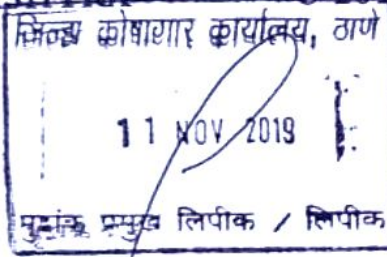




महाराष्ट्र MAHARASHTRA

2019

WC 753439



MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

AND

SHRI RAJASTHANI SEVA SANGH'S, SMT. PARMESHWARIDEVI DURGADUTT  
TIBREWALA LIONS JUHU COLLEGE OF ARTS, SCIENCE & COMMERCE, MUMBAI

ON

NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT PROGRAMME (NUSSD)

THIS MEMORANDUM of UNDERSTANDING (MOU) is made at Mumbai and  
entered into on 25<sup>th</sup> November, 2019

1



१. मुद्रांक विक्री नोंदवही अनु. क्रमांक / दिनांक	166382
२. वरताचा प्रकार	ASS
३. दस्त नोंदणी करणार आहेत का ?	होय/नाही
४. भिळकतीचे शोडल्यात वर्णन	
५. मुद्रांक विकत घेणाऱ्याचे नाव व सही	
६. हस्ते असल्यास त्याचे नाव, पत्ता व सही	
७. दुसऱ्या पक्षकाराचे नाव	
८. मुद्रांक शुल्क रक्कम	
परवानाधारक मुद्रांक विक्रेत्याची सही व परवाना क्रमांक तसेच मुद्रांक विक्रीचे ठिकाण/पत्ता	सौ. सेल्मो आर. खिरादार परवाना क्र. १२०१०२४
६/११/१९, सेक्टर-१, वाघी, नवी मुंबई	
ज्या कारणासाठी ज्यांनी मुद्रांक खरेदी केला त्यांनी त्याच कारणासाठी मुद्रांक खरेदी केल्यापासुन ६ महिन्यात यावरणे बंधनकारक आहे.	

19 NOV 2019

JK



## BY AND BETWEEN

Tata Institute of Social Sciences (herein after referred to as "TISS"), a Deemed to be University under section 3 of the University Grants Commission Act (UGC) of India, 1956, is a premier institute in India in social sciences, human development and public policy, having its main campus at V.N. Purav Marg, Deonar, Mumbai-400088, herein referred to as 'First Party';

## AND

Shri Rajasthani Seva Sangh's, Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Science & Commerce, Mumbai (herein after referred to as "Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science"), having its campus near Chakala Metro Station, Andheri Kurla Link Road, J. B. Nagar, Andheri(E), Mumbai-400059, hereinafter referred to as 'Second Party';

TISS and Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science shall herein after collectively be called "the parties" and individually as "the party".

### 1. STATEMENT OF PURPOSE

The employability of India's university graduates continues to remain weak even while there is an acute shortage of skilled manpower in an increasing number of high demand sectors. The youth are thus disillusioned about job opportunities post their studies. Though they have educational degrees, they lack the skills and the experience to get employed.

Skilling the youth to enhance their employability and enabling them to be effective contributors to the nation's growth and development assumes paramount importance in the current context.

The Tata Institute of Social Sciences has been working to reach the youth through an innovative programme called 'National University Students' Skill Development (NUSSD)' for the same purpose. The aim is to enable the youth enrolled in the various degree programs in Colleges and Universities in India to acquire skills that would give them a Certificate/Diploma in a specific high demand domain area in





addition to their degree. Students will be introduced to holistic education which encompasses components of employment oriented training, exposure to community services, life skills training and civic education to fulfill the changing requirement of higher education and thereby bringing about vocationalisation of higher education. Eventually, this programme is poised to cover all the youth in the university system wanting to enhance their employment potential by gaining skills along with a graduate degree in their chosen discipline

## **2. PROGRAMME BACKGROUND**

The National University Students' Skill Development (NUSSD) Programme is a unique initiative on skill development designed and delivered by the Tata Institute of Social Sciences (TISS). The programme was initiated in 2013 in collaboration with Ministry of Youth Affairs and Sports, Government of India (GoI) and National Skill Development Agency (NSDA), GoI to enable graduating youth acquire employable skills while pursuing their graduation or post-graduation so that they are job-ready as and when they pass out from the colleges. After completion of a successful pilot in 34 colleges of 11 Universities, spread across 9 States, the programme is being implemented across 200 colleges, including Engineering and Management colleges. The programme is currently in its second phase and covers a student population of more than 20000, spread across several states in the country.

The United Nations (UN) Steering Committee on Children and Youth has recognized NUSSD programme among the best skill development practices in the country.

NUSSD offers Certificate Programme in 'Management and Soft Skills' and a skill-linked domain courses leading to a Diploma (e.g. Diploma in Entrepreneurship) in parallel to the regular coursework. The classes are held in the participating College or University and the programme is designed on a schedule that minimizes disruption of regular studies and personal pursuits of participating students.

## **3. OBJECTIVES OF THE PROGRAMME**

The NUSSD programme aims to increase employability of graduating youths by imparting knowledge, skills and competencies in relevant field. The programme also intends to develop the inner potential, critical thinking a sense of civic responsibility among students.





Overall, the NUSSD programme aims at:

1. Enhancing employability skills of students to have a suitable career option after graduation.
2. Develop skills, competencies and knowledge to intervene in an equal and sustainable manner in the social and economic development of people.
3. Foster socially conscientious students grounded in respect for people and concerned about the welfare of others.

#### 4. NUSSD COURSE STRUCTURE

NUSSD courses are developed by premier institutions/domain experts and subjected to scrutiny by accreditation bodies. Each course is reviewed by an expert committee on regular basis to incorporate and update the recent developments and changing requirements of the industry.

The NUSSD courses are built on the existing academic structure and add elements to enhance employability and build capacity to address key regional challenges and opportunities.

##### (i) Course Curriculum Details

- Credits earned
  - ✓ Certificate Course (Foundation course/ 20 credits\*)
  - ✓ Domain Diploma (Domain Certificate course + 20 credits\*)

{1 Credit\* = 15 Hours of Classroom Training OR 30 Hours of Internship}

- Curriculum Development, Expert Group and Accreditation
  - ✓ Group of Skill Area Specialization Experts drawn from academia, government and industry in each of skill areas as well as competencies, develop curriculum in specific specializations.
  - ✓ The expert group evolves criteria for course delivery, assessment and accreditation.
  - ✓ The Course is accredited by the Academic Council of the Tata Institute of Social Sciences (TISS).



*Signature*



## (II) Course Design

- NUSSD Courses are designed in a modular, Interlinked and Interactive manner; cumulatively building knowledge, skills, and competencies administered through classes and field work.
- The course credits are spread over the years (Second and Third) of graduation and the students are taught courses (lectures and tutorials) followed by Field work / Internship in appropriate work location.
- Field work / Internship in urban / rural contexts in community and industrial set up are organized during holiday /vacation to gain hands-on practical experience.
- During the training, students will be introduced to the purpose of NUSSD programme and need for skill development through a series of Interactive sessions at the university and its affiliated colleges.

## (iii) Foundation skills for professional competencies

All students enrolled for NUSSD will gain competency in following areas -  
(Foundation Courses for professional competencies):

### Certificate in Management and Soft Skills

1. English Communication
2. Youth Leadership & People Skills
3. Legal Literacy
4. Financial Literacy
5. Digital Literacy
6. Working with Communities (leading to a field practicum)

Competency in digital application would be integral part of gaining competency in other modules; and subsequent skill development process.





#### (iv) Domain Specific Training

##### Domain Courses (Phase 2)- Diploma in Specific Domain

Student can choose any one inter-related skill areas in their third year of graduation.

1. Diploma in Banking and Financial Services
2. Diploma in Hospital Services Management
3. Diploma in Ecommerce and Digital Marketing
4. Diploma in Physician Assistant
5. Diploma in Sustainable Agriculture
6. Diploma in Accounts and Taxation
7. Diploma in Export and Import Management
8. Diploma in Logistics and Supply Chain Management
9. Diploma in Sales and Marketing
10. Diploma in Fashion Designing
11. Diploma in Retail Management
12. Diploma in Entrepreneurship

A number of other domain areas will be added as per the regional requirements and employment opportunities at different locations.

#### (v) Expert Teachers, Trainers, Internship and Field Work Facilitators

- From the catchment area of the College, a pool of experts from academia, industry, government, autonomous bodies and civil society are identified, assessed on competencies and enrolled to deliver course modules including lectures, tutorials and field work. Enrollment of teachers and trainers is done for each of the domain areas, and specific modules. The payment of teachers and trainers for each of the domain areas will be made on hourly basis after the successful delivery of particular course as per the NUSSD provisions.
- From the pool of part-time teachers and trainers, key resource persons are being identified to teach and mentors students for each of the domain areas and specific skills.





- Thus, a cohesive group of experts for each of the vocational education specialization is formed to deliver the course.
- NGOs and support agencies, industries and businesses are identified and enrolled to facilitate field work and internship. NGOs and support agencies may not be given financial compensation for the staff time provided.

## 5. CERTIFICATION

On successful completion of the programme, students will receive certification (Certificate and/or Diploma) from the National University Students' Skill Development Programme of TISS.

Certification (Certificate and/or Diploma) by the TISS-NUSSD may also carry the name of industry/academic partner to ensure that there is industry recognition to enhance employability of the graduates both locally and nationally.

## 6. OUTCOMES EXPECTED

It is expected that the successful implementation of NUSSD programme will enhance employability of the participants to a considerable level, enable them to gain certification which is recognized by Industry for skills and competencies, and also help in enhancing employability of the graduates both locally and nationally.

