



DEPARTMENT OF LIFELONG LEARNING AND EXTENSION
UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with 'B++' Grade

समाप्तो मन्त्र समिति समाप्तो

P.O. North Bengal University, Raja Rammohunpur, Dist. Darjeeling, West Bengal, India, PIN-734013

**One-Week Certificate Course on Soft Skills & Personality
Development**

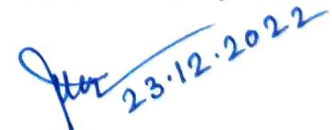
(4th January 2023 to 13th January 2023)

Organized by

**Department of Lifelong Learning and Extension
University of North Bengal**

Soft Skills are the interpersonal skills that people need in order to do well in their jobs. This can mean having the ability to work well in teams, manage time, and multitask. While soft skills are a necessity if one wants to do well in any field, they are especially important for Social Work. Here are some of the soft skills that are necessary for Development Management and Leadership Professionals: team work, communication, networking with partners, critical thinking etc. Soft skills are so important on which the employers decide whether to keep or promote an employee. In this course, the participants will learn about the sectors like Time Management, communication, work ethic, leadership, personal responsibility, and listening which will enable them to fit at their workplace. This course will improve the quality of participants in every sector, like communication, work ethic, leadership, personal responsibility, and listening.

Entry Qualification:	Minimum Graduate or equivalent in any field
Awards :	Participants will be awarded with a certificate
Duration:	1 (one) Week (4 th January 2023 to 13 th January 2023) (Except Saturday & Sunday and other holidays)
Course Coordinator	: Prof. Monotosh Bose, Coordinator, Extension Activities, DLLE
Joint Course Coordinator	: Dr. Ratna Sarkar, Assistant Professor, Joint Course Coordinator Extension Activities, DLLE, NBU
Venue of the Course:	Smart Class Room, DLLE, NBU
Course Hours:	4.00 p.m. to 7.00 p.m.
Course Fee:	No Fee
Application Process:	Interested candidates may apply through the Application Form given below and submit it to the Department.
Last Date of Application:	3 rd January, 2023, 4 p.m.
For Enquiry: Mobile No:	9832504775/7430885669/9091990773 (11 a.m. – 4:30 p.m.)

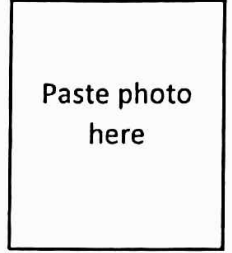

23.12.2022

(Dr. Sidhartha Sankar Laha)
Head
Department of Lifelong Learning
and Extension
University of North Bengal

HEAD
Department of Lifelong Learning
& Extension
University of North Bengal

APPLICATION FORM

To
The Head
Department of Lifelong Learning and Extension
University of North Bengal
P.O. North Bengal University
Raja Rammohunpur, Dist. Darjeeling
West Bengal, India, Pin- 734013



Respected sir,

I amsubmitting my application for admission to the one week certificate course on Soft Skill and Personality Development (4th January, 2023 to 13th January, 2023) organized by the Department of Lifelong Learning and Extension, University of North Bengal. I declare that all the statements made below are true to the best of my belief and knowledge. I am requesting you kindly consider my application for the course.

Details of the Applicant

Name (in BLOCK letters):

Father's Name:

Date of Birth: / /

Category: General/ OBC-A/ OBC-B/SC /ST

Gender: Male/ Female

Address for Communication:

.....

P.O..... Dist.

State:PIN.....

Mobile (WhatsApp enable) :.....

Alternative Mobile No:.....

Email:

Educational Qualification:

(Please attach Mark sheet/ Certificate)

Employed in Service: Yes/ No (give details)

(If yes, a certificate indicating no-objection of the employing authority must be attached).

Yours Faithfully

Date: / /2023

Place:

(Signature of the Applicant in full)