuously in the business world. It will help practice and enrich communications skills by using English in specific environment. Materials used throughout BEC are as far as possible authentic and free of bias and reflects the international flavour of the examination. Each year BEC is taken by over 50,000 candidates throughout the world.

The Practice

The Business English certificates (BEC) are certified examinations which can be taken on upto six fixed dates per year at approved Cambridge BEC centres. They are aimed primarily at individual learners who wish to obtain a business related English language qualification and provide an ideal focus for courses in Business English.

Our institute is taking an initiative to introduce Business English Certificate Course such as BEC (prelim) and BEC (vantage) to develop the students' skills such as listening skill, reading skills, writing skills and speaking skills. Prof. Bikram k. Rout is the co-ordinator of this course in our institute. This course has been introduced in the year 2011 and till now successfully

implemented. Before the commencement of the classes one orientation program is held every year. The co-ordinator of the course along with other English faculties coordinate the curriculum. Students are thoroughly trained. Total twenty classes are conducted every year. BEC tests English language, not business knowledge. It is available at three levels such as Preliminary, Vantage and Higher. After the end of every session there is an exam and certificates are offered by British Council India. The exam is based on the former Business English Certificate 1, which has been revised to keep pace with changes in business practice and language teaching and testing and renamed. The BEC preliminary examination consists of three papers such as Reading and Writing (1hour30 minutes), listening (40minutes), Speaking (12minutes) the reading and writing paper consists of seven parts. The listening paper consists of four parts and the speaking paper consists of three parts. The three BEC preliminary papers total 120 marks. A candidate's overall grade is based on the total score gained in all three papers. Candidates are examined in pairs by two examiners such as an interlocutor and an assessor. The assessor awards a mark based on grammar, vocabulary, pronunciation and interactive communication. The interlocutor provides a global mark on the whole. English faculties are also attending different seminars on this course and upgrading their knowledge on it. They are implementing this knowledge successfully on students.

Evidence of success

- Students are gradually enhancing their communication skills.
- Our students are placed globally which is the impact of this course.
- It also helps students to build confidence

Problems Encountered

- There are some students who are till now afraid of speaking skills and not ready to join the class

Resources required

- Separate English Laboratory is required to conduct this class.
- Experts need to be outsourced.

Best Practice-2

Title of the Practice

Financial Aid to the students by the college

Objectives of the Practice

- To assist financial help to the students to save them from discontinuation of their studies owing to poverty.
- To create interest for study without any discrimination of caste, creed or gender.
- To release the tension of the parents to some extent.

The Context

The management has followed strict rules regarding financial aid to the students. The institute is helping all students' financial help out of their total income. With this scholarship money

students, are capable of paying tuition and other fees. Students are getting great beneficial help out of this financial scheme which is funded by Balaram Panda Trust.

The Practice

It is a journey from challenges to achievements. The Balaram Panda Trust has been established in the year 2006 with a holistic vision for improvement of quality of education. The trust is well aware that problems and issues are in need of solutions. It helps the economically deprived students to pursue their education. At the beginning of every academic year, students are getting financial help.

Students need to submit their admission documents for scholarship. Based on the submitted documents, students are shortlisted for scholarship.

Evidence of Success

- Students feel relax and happy after getting the scholarship.
- They are able to pay their tuition fees without having any hurdles.

Problem Encountered and Resources Required

Additional human resources are required to implement the scheme.