A good number of skilled graduates would emerge as transformation leaders after the successful completion of the course. Eventually, the availability of skilled human resources will be in several million college graduates.

## 7. COLLABORATION AGREEMENT

The Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science and TISS-NUSSD agree to explore and assist in developing mechanisms that will serve to encourage and enhance cooperative work between the institutions in areas of mutual interest, such as delivery of NUSSD courses through a dynamic partnership.



*[Handwritten signature]*



The Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science shall provide all administrative and operational support to NUSSD programme by establishing an Office of NUSSD within the college campus. The roles and responsibilities of the parties are given below.

#### 8. ROLES AND RESPONSIBILITIES:

Sr No	Tata Institute of Social Sciences	Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science
1	Designate a Programme Officer to manage the relationship with the participating college and deliver the NUSSD programme at the college. The Programme Officer shall be engaged and paid by NUSSD, TISS.	Designate a senior faculty member of the college as NUSSD Convener. The NUSSD-Convener will co-lead the NUSSD programme delivery process with the NUSSD Programme Management team. It is the responsibility of the Convener to work with the Program Officer for the smooth implementation of the programme
2	Identify and empanel a pool of trainers for each course. Organize Training of Trainers (ToT) programmes to orient the trainers on course content and pedagogy. The trainers are paid honorarium by NUSSD, TISS	Ensure the enrolment of a good number of students in NUSSD programme in the college through advocacy and counseling
3	Develop and provide course curriculum and content for all the modules. Revise the course curriculum and content as and when required.	Help identify potential trainers and share their profiles with NUSSD, TISS
4	Work with the college to prepare a training calendar. It is designed on a schedule that minimizes disruption of regular works at the college and personal pursuits of students.	May advice in-house trainers to attend Training of Trainers (ToT) programme at NUSSD, TISS.
5	Deliver the training at the college as per the agreed training schedule.	Ensure allocation of required number of hours for NUSSD in the college academic time table for smooth delivery of the programme.





6	Conduct periodical assessment as per the norms prescribed by the Academic Council of TISS.	Provide infrastructure facilities including Class rooms, Computer lab, Projector, Seminar Halls / Auditorium to conduct NUSSD programmes
7	Award certificate to students who complete the course successfully	Provide office space to the Programme Officer to operate smoothly from the college.
8	Monitoring and evaluation of the programme	Connect with local Industry through the network of the college to identify opportunities for fieldwork and internship for students.
9	Develop and establish a feedback mechanism to receive feedback from all stakeholders, including the students to improve the quality of the programme	
10	Connect with local Industry through the network of the college to identify opportunities for fieldwork and internship for students.	

## 9. FINANCIAL IMPLICATIONS

NUSSD-TISS will charge a nominal course registration fee of Rs. 250/- (Two Hundred & Fifty) only, from the Economically Weaker Students to make students accountable and to ensure their commitment to complete the course and also to sustain the programme. The college would ensure at least 100 (one hundred) students are enrolled and retained to sustain and continue the NUSSD programme. The course fee collected from the students will be remitted to NUSSD-TISS.

NUSSD-TISS will meet all the expenses of workshops, seminars, motivational talks to support the NUSSD program, which will be arranged/organized mutually by the college and NUSSD to prepare students for employability. College will support with infrastructure and equipment for these activities.





## 10. DURATION / TERM OF THE MOU

This MoU shall be valid for a period of three years from the date of its' being entered into and may be extended by the parties by mutual consent from time to time.

## 11. CHANGES / AMMENDMENTS

No change shall be made to this MoU without the written consent and signed approval of both the parties. Additions/deletions or alterations to this MoU may be effected with the prior written consent and approval concerning the particular change. Documents containing such additions, deletions and/or alterations should be signed by both the Parties and shall form a part of this MoU, and be deemed to be part of this MoU from the date of such amendment.

## 12. TERMINATION

This MoU can be recommended for termination by the parties after serving 3 (three) months' notice in writing. However, if there is failure or breach of understanding or default by either party other than on force majeure grounds it shall be terminated with one month's notice. However, based on unsatisfactory performance and or other reasons TISS-NUSSD may terminate or amend any of the understanding as stated above.

This MOU shall be effective upon the signature of Parties through their authorized officials.



Principal  
Smt. Parmeshwaridevi Durgadutt Tibrewala  
Lions Juhu College  
of Arts, Commerce and Science



Director / Registrar  
Tata Institute of Social Sciences  
Acting Registrar  
Tata Institute of Social Sciences  
Sion Trombay Road,  
Deonar, Mumbai 400088.  
Tel (O) : 022 2552 5254

Annexure 1  
Roles and responsibilities of the College Convener  
For TISS-NUSSD Programme

Objective: To increase efficiency of NUSSD Programme in the college and to create an enabling environment for successful completion of the programme by a maximum number of students to reach the goal of shaping the character of students, building their competencies and making them employable to attain successful career in their chosen field.

Convener would act as a nodal person between college and TISS NUSSD Team. In order to enable us, to appropriately compensate / remunerate the TISS NUSSD Convener; we earnestly request the College Management to kindly share the name of the TISS NUSSD Convener(s):

1. Motivate students to join skill development programme of TISS NUSSD.
2. Facilitating the admission of students to the TISS NUSSD Programme.
3. Planning and scheduling TISS NUSSD programme in the University/College calendar for the successful implementation of its classes (including Vacations, Weekends & College Holidays).
4. Coordinating with the Principal and other faculty/staff members for the smooth running of the Programme.
5. Arranging Infrastructure facilities for the NUSSD Programme.
6. Help the TISS-NUSSD Program Officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS-NUSSD Program Officer to update the attendance sheets regularly.
7. Motivating students to attend NUSSD classes regularly (At least, 90% students should meet 75% attendance criteria). Take appropriate remedial measures, in the eventuality of a high drop-out numbers.
8. Informing the Program Officer of any changes in academic calendar for the smooth functioning of the programme & alternate classrooms, must be made available, in advance.
9. Supporting TISS-NUSSD Team to identify trainers for all the courses.
10. Taking feedback from the students with the help of the Program Officer. The Convener must keep the TISS NUSSD Management updated on the feedback pertaining to the quality of Trainers.





11. Preparing a weekly report on the programme including any challenges faced and any innovation required for the evolution of the programme.
12. Supporting TISS-NUSSD Programme Officer in the day to day implementation of the programme
13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs of all departments, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.
14. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.
15. The students, who are available for Placements; must be the Target Students, enrolled for TISS NUSSD AY 2019 – 2020.
16. The honorarium to be paid to the college convener would be based on the number of students enrolled (no. of the batches formed) for the NUSSD Programme in the college. The details are as below:

Honorarium for Batch Management (per batch)							
First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 3,000
Batch Creation	100 Hrs of Training Delivery	100 Hrs of Training Delivery	100 Hrs of Training Delivery	100 Hrs of Training Delivery	Completion of Internship	Certification	Job offers to 50% of the total students trained & 70% of them joining jobs



Annexure 2  
Designate as the College Convener  
For TISS-NUSSD Programme

To,

Ms. N. Sunder Jyothi  
Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and  
Science  
Chakala

We are pleased to designate you as the College Convener for the Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science from academic year 2019-20.

The responsibilities as the College Convener are as follows:

Convener would act as a nodal person between college and NUSSD Team


1. Motivating students to join skill development programme of TISS-NUSSD
2. Facilitating the admission of students to the NUSSD Programme.
3. Planning and scheduling NUSSD programme in the University/College calendar for the successful implementation of its classes.
4. Coordinating with the Principal and other faculty/staff members for the smooth running of the Programme.
5. Arranging infrastructure facilities for the NUSSD Programme.
6. Help the TISS-NUSSD Program officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS-NUSSD Program Officer to update the attendance sheets regularly.
7. Motivating students to attend classes regularly.
8. Informing the Program Officer of any changes in academic calendar for the smooth functioning of the programme.
9. Supporting TISS-NUSSD Team to identify trainers for all the courses.
10. Taking feedback from the students with the help of the Program Officer
11. Preparing a weekly report on the programme including any challenges faced and any innovation required for the evolution of the programme.





12. Supporting TISS-NUSSD Programme Officer in day to day implementation of the programme.
13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.
14. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

TISS-NUSSD and the College Principal reserve the right to extend or terminate this appointment based on your performance as the College Convener.



Principal  
Smt. Parmeshwaridevi Durgadutt Tibrewala  
Lions Juhu College  
of Arts, Commerce and Science



Director / Registrar  
Tata Institute of Social Sciences  
M. Balamurugan  
Acting Registrar  
Tata Institute of Social Sciences  
Sion Trombay Road,  
Deonar, Mumbai 400088.  
Tel (O) : 022 2552 5254

I hereby accept my appointment as the College convener along with the terms, conditions and responsibilities that are associated to the position of College Convener.  
I promise to deliver my best effort in this position.



Ms. N. Sunder Jyothi

Annexure 2  
Designate as the College Convener  
For TISS-NUSSD Programme

To,

Ms. Pooja Soni

Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science  
Chakala

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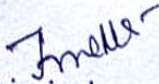
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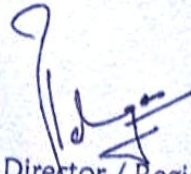





12. Supporting TISS-NUSSD Programme Officer in day to day implementation of the programme.
13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.
14. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

TISS-NUSSD and the College Principal reserve the right to extend or terminate this appointment based on your performance as the College Convener.

