
**OFFICE OF THE DEPARTMENT OF ACCOUNTANCY, FINANCE,
AND MANAGEMENT**

PRAMATHESH BARUA COLLEGE, GAURIPUR

GAURIPUR, DHUBRI, ASSAM - 783331

NAAC ACCREDITED GRADE 'B+' (CYCLE-III)

Ref. No.: PBC/Commerce/Student/2025/Aug/1

Date:20/08/2025

This is for general information to all the students of P.B College, Gauripur (B.A &B.COM) that a certified course on “Life skills” will be offered by Department of Accountancy, Management and Finance (Commerce Stream) tentatively from 25th of August, 2025. Hence, interested students are asked to fill up an online application form and to get enrolled before 23rd of September,2025. Considering the limited seats available, students will be selected on the basis of first come first serve. The syllabus of the course is attached herewith.

SYLLABUS FOR CERTIFIED COURSE ON LIFE SKILLS.

1. Communication Skills- Types of Communications, Networking with people, Public Speaking.
2. Professional Skills – A) Career Skills, Résumé Skills, Interview Skills, Group Discussion Skills, Exploring Career Opportunities. B) Team Skills- Presentation Skills, Trust and Collaboration, Listening as a Team Skill, Brainstorming
3. Leadership and Management Skills- A) Leadership Skills- Decision Making, Problem solving, strategic thinking. B) Managerial Skills- Planning, Time Management, Conflict resolution, Motivation, Team-Building,
4. Entrepreneurial Skills- Types, Opportunity Identification, Business Idea Generation, Business Management, Legal Aspects.
5. Ethics and Integrity- Concept, Organisation and Corporate ethics, Contemporary Ethical Issues, Personal and Professional integrity, Ethics in Governance and public service.
6. Managing Personal Finance- Foundational concepts of personal finance, Saving and Investment Opportunities, Major Financial decisions of Life, Mobile and NET Banking, Financial Scams and fraud, Consumer Protection.

7. Emotional intelligence & stress management: Concept of EI, Components of EI, EI at Workplace, Measuring EI, Defining Stress, Types of Stress & Coping Mechanism, Stress and mental well-being.

Click the link to enrol: <https://forms.gle/98RdpznPHnwKhwhj8>

The detailed schedule of the course will be published shortly and for further details contact:

Mr. Diganta Biswas
Course Co-ordinator
Contact No: 9101418232

Sd/-
Principal/Convenor, Academic Council
P.B College, Gauripur

