

# COOCH BEHAR COLLEGE

ESTD. - 1970



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Principal

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NAAC ACCREDITED (AT B++ GRADE) COLLEGE

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Ref. No. 03/2025-Placement

December 3, 2025

## **Placement & Career Counselling Committee** **Notice Regarding Workshop on Job Searching and Cover Letter Writing**

This is to inform all students that the **Placement and Career Counselling Committee, Cooch Behar College** is going to organize a **Job Fair in March 2026**. As a part of the preparation for this important event, a series of **Career Grooming Seminars** will be conducted in the coming week.

The **First Phase** of the seminar will be held as per the following schedule:

**December 8, 2024:** Departments of **Commerce, Economics, BBA, BBM and English**

**December 9, 2024:** Departments of **Chemistry, Physics, Mathematics, Computer Science and Geography**

⌚ **Time:** 2:00 PM to 3:00 PM

**Venue:** Seminar Hall

### **Topics to be Covered:**

- Job Search Engines and Career Portals
- How to Write a Cover Letter for a Specific Job
- **Mock Interview Session**

### **Important Instructions:**

- Only **well-groomed and screened students** by the Placement & Career Counselling Committee will be **allowed to appear in the Job Fair**.
- **Final-year students are strongly advised to attend** this seminar; other students can also join.
- **Attendance in this seminar is compulsory** for those who wish to participate in the upcoming Job Fair.
- Participation in the Job Fair will be permitted **only to students who attend this seminar and are found to be well-prepared**.

All concerned students are suggested to attend the seminar **punctually and sincerely**.

Sd/-  
Dr. Snehasis Bhakta  
Convener  
Placement Cell  
Cooch Behar College

Sd/-  
Sri Abhijit Roy  
IQAC Coordinator  
Cooch Behar College

Sd/-  
(Dr. Pankaj Kr. Debnath)  
Principal  
Cooch Behar College