



Phone: 033-2441-1710

NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: nbmv2005@yahoo.co.in, Website: nbmahavidyalaya.in

NAME OF THE ADD-ON COURSE: CAREER GROOMING

TOTAL TIME: 30 Hrs.

DURATION: 1.10.2020-17.10.2020 (Online Mode)

FACULTY IN CHARGE: SriTushar Kanti Das

FACULTY MEMBERS: Dr.Ranjan Samanta

Dr.Tamal Taru Roy

Smt Ujjaini Paul

The Curriculum consists of 10 Core Courses (excluding the introductory and concluding lectures).

1. Introduction – Tushar Kanti Das-1hr
2. Personal branding and Professional image- Tushar Kanti Das- 2hrs
3. Effective Communication skills-Tamal Taru Roy- 3 hrs
4. Network Strategies-UjjainiPaul-3hrs
5. Resume Writing and Interview preparation-Tamal Taru Roy-3hrs
6. Time Management and Goal setting-Ranjan Samanta-4hrs
7. Emotional intelligence and interpersonal skills-Tamal Taru Roy-3hrs
8. Professional etiquette and workplace ethics-Ujjaini Paul-3hrs
9. Building strong online presence (LinkedIn, personal website etc)-Ranjan Samanta-3hrs
10. Continuous learning and skill development-Tamal Taru Roy-2hrs
11. Career planning and advancement strategies-Ranjan Samanta-2hrs
12. Concluding Remarks and Question and Answer session-Tushar Kanti Das- 1hr



Tushar Kanti Das


Principal
Naba Ballygunge Mahavidyalaya
27E, Bosepukur Road
Kolkata-700 042