



**ODISHA STATE OPEN UNIVERSITY
SAMBALPUR, ODISHA**

**Minutes of the Expert Committee Meeting for the Certificate Course in Communications
Skills in English held on 05.05.2016**

The Expert Committee Meeting for the Certificate in Communication Skills in English was held on 05.05.2016 in the Conference Hall of IGNOU Regional Centre, Bhubaneswar with the following Members:

1. Prof Kalyani Samantray, Former Prof & Head, Deptt. of English, Utkal University - Chairperson
2. Prof Jatin Nayak, Professor in English, Deptt. of English, Utkal University - Member
3. Prof Asim Parhi, Professor in English, Deptt. of English, Utkal University - Member
4. Prof Ashok Mohanty, Professor in Communicative English, Deptt. of English, Siksha 'O' Anusandhan University, Bhubaneswar - Member
5. Dr Ranjita Pati, Associate Professor, Deptt. of English, BJB Autonomous College, Bhubaneswar – Member
6. Dr Dillip Kumar Nayak, Officer In-Charge, Camp Office, OSOU, Bhubaneswar – Special Invitee
7. Dr Abhilash Nayak, Regional Director, IGNOU Regional Centre, Bhubaneswar - Convener

The following decisions were taken in the Meeting:

- The eligibility for the Certificate Course will be +2 instead of Class 10
- The Syllabus was critically analysed and re-structured with inputs from all the Members
- More emphasis will be given on the practical aspects of the Course
- Visual materials for non-verbal communication and soft skill developments will be prepared
- Available Open Education resources will be used for developing self-instructional materials
- Self instructional materials will be developed on the basis of the revised Syllabus [The draft Syllabus is attached]
- Published materials will be used as recommended reading materials in addition to the self-learning materials

The writing of the Self-Learning Materials would be taken care of by the following Experts

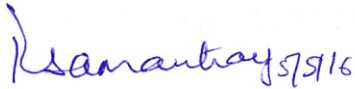
- 1) Prof Kalyani Samantray – Oral and Non-verbal Communication
- 2) Prof Jatin Nayak – Writing
- 3) Prof Asim Parhi – Writing
- 4) Dr Abhilash Nayak – Writing
- 5) Prof Ashok Mohanty – Reading & Grammar
- 6) Dr Ranjita Pati – Soft Skills

The Committee suggested the following -

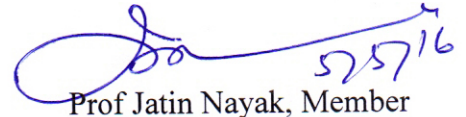
- Certificate courses on Translation into Odia should be offered
- Three-month courses should be developed on Business Communication, Soft Skills and Writing Skills

The next Expert Committee Meeting will be convened on 25th May 2016 to review the progress of the materials prepared for the Certificate course in Communication Course in English.

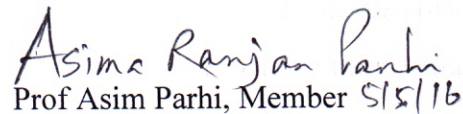
The Meeting ended with the thanks to the Chairperson and all the Members



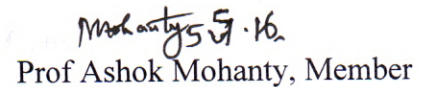
Prof Kalyani Samantray, Chairperson



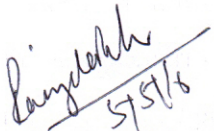
Prof Jatin Nayak, Member



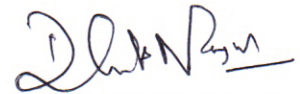
Prof Asim Parhi, Member 5/5/16



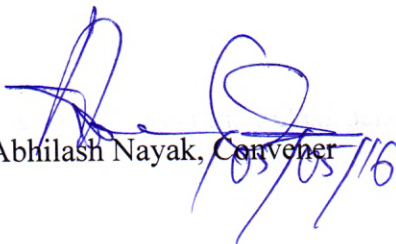
Prof Ashok Mohanty, Member



Dr Ranjita Pati, Member



Dr Dillip Kumar Nayak, Special
Invitee



Dr Abhilash Nayak, Convener