  
Principal  
Smt. Parmeshwaridevi Durgadutt Tibrewala  
Lions Juhu College  
of Arts, Commerce and Science

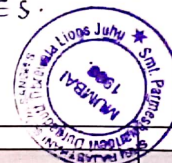
  
Director / Registrar  
Tata Institute of Social Sciences  
Acting Registrar  
Tata Institute of Social Sciences  
Sion Trombay Road,  
Deonar, Mumbai 400088.  
Tel (O) : 022 2552 5254

I hereby accept my appointment as the College convener along with the terms, conditions and responsibilities that are associated to the position of College Convener. I promise to deliver my best effort in this position.

  
Ms. Pooja Soni

TATA INSTITUTE OF SOCIAL SCIENCES.  
(NUSSD).

**SPDT College  
Enrolment Data**

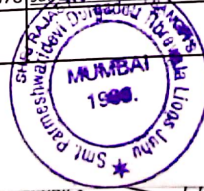


AY-2019-20									
Sr. No	Course Code	Roll No	Class	Students Name	Mobile No	Alternate No	Email-Id	INCOME	DATE OF BIRTH
1	CMS	201	SYBMS	Acha Bhavani Pochhaiah	7400269417	9967950258	bhavaniacha45@gmail.com	2,50,000	10/04/2000
2	CMS	2001	SYBCOM	Adi Dravidar Muthulakshmi Murugan	9820959225		muthulakshmmurugan10151achu@gmail.com	1,20,000	08/05/2001
3	CMS	2018	SYBCOM	Ettuparayil Janet Joe	8828028930	9969544620	janetjoe2000@gmail.com	6 Lac	18/10/2000
4	CMS	204	SYBCOM	Gowda Chinni Manje	7039416811		chinnigowda23@gmail.com	15,000	23/03/2001
5	CMS	2025	SYBCOM	Gupta Antima Dhanji	9326400863	9167148756	antimagupta9326@gmail.com	1,80,000	20/07/2001
6	CMS	2027	SYBCOM	Gupta Krishna Suresh	9867367489	8369507859	kg6792466@gmail.com		22/08/2000
7	CMS	2035	SYBCOM	Harijan Jyoti Shantilal	9136381561	9930266851	iyotikummar40110@gmail.com	1 Lac	13/06/1998
8	CMS	2037	SYBCOM	Idrisi Amad Ali Wakil Ahmad	8850763043	7498161351	amadali.idrisi786@gmail.com	1 Lac	23/03/2001
9	CMS	2471	SYBCOM	Jayashri Gurunath Pujari	8291249304		jayashripujari35@gmail.com	1 Lac	14/08/2000
10	CMS	207	SYBBI	Kahar Preeti Ravindra	7304209036	8655332431		80,000	10/01/2001
11	CMS	2039	SYBCOM	Kamari Saikumar Bali	7304870858	9372604381	saikumarkamari@gmail.com	1 Lac	17/11/1999
12	CMS	2041	SYBCOM	Kanaujiya Tejaswani Ramvilas	8104845977	9326003741		1 Lac	12/06/2000
13	CMS	2050	SYBCOM	Kharvi Sumitra Kisan	9867289922	9867289922	deepakharvi1710@gmail.com	2,13,600	27/02/2000
14	CMS	209	SYBBI	Khavnekar Deepali Rajendra	9167408745	9702217635	deepalikhavnekar2000@gmail.com	80,000	18/08/2000
15	CMS	2058	SYBCOM	Mishra Aditya Rakesh	8652782758	8452028454	adityamishra53907@gmail.com	1,83,000	17/12/2000
16	CMS	2067	SYBCOM	Nirmal Pooja Ramkishun	9967730083	9892069890	poojanirmal859@gmail.com	1 Lac	07/06/2000
17	CMS	24	SYBBI	Patel Kiran Ramashankar	9920044737	8656837310		1 Lac	31/05/2000
18	CMS	2069	SYBCOM	Pol Pranali Kailas	9004846805		swapnalipol05@gmail.com	1,20,000	13/01/2001
19	CMS	2036	SYBCOM	Priyanka Shankar	9987313150			1,50,000	19/04/2001
20	CMS	2071	SYBCOM	Qureshi Tamanna Sanhullah	9769115656	9820708388	heena9820708388@gmail.com	1,20,000	05/12/2000
21	CMS	2226	SYBCOM	Rai Sakshi Virendra	9920732632	7678040458	sakshi@gmail.com	1,40,000	24/09/2000
22	CMS	2481	SYBCOM	Rajbhar Ajay Suresh	8779029834	9004452004	ajaydip900@gmail.com	1,50,000	05/06/2001
23	CMS	2075	SYBCOM	Rajbhar Payal Rajaram	9833060139		sagar_rajbhar9@gmail.com	1,50,000	03/09/2001
24	CMS	233	SYBCOM	Roshini Berjet Albert	8104936599		roshiniberjet45@gmail.com	14,000	29/10/1999
25	CMS	2079	SYBCOM	Sahoo Pallavi Nrusingh	9869009311	9699206084	ncshaoo2007@rediffmail.com	2 Lac	09/04/2000
26	CMS	238	SYBMS	Sayyed Muskan Latif	9082650724	7718996824	muskansayyed771899@gmail.com	2,50,000	14/06/2000

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SHRI SHWARIDEVI DURGADUTTI TIBREWALA LIONS JUUH  
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27	CMS	2097	SYBCOM	Sharma Sachin Kumar Shri Prabhakar Kumar	8433880035	8529758669	sachinsharma28400@gmail.com	1,25,000	28/4/2000
28	CMS	214	SYBBI	Shinde Shalini Babarao	8879504316			1 Lac	26/09/1999
29	CMS	2104	SYBCOM	Siddipogula Deena Prasad	9082589528	7045272967	deenaprasad2001@gmail.com	1,50,000	03/05/2001
30	CMS	2112	SYBCOM	Suvarna Hitesh Harish	9987432545	9987689292		1 Lac	03/06/2001
31	CMS	219	SYBBI	Vagare Shivani Mahadev	8652286834	9702998639		84,000	09/06/2000
32	CMS	212	SYBMS	Vijita Jaiswal	8668428019	8007890242	vijitajaiswal@gmail.com	2 Lac	19/08/2000
33	CMS	2202	SYBCOM	Vishwakarma Ankita Rajkumar	9768713089		ankitavishwakarma16@gmail.com	1,50,000	07/06/2001
34	CMS	2207	SYBCOM	Yadav Kishan Kumar Janardan	9324863044	7310219151	kishyadavkishan@gmail.com	1,50,000	15/10/2001
35	CMS	2403	SYBCOM	Al Rahisi Adnan Mohammad Murad	9867521774			1,00,000	06/07/2001
36	CMS	2003	SYBCOM	Ahmad Nargees Tajuddin	9769612706	9833152112	ravikumaryadav003@gmail.com		03/11/2000
37	CMS	2477	SYBCOM	Rai Arpan Ramsajeevan	8454053633			1,00,000	08/09/2000
38	CMS	2487	SYBCOM	Rebeiro Aster Urban	9653110552		asterrebeiro24@gmail.com	1,00,000	10/07/2000
39	CMS	2010	SYBCOM	Beldar Anjani Govind	7738478868	9892987615	beldaranjali456@gmail.com	60,000	03/05/2001
40	CMS	2072	SYBCOM	Rai Firdaus Abdul Aziz	9867516493		firdausrai1225@gmail.com	1,00,000	25/2/2000
41	CMS	2418	SYBCOM	Giri Bachchan Rajendraprasad	7506113665	9702376334	giribachchan43@gmail.com	1,60,000	10/10/1998
42	CMS	2513	SYBCOM	Tripathi Gudiya Yadunandan	9167259073		vibhatrpathi008@gmail.com	1,00,000	04/07/2000
43	CMS	2031	SYBCOM	Gupta Pratiksha Lalji	9819374696	8850685706	guptapratiksha42@gmail.com		24/1/2001
44	CMS	2034	SYBCOM	Halwai Sagar Sunil	9082100296	916712150	SAGARHALWAI9@GMAIL.COM	70,000	06/01/2001
45	CMS	2434	SYBCOM	Kanojiya Deepa Suresh	7039885035	9920302113	deepakanojiya246@gmail.com	1,20,000	06/06/2000
46	CMS	2236	SYBCOM	Kewat Manisha Deenanath	7506450486		manishak18kewat@gmail.com	20,000	15/4/1999
47	CMS	2074	SYBCOM	Rajbhar Mona Dinesh	8850942178	9833057894	monarajbhar130@gmail.com	1,00,000	02/07/2001
48	CMS	2454	SYBCOM	Mourya Priyanka Ramvilash	7039583991	9702501724	priyankamourya515@gmail.com	1,00,000	15/5/2001
49	CMS	2467	SYBCOM	Patel Anju Kumar Bipin	8369694971	8451037549	anujpatel5615@gmail.com	50,000	03/10/2000
50	CMS	2208	SYBCOM	Yadav Pooja Ramsurat	9619946457	8879366349		25,000	11/03/1997
51	CMS	2209	SYBCOM	Yadav Pritee Umesh	9137833237		pritiyadav@gmail.com	1,00,000	15/6/2000
52	CMS	2508	SYBCOM	Singh Rajneesh Vinod Kumar	7400251672		irajnish17@mail.com	1,20,000	15/10/2000
53	CMS		SYBCOM	Gupta Rinkee Hajariprasad	8879757335	9004884092			12/10/2000
54	CMS	2066	SYBCOM	Nazareth Royston Raymond	9920573604		nazaray345@gmail.com	1,84,000	02/05/2001
55	CMS	2083	SYBCOM	Sayyed Rubeena Ameer	8850570924	6362978525	RUBEENASAYYED08@GMAIL.COM	20,000	09/07/2000
56	CMS	2407	SYBCOM	Ansari Saifali Rehamatali	8452930826	8928517078	saifali0000@gmail.com	72,000	22/10/1999
57	CMS	2437	SYBCOM	Kanoujiya Seema Lautalprasad	9004018359			50,000	25/5/1999



