



OFFICE OF THE PRINCIPAL Accredited B++ by NAAC with CGPA 2.8(2024)
KALIABOR COLLEGE

(Affiliated to Gauhati University, UGC recognized)
P.O. - KUWARITOL - 782137: NAGAON: ASSAM

Email: kaliaborcollege@gmail.com

Tele-Fax: 03672-295517

website: www.kaliaborcollege.ac.in

Ref. No. - KC-13/Notice/25/1012

Date - 04/09/25

ANNOUNCEMENT

As per the resolution in the meeting of the Career Counselling and Placement Cell (CCPC) held on 03-09-2025, it has been decided to conduct a 30-hour Certificate Course on "Skills for Career Development" under the Career Counselling and Placement Cell (CCPC) from 15-09-2025 to 30-11-2025.

Students are requested to visit the Notice Board section of the college website www.kaliaborcollege.ac.in for the registration link. A registration fee of Rs. 100 is to be paid on the day of inauguration of the course. The inauguration will be held on 15-09-2025 at 2:00 p.m. The detailed course outline is attached herewith.

Mr. Joy Prakash Medhi, Assistant Professor, Department of Mathematics has been appointed as the Course Coordinator for the certificate course. The Course Coordinator will issue the detailed schedule in due course of time.

Dr. Uttam Kumar Baruah

Principal

Kaliabor College

Kaliabor College
Kuwaritol - 782137
Nagaon, Assam



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Date- 04/09/25

Certificate course on "Skills for Career Development"

15-09-2025 to 30-11-2025

Total Hours: 30 hours

Total Credits: 2 (1 Theory + 1 Practical)

No of seats: 100

Registration Fee: Rs. 100/-

Weekly Schedule: 5 hours per week

Objective:

The objective of Certificate course on "Skills for Career Development" is to equip students with essential academic, professional, and life skills that enhance their employability, adaptability, and confidence. Through a series of interactive lectures, workshops, and practical sessions, it aims to foster holistic development by integrating technical know-how, soft skills, community engagement, and innovative tools like generative AI. The program also seeks to motivate students towards self-learning, innovation, and meaningful participation in society

Theory (20 Hours):

1. Soft Skills	2 hours
2. Digital Skills (Excel, PPT, Google Tools)	2.5 hours
3. Language and Communication Skills	2 hours
4. Career Skills (Resume, Letter, Interview)	2 hours
5. Community Engagement	1 hour
6. Leadership Skills	1 hour
7. Cyber Security Awareness	2 hours
8. Open Educational Resources (OER) and Generative AI	2.5 hours
9. Yoga and Wellbeing	2 hours
10. Mental Health Awareness	1 hour
11. Waste management & sustainability	1 hour
12. Food, Health, and Nutrition	1 hour

Practical (20 Hours):

1. OMR Sheet Handling – 1 hour
2. Resume & Letter Writing Practice – 1 hour



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3. Group Activities on Communication & Personal Interview – 2 hours 7
4. Hands-on with MS Excel, PPT, Google Forms – 4 hours
5. Practical Cyber Security Training (Safe browsing, phishing, data security, digital hygiene) – 4 hours
6. Hands-on with AI & OER (using Generative AI tools, exploring OER platforms like NPTEL, SWAYAM, MIT OCW) – 4 hours
7. Campus Activity on Waste Management (Segregation, Recycling, Awareness Drive) – 2 hours
8. Yoga & Meditation Practice (Breathing, Relaxation Techniques) – 2 hours

Final Examination / Assessment – 2 hours

Course Outline:

Module I: Soft and Career Skills (9 Hours)

Soft Skills (Teamwork, Time Management, Professional Etiquette) – 3 hours

Language and Communication Skills – 2 hours

Career Skills (Resume, Letter writing, Interview Preparation) – 3 hours

Leadership Skills – 1 hour

Module II: Digital and Cyber Skills (13.5 Hours)

Digital Skills (MS Excel, PPT, Google Tools, Google Forms) – 6.5 hours

OMR Sheet Handling – 1 hour

Cyber Security Awareness – 6 hours

Module III: Innovation and Self-Learning Tools (6.5 Hours)

Open Educational Resources (OER) – 3.5 hours

Generative AI (Academic and Career Applications) – 3 hours

Module IV: Wellbeing and Community Engagement (9 Hours)

Yoga and Wellbeing – 4 hours

Food, Health, and Nutrition – 1 hour

Waste Management & Sustainability – 3 hours

Community Engagement Activity – 1 hour

Assessment (2 Hours): Attendance, Assignment/Practical Tasks and Final Examination

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Principal, Kaliabor College
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