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58	CMS	2078	SYBCOM	Rodrigues Snehal Clifford	8291446716	8691998122	snehalrodrigues0424@gmail.com	3,50,000	24/9/2000
59	CMS	2084	SYBCOM	Shah Heenabano Munshiferu	9167267704	9137256618	shahheena457@gmail.com		29/1/2001
60	CMS	2092	SYBCOM	Shaikh Mohd Zahid Shahid	8788874328	7045842618	zahidshaikh1809@gmail.com	72,000	18/11/2000
61	CMS	2014	SYBCOM	Dete Shubham Chandrakant	9076377403	8108107066	shubhamdete1999@gmail.com	1,20,000	23/8/1999
62	CMS	2458	SYBCOM	Mourya Suraj Ramdayal	7718030779	9323126845	surajmourya2024@gmail.com	1,20,000	26/9/2000
63	CMS	2523	SYBCOM	Gupta Ujala Brijesh Kumar	8286966581	7678051484	ujalabrijesh@gmail.com	96,000	06/08/1999



*Inelle*  
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 Mumbai - 400 059.





SPDT COLLEGE

Enrolment Form

Sr No.	Course	Roll No	Class	Student Name	Mobile No.	Alternate No.	Email-Id	Income	DOB
1		3027	TYBCOM	Abhishek Kumar Gupta	8356800058	7145540795	a97510694@gmail.com	60,000	27/10/1999
2		3001	TYBCOM	Abida Banu Masthan	9702991961	8108221603	abanu1343@gmail.com	96,000	04/10/1998
3		304	TYBFM	Akshya Kumar Dubey	7039573431	7071417606	dubeyakshaykumar98@gmail.com	90,000	15/12/1998
4		3006	TYBCOM	Baig Nusarat Mohammad Akhtar	7506608029	9152207847	baignusrat15@gmail.com	1,20,000	15/07/2000
5		3009	TYBCOM	Bind Pooja Sureshchandra	8268804866	7738988436	pooja17082000@gmail.com	87,000	17/08/1999
6		3019	TYBCOM	Gaikwad Pratiksha Dashrath	9082441834	9820787192	pratikshag392@gmail.com	96,000	23/12/1999
7		3020	TYBCOM	Gaikwad Priyanka Sukhdev	8879495063	8879495063	pg123090@gmail.com	1,20,000	14/11/1999
8		303	TYBBI	Gajali Swarupa Yeshappa	8879846355	9969774901	swaroopagajali@gmail.com	1 Lac	06/06/1998
9		3023	TYBCOM	Gavai Bhagyashri Anil	8104143152	8652475549	bhagyashrigavai@gmail.com	90,000	11/09/1999
10		3030	TYBCOM	Gupta Archana Munna	8928974277	8108432286	archanagupta5079@gmail.com	1,20,000	05/10/1998
11		3031	TYBCOM	Gupta Arun Lallan	8767230306	8767230306	arun525438@gmail.com	1 Lac	04/03/2000
12		3318	TYBCOM	Gupta Jyoti Ramesh	9594768201		iyotigupta020798@gmail.com	80,000	07/02/1998
13		307	TYBMS	Gupta Priti Govindlal	8692861448	8689902173	pg88866@gmail.com	1,20,000	24/04/1999
14		305	TYBBI	Jaiswar Pooja Lalbahadur	8693004062	9920039818	jaiswarpooja1234@gmail.com	85,000	09/10/1997
15		3047	TYBCOM	Kanojiya Sunayana Bholanath	9619818495	9820993081		1,20,000	30/01/2000
16		3048	TYBCOM	Jawaharprasad	7738695588	9082807968	ry9819496672@gmail.com	80,000	13/10/2000
17		3051	TYBCOM	Khan Abdultalib Mohammad Saleem	9820097894	9967060524	sonukhan0915@gmail.com	80,000	12/11/1999
18		313	TYBA	Lewis Melanie Muriel Melwin	9870544528	8291418850	melange129999@gmail.com	4 Lac	29/09/1999
19		312	TYBMS	Limkar Anjali Dhananjay	9152060090	8652672147	anjaliilmkar1334@gmail.com	60,000	30/09/1999
20		314	TYBA	Manish Kumar	8199042914	7009807235	mkkashyap983@gmail.com	95,000	20/10/2000
21		3061	TYBCOM	Manisha Manikam	9136259880	9833689108	manishamanikam148@gmail.com	1,80,000	14/08/1999
22		3063	TYBCOM	Maurya Preeti Ramsevak	8268871720	8655911887	preetimaurya9740@gmail.com	1,20,000	19/08/1999
23		315	TYBCOM	More Rohit Eknath	9137808052	7506414577	morerohit266@gmail.com	1 Lac	10/11/1999
24		311	TYBBI	Pal Neelam Pappu	7039759713		palneelam090@gmail.com	1 Lac	22/02/2000
25		312	TYBBI	Panda Pinky Vinodchandra	8291787556	9768303872	pandapinky79@gmail.com	1,50,000	29/03/2000
26		3079	TYBCOM	Pandey Ekta Ajay	9967060524	9821005005	ektapandey03560@gmail.com	75,000	17/03/2000

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27	335	TYBMS	Pandey Sheelu Girijashankar	7977330214	9920777987	sheelupandey4183@gmail.com	50,000	20/12/2000
28	318	TYBMS	Pathak Komal Indradev	8850422254	9594075811	pathakrink499@gmail.com	70,000	30/11/2000
29	315	TYBBI	Pillai Rohini Vinod	9967305317	9967393303	rohinivinod86930@gmail.com	1,20,000	25/10/1999
30	3125	TYBCOM	Rajesh Kumar Kamat	7352682386		rajeshkamat17@gmail.com	96,000	15/02/1998
31	325	TYBMS	Shaikh Sabina Bano Hiyat Ali	9702821807	8291487473	shaikhsabina598@gmail.com	70,000	05/07/2000
32	3208	TYBCOM	Supriya Nagarajan	9594364910	9324774928	supriyashetty2702@gmail.com	1 Lac	27/02/1998
33	322	TYBBI	Sutar Dhanshri Ramchandra	7738273464	9594151605	nikksutar1999@gmail.com	1,20,000	11/09/1999
34	325	TYBA	Thakur Priyanka Prakash	9702187201	7352682386	angelore068@gmail.com	90,000	23/08/1998
35	3209	TYBCOM	Tiwari Saurbh Satish	8080698453		saurabhst1999@gmail.com	1 Lac	14/12/2001
36	3222	TYBCOM	Yadav Ravi Sanjay	9082807968		yr9819496672@gmail.com	70,000	30/08/1999
37		TYBCOM	Nikita Singh	8291869455	9076142200			04/07/2000
38	3242	TYBCOM	Balgopal Gupta	7400224868		balgopalgupta62@gmail.com	2 Lac	07/02/1998
39	3264	TYBCOM	Nandini Swamy	8291589265	9619534580	nandini.swamy2706@gmail.com	1 Lac	27/06/1998
40	3034	TYBCOM	Pinky Gupta	9930987974			1,20,000	06/07/1999
41	3089	TYBCOM	Kishan Kumar Badree Prasad	8898631142		kishan03.kr@gmail.com	1,20,000	17/10/1999
42		TYBCOM	Choudhary Chandu Dinesh	9768083852				15/05/1998
43	3216	TYBCOM	Vishwakarma Sandeep	8169238570	9892252267	sandeekumar570@gmail.com	70,000	12/07/1998
44	3058	TYBCOM	Kumawat Divesh	8898113085	9768401251	diveshkh9@gmail.com	95,000	03/07/2000
45	3262	TYBCOM	Naik Adarsh	9892596648	9029534101	adardhnaik0108@gmail.com	2 Lac	08/01/1999
46	3033	TYBCOM	Gupta Neelam Nandkishor	9076051180	9892808645	neelamgyota0224@gmail.com	60,000	12/02/1998
47	3097	TYBCOM	Adnan Zahid Sayyed	7045119230	9619273054	adnansayyed626@gmail.com	2 Lac	20/06/2000
48		TYBCOM	Sunita Ashok Gurmitakar	9167403531	9867932306	sunitagurmitakar.121@gmail.com	2,40,000	16/04/2000
49	3017	TYBCOM	Nidhi Ajay Shankar Dubey	7039643715	8652407231	nidhidubey7039@gmail.com	60,000	07/10/2000
50	3212	TYBCOM	Vishwakarma	8879375719	8879343169	m	1,20,000	24/09/1999
51	3028	TYBCOM	Ajit Munnalal Gupta	8655785567	9920905603	ajitgu3368@gmail.com	1,32,000	05/06/1998
52	3036	TYBCOM	Gupta Ujala Sailesh	9594582766	9324275658	ujalagupta2468@gmail.com	1,20,000	06/11/2000
53	3129	TYBCOM	Anurudh Inder Pandit	9768212275	8898694062	anurudhpandit9768@gmail.com	1 Lac	10/10/1996
54	3070	TYBCOM	Roshni Gulabchand Mourya	9892048057		roshnimaurya041@gmail.com	1 Lac	09/04/1999
55	3210	TYBCOM	Tripathi Antima Hariandan	7718042060		ankitpathi123@gmail.com	1,10,000	28/01/2000
56	3115	TYBCOM	Shweta Nitin Sigwan	8693061013	8691972023	shwetashigwan@gmail.com	1 Lac	17/11/1999
57	3021	TYBCOM	Gaikwad Roshni	8850269489	8850269489	gaikwadroshni022@gmail.com	96,000	09/12/1998

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Mumbai - 400 059



## Diploma in Banking and Financial Services Course outline

1. **Introduction to Financial Markets and Institutions**
  1. Structure of Indian Financial System
  2. Functions of Financial System
  3. Capital Markets
  4. Money Markets
  5. Debt and other Markets
  6. Credit Rating
2. **Financial Products and Services**
  1. Introduction to the concept of Financial Products
  2. Banking Products - Deposit Accounts as Products
  3. Non - Banking Products
  4. Non - Banking Services
  5. Financial Products and Services
3. **Banking**
  1. Overview of Banking System in India
  2. Type of Customers
  3. Banker Customer Relationship
  4. Account Operations and Cash Management Services
  5. Interbank Clearing House, Currency Chest, Check Truncation System & NECS, Collection of Commercial Bills
  6. Net Banking and Mobile Banking and Payment Systems, Remittances and Fund Transfer
  7. Frauds in Banking Operations and Preventive Vigilance
  8. BCSBI - Banking Codes and Standard Bureau of India
4. **Marketing & Selling Skills**
  1. Introduction to Marketing & Selling Skills
  2. Marketing & Selling Techniques
  3. Sales Cycle
  4. Selling Kit
  5. Closing the Deal
  6. Digital Marketing
5. **Legal Aspects of Banking**
  1. Negotiable Instrument Act
  2. The Securities Regulation Act
  3. Bankers Book Evidence Act 1981
  4. Banking Regulations Act
  5. Reserve Bank of India
  6. Regulatory Framework for the Financial Sector
  7. Core Principles of Banking Supervision
6. **Financial Management 1**
  1. Financial Management
  2. Time Value of Money and Capital Budgeting
7. **Micro Finance & Social Banking**
  1. Overview Micro Finance Rural Banking and Development Finance
  2. Developmental Banking
  3. Rural Finance: Financing agriculture & allied activities, financial rural Non- farm sector
  4. Priority Sector Financing and RBI Guidelines



5. Issues in Rural Finance
6. Micro Finance
7. Entrepreneurship and Social Entrepreneurship
8. **Customer Relationship Management**
  1. Introduction to CRM
  2. Strategy and Organization of CRM
  3. CRM Marketing and Operational Aspects
9. **Wholesale Lending/Credit Management**
  1. Principles of Lending
  2. Financial Statement Analysis
  3. Credit Risk Assessment
  4. Corporate Lending Products
  5. Working Capital Financing
  6. Non - Fund Based Credit Facilities: Letter of Credit
  7. NPA Management
10. **Marketing and Selling Skills**
  1. Segmentation, Targeting & Positioning
  2. Service Marketing Mix
  3. Selling of Financial Products & Sales Strategy
  4. Regulatory Guidelines of Financial Selling
11. **Legal Aspects of Finance**
  1. Foreign Exchange Management Act, 1999
  2. Recovery of Debts Due to Bank and Financial Institutions Act 1993
  3. The Securitization Act (SARFAESI); Securitization and Reconstruction of Financial Assets
  4. The Deposit Insurance and Credit Guarantee Corporation
12. **Insurance and Mutual Funds**
  1. Insurance
  2. History of Insurance in India
  3. Principles of Insurance
  4. Insurance Services and Services Providers
  5. Insurance Products
  6. Annuities Pension, Annuities and Children's' Plans
  7. Non - Life Insurance Products
  8. Health Insurance and Personal Accident Insurance
  9. Other Insurance Products
  10. Mutual Funds
  11. Gold ETFS
  12. Liquid Funds Taxation
  13. SIP/SWP/STP
  14. Selecting the Right Investment
  15. Projects
13. **Financial Planning Basics**
  1. Introduction to Financial Planning
  2. Customer Profiling and Risk-Return Mapping
  3. Selection of Investment Products and Creating the Financial Plan
14. **Financial Management 2**
  1. Cost of Capital
  2. Leverage
  3. Working Capital Management



# YOUTH LEADERSHIP AND PEOPLE SKILLS

## STUDENT WORKBOOK CONTENT

SESSION NO.	TOPICS/TIME	SESSION NO.	TOPICS/TIME	SESSION NO.	TOPICS/TIME
M1-S1	Icebreaker	M2-S1	Seeing connections: Story of Stuff – a film	M3 S1	Generating responses for well being
M1-S2	My purpose	M2-S2	Managing Our Feelings	M3 S2	Actions based on my values – Breakthrough ideas in action
M1-S3	Sourcing Inner Power Self-Awareness	M2-S3	Complaints: seeing the commitment	M3 S3	Speaking Responsibly
M1-S4	My Four Profiles	M2-S4	Verbal Communication Skills	M3 S4	Team Building skills
M1-S5 Part A Part B	Practicing Assertiveness	M2-S5	Non-verbal Communication Skills	M3 S5	Decision- making
M1-S6	Background conversations & listening	M2-S6	Influencing Skills for change	M3 S6	Resilience: the Hallmark of Leadership
M1-S7	Ek Ruka Hua Faisla	M2-S7 Part A Part B	Managing Interpersonal Conflict	M3 S7	Stages of my Leadership
M1- S8 Part A Part B	Managing Our Stress	M2-S8 Part A Part B	Managing Time		

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## Contents

- Unit 1            My reading habit
- Unit 2            At the bank
- Unit 3    What number are you?
- Unit 4            To play or not to play
- Unit 5            Weekend bonanza
- Unit 6    Twenty rupees
- Unit 7    Environmental awareness
- Unit 8    Interesting events
- Unit 9    Pet professionals

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## Contents

Unit 1	Holiday tours
Unit 2	Paint to win
Unit 3	Incredible India
Unit 4	Ayurveda
Unit 5	Scholarships
Unit 6	Luxury travel

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## Contents

Unit 1	New Year Goals
Unit 2	Cashless Shopping
Unit 3	Gender Champions
Unit 4	Emotional Intelligence
Unit 5	Staying Healthy
Unit 6	Visiting the Golden Triangle

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## RESUME

### PERSONAL INFORMATION

- Name : MOHAN NARAIN IYER
- Date of birth : 05/06/1958
- Mobile no. : 9324345283 / 9819351609

### ADDRESS

- Permanent address : C/505, KARAN CHS LTD, off. Yari Road, Versova, Andheri (w) Mumbai 400 061.

### EDUCATION

- C.A. intermediate (Part I ), 1985. CFA (Preliminary) 1986
- M.COM (Finance)
- M.B.A. (Finance).
- Working Capital Management ( project work).
- L.L.B (Degree)
- M.COM (Management)
- M.A. (Education )

### PROFESSIONAL EXPERIENCE (18 years in Teaching)

- Five years industrial experience in Francis Klein Ltd. as a Marketing Executive,
- Lecturer of Accounts, Model Junior College, Mumbai
- Lecturer of Accounts Gurukul Junior College, Aryan Junior College of Commerce & Science, Mumbai
- Visiting faculty of Accounts Lilavati Podar School (ISC Section) Junior College Santacruz, Mumbai in 2004-2005.
- Visiting faculty for Accounts-Rajhans CBSE (Section) Junior college, Andheri, Mumbai in 2006.
- Full time Co-ordinator cum Supervisor, Andheri (w), Mumbai.
- Full time Lecturer in M.V.M College from 2012 to 2015 teaching BMS & BAF subjects.
- Full time Lecturer of Accounts and Taxation and other Managements subjects(BMS BBI, BMM, BCOM & BAF) in Clara's college of commerce, Yari Road, Versova, Andheri (w), Mumbai in 2007-2012.
- Visiting faculty of Accounts & Taxation (F.Y.B.COM & BAF), Annaleela College of Commerce & Management.



- Visiting faculty in SIES College teaching finance subjects in 2018-19.
- Visiting faculty for Business Law in Alkesh Dinesh Modi Institute and Bhavans College.
- Visiting faculty in Vidyalakar College for Corporate finance Risk Mgmt, Accounting for Managerial Decisions, Equity Research & Money market.

## **PAPERS PRESENTED**

- About 11 research papers are presented in national & international conference.
- Best paper award received from Mumbai university & Vidyalankar College.

## **BOOKS PUBLISHED**

- Direct tax (Thakur Publishers).
- Project Management (Vipul Publishers).
- Advance Costing / Auditing (Sheth Publishers)

## **ACHIEVEMENTS**

- Guided students for research project and conducted Viva Voce in Ruparel College & Vidyalankar College.
- Moderated Paper of finance in Dhanukar college, Usha Pravin Institute of Management, Ruparel College of Commerce & Science), SIES College.
- Published paper in V-Think magazine of Vidyalankar College, relating to BRICS.
- Moderated Paper of finance in Dhanukar college, Usha Pravin Institute of Management, Ruparel College of Commerce & Science), SIES College.

Assuring you to bring 100% results in the allotted subjects.

Thanking You,

Your's Faithfully,



**MOHAN NARAIN IYER**



I am an avid learner, keen observer and an enthusiastic worker. I have the experience of conducting one term law examination. I was a member of examination committee, magazine committee, and admission committee, Conference Cell, IQAC and NAAC Committee in the previous Institutions. I have functioned as convener of the Placement & Entrepreneurship Cell. I have enclosed my resume for your favourable consideration. I would be delighted if you would call me for an interview.

NAME	RADHA IYER
DATE OF BIRTH	06 JUNE, 1965
ADDRESS (RESI)	505/C Karan Co-op. Hsg. Soc.Ltd., Off Yari Road, Versova, Andheri (W), Mumbai – 400 061
MOBILE	9819351609 9324345283
E-mail id:	radha.mohan258@gmail.com

#### EDUCATION

M. Phil, Applied Linguistics (Regular), University of Hyderabad, April 1992. (Marks Obtained Theory 64.5% & Dissertation 62.5%)

M.A., Linguistics (Regular), Annamalai University, April 1989. (Marks Obtained 66.125%)

B.Sc. in Physics, Gandhigram Rural Institute (Deemed University), Gandhigram, April 1986. (Marks Obtained 59%)

M.A. in Economics, Vinayaka Mission University, Salem, November 2010. (Marks Obtained 63.5%)

MBA (Executive) in Human Resources Management, Vinayaka Mission University, Salem, March 2012. (Marks Obtained 63.3%)

#### PROFESSIONAL TRAINING

Starting Point, Podar Centre for Computer Education, Santacruz (W), Mumbai.

Post Graduate Diploma in Translation Studies, International Institute of Tamil Studies, Chennai 1987.

Qualified in the State Level Screening Test, 1990 (Linguistics) conducted by the University of Chennai for the appointment of Lecturers, aided in Tamil Nadu.

Medical Transcriptions, Usha Med Transcription Pvt. Ltd, Laxmi Industrial Estate, New Link Road, Andheri (W).



National Reference Person for Young Adult of Re-Evaluation Co-Counseling.

Certified Teacher of Re-Evaluation Co-Counseling (RC).

### PROFESSIONAL EXPERIENCE

Currently working as Assistant Professor, Alkesh Dinesh Mody Institute for Financial and Management Studies, (Department of University) Joraver Bhavan, Vidyanagari Campus, University of Mumbai, Kalina, Santacruz (E), Mumbai-400098. (August 2016 onwards) (F.Y.B.M.S-Business Economics & Business Communication; MMS-Business Ethics & CSR; MFSM-Economics; International Business & HRM; S.Y.B.M.S Business Economics-II; T.Y.B.M.S - Indian Ethos; Wealth Management; Organisational Development, International Finance)

BMS Coordinator, J. M. Patel College of Commerce & Science, off M. G. Road, Unnat Nagar, Goregaon (W), Mumbai – 400 090. (2013-2016)

BMS Coordinator, M.V.M's Degree College of Commerce & Science, M.V.M Campus Road, Off. Veera Desai Road, Andheri (w), Mumbai, 2012-2013.

BMS Coordinator, Clara's College of Commerce, CWC, Yari Road, Versova, Mumbai, 2010-2012.

Assistant Professor, Clara's College of Commerce, CWC, Yari Road, Versova, Mumbai, 2006 onwards.

Visiting Faculty, Jankidevi Bajaj Institute of Management Studies, Juhu, Mumbai, 2011 (MMS International Finance).

Visiting Faculty, PVP Institute of Polytechnic, (S.N.D.T Women's University), Juhu, Mumbai, 2012(1st year Polytechnic, Communication Skills)

Visiting Faculty, Alkesh Dinesh Mody Institute for Financial and Management Studies, Kalina Campus, Santacruz (East), Mumbai. (2012-2015) (T.Y. B. M. S – Elements of Logistics and Supply Chain Management (Sem – V); Econometrics (Sem-VI))

Visiting Faculty, L. S. Raheja College of Commerce and Economics, Santacruz (w), Mumbai. (T. Y. B. M. S International Finance (Sem-VI))

Visiting Faculty, J. M. Patel College of Commerce, Goregaon West, Mumbai – 400 090; 2014 onwards (M. Com – Research Methods; Strategic Management; Economics).

Visiting Faculty, M. L. Dhanukar College of Commerce, Vile Parle East, Mumbai, 2015 (M. Com – Organisational Behaviour; Economics)

Visiting Faculty, SIWS, Wadala (E), Mumbai, 2017 onwards (M.Com - Economics)

Visiting Faculty, Russell Square International College, London School of Economics & Management, Introduction to Economics (EC1002), Juhu, Mumbai. (January, 2018 Onwards).

PRINCIPAL

SHRI RAJASTHANI SEVA SANGH'S



Visiting Faculty, Habib College of Commerce & Economics, Sandhurst Road, Mumbai.  
T.Y.B.M.S - Operations Research and International Finance, (December, 2018).

### OTHER EXPERIENCES

Assistant Leader for Leadership and Communication for selected students of VIKASA School (Madura Coats), Ambasamudram, Tamil Nadu.

Served as a Resource Person for Human Growth Laboratory for Works Managers and Other Executives, TVS Madurai, Tamil Nadu.

Organized and Conducted Workshops for various managers on Re-Evaluation Co-Counseling.

Subject Expert lecture on "International Finance" for T.Y.B.M.S students, Patuck-Gala College of Commerce & Management, Santacruz-E, April, 2016.

Subject Expert lecture on "Elements of Logistics & Supply Chain Management", Thakur College of Science & Commerce, Kandivali East, October, 2015.

Subject Expert lecture on "Elements of Logistics & Supply Chain Management", Nirmala Memorial Foundation College of Commerce & Science, Kandivali East, October, 2015.

Guest lectures on "Interview Skills" for F.Y.B.H. Sc in Sir Vithaldas Thackersey College of Home Science (Autonomous) S.N.D.T. Women's University, Juhu, Mumbai, 2012.

Resource Person, One Day Workshop on "Revised Syllabus of Second Year B.M.S"- Managerial Economics-II, Changu Kana Thakur Arts, Commerce & Science College, New Panvel, Mumbai-410206, June, 2015.

Resource Person, One Day Workshop on "Revised Syllabus of Second Year B.M.S", Chandrabhan Sharma College Arts, Science & Commerce, Powai, Mumbai-400076, June, 2015.

Resource Person, One Day Workshop on "Revised Syllabus of Second Year B.M.S"- Managerial Economics-II, B.K. Shroff College of Arts & M.H. Shroff College Commerce, Kandivali (W), Mumbai-400067, June, 2015.

Resource Person, Logistics and Supply Chain Management, Get Exam Ready- Management Association, S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai-400076, September, 2015.

Served as a Judge, "Navinnya - Intra Collegiate Presentation Competition", Chetana's Hazarimal Somani College of Commerce & Economics, Bandra (E), Mumbai-400051, September, 2015.



Appointed as Course Writer (Unit II) for the purpose of preparing study material in Self learning material (SLM) format in the paper Financial Markets P.G.D.F.M (Sem-I) course, Institute of Distance and Open Learning, Academic Year 2016-2017.

Appointed as Course Writer (Unit I - VI) for the purpose of preparing study material in Self Learning Material (SLM) format in the paper Operations Management PGDORM (Sem - II) course, Institute of Distance and Open Learning, Academic Year 2016-2017.

Appointed as Chairman, Paper-setter, Moderator, Examiner in the subject of Financial Markets, F.Y.P.G.D.F.M, Institute of Distance and Open Learning, January 2017.

Appointed as Chairman, Paper-setter, Moderator, Examiner in the subject of Statistics for Management, F.Y.P.G.D.O.R.M, Institute of Distance and Open Learning, April 2017.

Appointed as Chairman, Paper-setter, Moderator, Examiner in the subject of Managerial Economics & Accounting, F.Y.P.G.D.O.R.M, Institute of Distance and Open Learning, April 2017.

#### CONFERENCES, SEMINARS & WORKSHOPS PARTICIPATED IN

International Teachers and Leaders Workshop led by Jackins Harvey, International Reference Person for Re-Evaluation Co-Counseling, Seattle, Washington, Vermont, North Carolina, USA, 1988.

International Translators Workshop led by Ellis Corsitram, International Reference Person for Translation, Gotêborg, Sweden, 1992.

One-Day Seminar on "Guidelines of writing NAAC Report" organized by Rizvi College of Arts, Science, Commerce and Management in July 2014.

One-Day Seminar on "Enriching SSR Report" organized by Sadhana Education Society, Rizvi College of Arts, Science, Commerce and Management and J. M. Patel College of Commerce at Sadhana Education Society on 2- April, 2016.

One day Workshop on "The Business Poise & Social Finesse" programme conducted by Wasan knowledge Hub in collaboration with The English Manner Finishing Academy, January - 2017.

Five Days Training Programme at SPIT conducted by NEN-WADHWANI FOUNDATION's on Entrepreneurship Educators Program, 20th June, 2017 - 24th June, 2017.

One-week Research Methods in Social Sciences Workshop, ICSSR Auditorium, University of Mumbai, Kalina, Santacruz (E), Mumbai - 400098; Duration: 11th February, 2019 - 17th February, 2019.

#### RESEARCH EXPERIENCE - PROJECTS



Have worked on a Research Project as the Social and Emotional Front of Stuttering and the identification of sounds on which the stutterers face difficulty in articulation from the phonetics angle.

Worked in a Research Project on the Psycholinguistic aspect of Stuttering with a View to examine the extent of inheritableness of stuttering as well as the frequency of stuttering.

#### RESEARCH PAPERS PRESENTED AND PUBLISHED

“The Impact of Globalization on Human Resource Management and The Role of Human Resource in Managing the Workforce Diversity” and presented this paper in the Management Conference – 2012 organized by University of Mumbai’s Alkesh Dinesh Mody Institute for Financial and Management Studies. The same is published in Conference Proceedings bearing ISBN. 81-7095-133-X. Won Best Paper Award for the same.

“HRM and Innovation: Insights into Employee Motivation, Commitment and Retention” and presented this paper in the International Management Research Conference – 2013 organised by University of Mumbai’s Alkesh Dinesh Mody Institute for Financial and Management Studies. The same is published in the Conference Proceedings bearing ISBN. 978-938-384-2728.

“Global I.T. Outsourcing: Risks, Benefits and Challenges” in UGC sponsored State Level Seminar on “Outsourcing: Boon or Bane?” by Vivekanand Education Society’s College of Arts, Science and Commerce in the Academic Year 2014-15. The same is published in Conference Proceedings bearing ISBN. 978-81-9323044-2-7.

“HR’s Strategic Role: Leveraging Employee Engagement for Competitive Advantage” and presented this paper in the International Management Research Conference – 2015 organised by University of Mumbai’s Alkesh Dinesh Mody Institute for Financial and Management Studies, ISBN. 978-93-5249-028-8. Won an award for excellent contribution.

Co-authored a Research Paper on “At the Intersection of Inequities: Climate Change, Policy Change” in “Gender Diversity and Development” and presented the same at Nagindas Khandwala College of Arts, Science and Commerce, Malad West, Mumbai in the year 2015-2016. The same is published in conference proceedings bearing ISBN: 978-81-924836-4-1.

Conducted a Research on “ICT Applications for Agricultural Risk Management” and presented it in a two day Multi-Disciplinary Conference on “India 2025: A Vision for Next Decade” by Vidyalankar School of Information Technology, Vidyalankar Marg, Wadala, Mumbai – 400 036, in the Academic Year 2015-2016. The same is selected for publication.

Conducted a Research on “Revitalising Rural Economies in India” and presented it in IRC-2016 on “Revitalising Economies Pioneering Growth” organised by Jamnalal Bajaj Institute of Management Studies, Churchgate, Mumbai, in the Academic Year 2015-



**2016.** The same is published in the conference proceedings bearing ISSN: 2320-7272; Vol IV, No. I, January – June 2016.

Co-authored a Research Paper on "Make in India - Issues and Challenges" and presented it in the 14th International Commerce and Management Conference on "Management Strategies for Global Investments in India and From India; FDI and ODI" organised by the University Department of Commerce, University of Mumbai in the Academic Year 2016-2017.

Co-authored a Research Paper on "A New Renaissance-Periodic and Emergent Road Maintenance Under PMGSY" for the National Conference on Vibrant India: A New Renaissance" and published it in the International Research Journal of Commerce & Management with ISSN-2278 8808 with Impact Factor 5.1 (Indexed).

Co-authored a Research Paper on "India & the Global Economy: Health Care in India: Challenges and Opportunities" for the International Management Research Conference-2017 on "Entrepreneurship, Institutions & Competitiveness: Challenges for Emerging Market Companies" organised by Alkesh Dinesh Mody Institute for Financial & Management Studies.

Co-authored a Research Paper on "Impact of Rewards and Recognition As Retention Strategy Adopted by SMEs in Mumbai" and published in UGC-Approved Journal, International Journal of Management Studies bearing ISSN: (Print) 2249-0302; (Online) 2231-2528.

Co-authored a Research Paper on "Impact of Superior Support, Encouragement of Employees to take Initiatives, Consultative and Participative Decision Making As Retention Strategy adopted by SMEs in Mumbai" and Published in UGC-Approved Journal, International Journal of Human Resources & Social Sciences bearing ISSN (P): 2394-4218; ISSN (O): 2349-4085.

Co-authored a Research Paper on "A Study of Retention of Blue Collar Workers in Manufacturing Sector" and published in UGC-Approved Journal, International Journal of Business Management & Research (IJBMR) ISSN (P): 2249-6920; ISSN (E): 2249-8036; Impact Factor (JCC): 7.3125 NAAS Rating: 3.43 Vol. 8, Issue 6, Dec 2018, 19-26 © TJPRC Pvt. Ltd. <http://tjprc.org/publishpapers/2-32-15430581...>

Authored a Research Paper on "Understanding the Entrepreneurial Mind-set of Millennials" and published in IOSR Journal of Business and Management, (IOSR-JBM) e-ISSN: 2278-487X, p-ISSN: 2319-7668; Vol. 3; PP 33-38.

#### **RESEARCH PAPERS ONLY PUBLISHED**

"Ethical Leadership and Its Impact on Employee Job Performance" in Interdisciplinary Conference on "World: A Global Village (Issues & Challenges)", Chandrabhan Sharma College of Arts, Science & Commerce, Powai, Mumbai, in the Academic Year 2015-2016. The same is published in Conference Proceedings bearing ISBN: 978-93-5249-029-5.



**"Talent Retention in Social Enterprises: Innovations in HR Practices" in National Level Research Conference on "Millennium: Honouring the Past, Treasuring the Present and Shaping the Future" by J. M. Patel College of Commerce, Goregaon West, Mumbai – 400 090 in the Academic Year 2015-2016. The same is published in the conference proceedings bearing ISBN: 978-81-928786-5-2.**  
**RESEARCH CONFERENCES ORGANISED**

**"Millennium: Honouring the Past, Treasuring the Present and Shaping the Future" on 13<sup>th</sup> February, 2016 at J. M. Patel College of Commerce. Conference Proceeding bearing ISBN: 978-81-928786-5-2 was released.**

**Economic Conclave on "Integration of World Economy, its challenges and its impact on India" on 3rd March, 2017.**

**Served as Core Team member in organising IMRC-2017, ADMIFMS, Vidyanagari Campus, University of Mumbai, Kalina, Santacruz - East, Mumbai - 400098.**

**Co-convener, National Symposium on Demonetization Rationale, Costs & Benefits And Future for India, 26<sup>th</sup> April, 2017. (Alkesh in collaboration with S.I.W.S)**

**Organising Secretary, International Multidisciplinary Conference on Climate Change, Environment and Sustainable Development in a Global Economy, 21<sup>st</sup> April, 2018. (Alkesh in collaboration with S.I.W.S)**

#### **GUIDED STUDENTS**

**B.M.S for the research work on "Green Marketing: An opportunity for Innovation and its Impact on Global Business." They presented the paper in the Management Conference – 2012 organized by University of Mumbai's Alkesh Dinesh Mody Institute for Financial and Management Studies. The same is published in Conference Proceedings bearing ISBN No. 81-7095-133-X.**

**T. Y. B. M. S in preparing the Research Paper on Women in Media in the Academic Year 2014-2015. The student presented the paper and won third prize.**

**S. Y. B. M. S in preparing the Research Paper on "Communication within the Institution" and presented the same in the conference organized by Acharya College in the Academic Year, 2015-2016.**

**S.Y.B.M.S in preparing Case Study on "Skill Development in Gujarat, Rajasthan And Maharashtra – Case Studies" and the same was presented in the International Management Research Conference 2016 organised by Alkesh Dinesh Mody Institute for Financial and Management Studies in the Academic Year 2015-2016.**

#### **PUBLICATION IN PRINT**

**Translated into Tamil the following two publications:**

**Jackins Harvey, the Fundamentals of Counseling Manual, Seattle, Rational Island Publishers, 1982 (The Translation is also published by the same publishers).**



Jackins Harvey, the Human Side of Human Beings, Seattle, Rational Island Publishers, 1984. (The Translation is also published by the same publishers).

Coauthored books on Production and Total Quality Management (ISBN: 978-93-5149-400-3), Business Research Methods (ISBN: 978-93-5149-398-3), Training and Development (ISBN: 978-93-5149-405-3), Change Management (ISBN: 978-93-5149-406-5) and they are published by Sheth Publishers Pvt. Ltd.

Co-authored book on Project Management (ISBN: 978-93-86172-94-5) and published by Vipul Prakashan.

### **OTHER WORKS:**

Appointed as Chairperson and paper-setter of Elements of Logistics & Supply Chain Management by University of Mumbai.

Designed curriculum for Business Development Programme – A customized six-month course for Small Medium Businessmen.

Designed curriculum to conduct B.M.S Honours programme involving two certification courses per semester in addition to the existing syllabi.

Formed Entrepreneurs Cell, conducted lectures related to entrepreneurs, activities like fruit plate selling where students' were made to learn income and expenditure, pricing, making accounts etc.

Appointed as Resource Person for Restructuring of Syllabus for Second Year B. M. S for the subjects of Managerial Economics, Total Productivity and Quality Management.

Organised guest lectures by inviting senior executives from the corporate world to share their experiences with students.

Organised guidance lectures for T. Y. B. M. S students in all subjects so as to help the students for better performance in University examinations.

Organised one day workshop on "Women Hygiene with a special focus on Cervical and Breast Cancer Awareness" in collaboration with NSS-P.G. Unit, University of Mumbai, Vidyanagari Campus, Kalina, Mumbai-400098 on 7th January, 2017.

E-Cell Convener, Alkesh Dinesh Mody Institute for Financial and Management Studies, University of Mumbai, Kalina, Santacruz(E), Mumbai-98, (2017 onwards).

Organised Panel Discussion on "New Age Entrepreneurship" on 12th August, 2017 for the students who are aspiring to be Entrepreneurs.

Appointed as Paper-setter for Managerial Economics, S.Y.B.M.S Sem - IV, by University of Mumbai.



Organised guest lectures on Introduction to Entrepreneurship, Design Thinking, Introduction to ABC, Business Simulation Workshop, Express to Impress by Dr. Kiran Surti, LITHAN, Dr. Sameesh Dalal, Wasan Knowledge Hub, Mr. Jayshankar Talreja, Mr. Harsimran Singh in the Academic Year 2018-2019.

As an Entrepreneurship Cell Convener conducted E-week; organised Panel Discussion on "Entrepreneurship a Journey for Empowerment through Ideas and Innovation" on 5th October, 2019.

Guided students to take initiative in submitting business plan to ECHO (Environment Conservation Heroes) project called by WWF-India (World Wide Fund for Nature) on The Importance of Indoor Air Quality: An Awareness Programme in the Academic Year 2019-2020.

Started the initiative to bring change in society by registering with Bisleri International Ltd's OSR programme of Bottle for Change in the Academic Year 2019-2020.

Appointed as Coordinator for Faculty Development Programme in Commodity Derivatives Market which was conducted at Alkesh Dinesh Mody Institute for Financial and Management Studies, University of Mumbai on 4th January, 2020 in association with IQAC, University of Mumbai and MCX India Ltd.

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*T. Nello*  
**PRINCIPAL**  
**SHRI RAJASTHANI SEVA SANGH'S**  
Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu  
College of Arts, Commerce & Science  
J. B. Nagar, Andheri (East),  
Mumbai - 400 059.



**MINJAL HARSORA**

Contact: 09833110515

Email: felicitelarnings@gmail.com

**PROFILE SNAPSHOT**

An amiable, people oriented and a dedicated individual, with a 15 years' work experience as a facilitator, trainer and a coach. Skilled in adapting to students/adults learning styles and motivate them intrinsically to achieve their goals and help bring out the best of their abilities.

**EXPERIENCE**

Company	Year	Designation	My Role	Major Assignments
<b>Felcrite Learnings</b>  Focuses on improving soft, communication and behavioural skills. We work with all age groups at an individual level as well as groups	April 2013- till date	Facilitator and Founder	<u>Facilitator and Trainer</u>  Personality Development Soft and Communication Skills  <u>Tutor-</u> Spoken English Tarot Reading Handwriting  <u>Content Development</u> Soft Skills and Communication Skills  <u>Instructional Designer</u>	- Part time professor at KC College (FYBMS), (MBA in Media and Entertainment) <b>Saraf College</b> (External faculty for Campus to Corporate Training program)  - Assignment Assistance professionals for their MBA programs (XLRI Jamshedpur, Welinkars)  - Training given in many corporate companies  - Tutored and Facilitated expats from south Asian countries, NRI's and working professionals on spoken English and other training programs  - Content development and instructional designer for <b>Bombay Stock Exchange</b> learning and development company - Train the Trainer program on Managerial Skills  Moderator for NHRDN

PRINCIPAL

SHRI RAJASTHANI SEVA SANGH

Smt. Parmeshwaridevi Durgadutt Tibrewala Lib





			Meet the Service Level Agreement targets  Report the daily productivity team reports to the supervisors	
<b>Medusind</b> provides integrated healthcare business solutions (USA)	Jan 2005 – Dec 2005	<b>Customer Executive &amp; Floor walker</b>	Outbound calls (Smile care Dental Clinic USA)  Prepare productivity reports  Client interaction for process planning	<b>Facilitate</b> Freshers with the <b>Product and Process knowledge</b>

#### Various workshops and trainings overview

1. Life Skills (Decision making, Creative thinking, Problem Solving, Public Speaking, Leadership)
2. Personality Development (Art of Introduction, Overcoming Shyness, Small talk and Verbal Graces, Assertiveness v/s Anger Management, Body Language and many more)
3. Basic English Skills (Listening, Writing and Reading Skills)
4. Communication and Soft Skills (Dynamics of Communication, Vocal Impact, Powerful Presenting, Dress for success, Time Management, Developing Personal Impact, Dealing with difficult people and many more)
5. Self Enhancement Program (Understand and learn various meditations)
6. Family Leadership Workshop
7. Interview Skills

#### Educational Credentials

Year of Passing	Name of Institution and University /Board	Qualification
Sep-2010	Institute of Technology and Management. (ITM)	MBA- HR
April - 2007	University of Mumbai	M.A (History)
May – 2005	University of Mumbai	T Y B A
	Diploma in Fashion Designing, Jewelry and Textile Designing	IITC
April – 2002	Maharashtra State Board of Secondary education	H.S.C
April – 2000	Maharashtra State Board of Secondary education	S.S.C

*Trude*  
**PRINCIPAL**  
**SHRI RAJASTHANI SEVA SANGH'S**  
 Smt. Parmeshwaridevi Durgadutt Thakurda Lane, ...

### Remarkable Projects during MBA

- Project on Change Management with small production firm.  
(Subject: Organization Development)
- Lectured on "Power of Sub-Conscious Mind" for 10 sessions  
(Subject: Training and development)

### Training Attended

- Personality development course from Indo-American
- Public Speaking workshop Flow from Prithvi's theatre
- Mind power workshops by Sneha Desai
- Regular attendee of Vipassana
- Six Sigma Yellow Belt Training
- How to think positive
- How to be an effective team player?

### PERSONAL DETAILS

Address: E 501 Neelkanth Greens, Mulla baug, Manpada, Thane West 400610

Mobile: 9833110515

E-mail: [felicitelearnings@gmail.com](mailto:felicitelearnings@gmail.com)

Check my profile at <https://www.urbanpro.com/mumbai/minjal-h/846891>

Social networking profile: <https://www.linkedin.com/in/minjal-harsora-40604420>

*Minjal*  
**PRINCIPAL**  
**SHRI RAJASTHANI SEVA SANGH'S**  
Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu  
College of Arts, Commerce & Science  
J. B. Nagar, Andheri (East),  
Mumbai - 400 059.



22<sup>nd</sup> July, 2019.

To,

The Principal / Vice Principal,

Smt. P.D.T.L.J. College of  
Art Commerce & Science, Andheri.

Dear Sir / Madam,

**Subject: KEF's Earn While You Learn (EWYL) program with placement assistance at zero cost**

Greetings from Kotak Education Foundation (KEF)!

It is a pleasure for us to be writing to you. KEF is a 12 year old foundation active in Mumbai and is the CSR initiative of **Kotak Mahindra Bank**. KEF has various interventions through which it has been making a tangible difference in the lives of people from the economically backward sections of society. Our mission is to have a sustainable process to support youth from underprivileged families with training interventions so as to empower them to be employable and rise higher to lead their life with dignity.

**Kotak Unnati** is one of the community based interventions of KEF. It is a livelihood program to train and mentor Indian youth in the age group of 18-25 years. Over the last 12 years, we have trained more than 12,600 young Indians and have placed them in various organized sector jobs across industries.

**Kotak Unnati** has initiated for college students from financially weak backgrounds a skill development program in Mumbai. Details are as follows:

- A 3.5 month program for FY and SY students which is zero cost for the participants and provides a dual certification (KEF & NIIT).
- The program includes coverage of areas like hospitality, retail, customer service, personality development, basics of IT and English speaking training to equip the youth with the necessary professional and other relevant skills required.
- 100% placement assistance by KEF to all eligible and interested participants to secure a part time job so that they can earn and yet continue with their college education.
- This program is for students in the age group of 18 to 25 years with a monthly family income up to Rs.10,000/- (or per capita monthly income of Rs. 2500/-).

**Kotak Education Foundation**

1<sup>st</sup> Floor, North Side, Ujagar Compound,  
Sunder Baug, Opp. Deonar bus Depot,  
Off Sion-Trombay Road, Deonar,  
Mumbai - 400 088

T + 91 22 25482325  
[www.kotakeducationfoundation.org](http://www.kotakeducationfoundation.org)

*Tomara*  
**PRINCIPAL**

**S. RAJASTHANI SEVA SANGH**

**Smt. P.D. SHWARIDEVI BURGASTI TIBKAWALA LIONS CLUB**

College of Arts, Commerce & Science  
J. B. Nagar, Andheri (East).

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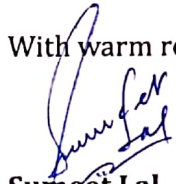
- To make it convenient for your students, the program will be conducted at your college premises itself for which KEF will require your college to allot a 50 – 60 seater classroom for 3 hours a day with projector and audio facility and an IT room for the hours related to IT training.

We would like to conduct a presentation at your college for all the FY and SY students of all streams – BCom, BA, BSc etc. to enable them to understand the benefits of the above program.

**Kindly let us know of a suitable date prior to 14<sup>th</sup> August 2019 for the same.**

Thanking you,

With warm regards,



**Sumeet Lal**  
Management Consultant  
Kotak Education Foundation



**PRINCIPAL**  
**Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu**  
**College of Arts, Commerce & Science**  
**J. B. Nagar, Andheri (East),**  
**Mumbai - 400 052**



5<sup>th</sup> November 2019.

To,  
**The Principal,**  
S. P. D. T. College, Chakala,  
Mumbai-400093

Dear Sir / Madam,

**Sub: Earn While You Learn (EWYL) training with placement assistance at zero cost**

Greetings from Kotak Education Foundation (KEF)!

It is a pleasure for us to be writing to you. KEF is a 12-year-old foundation active in Mumbai and is Kotak Mahindra Bank's CSR initiative. KEF has various interventions through which it has been making a tangible difference in the lives of people from the economically backward sections of society. Our mission is to have a sustainable process to support youth from underprivileged families with training interventions so as to empower them to be employable and rise higher, to lead a life with dignity.

Kotak UNNATI is one of the community-based interventions of KEF. It is a livelihood program to train and mentor Indian youth in the age group of 18 to 25 years. In the last 12 years, we have trained more than 12,600 young Indians and have placed them in various organised sector jobs across industries.

Kotak UNNATI is offering EWYL - a program for college students of FY and SY degree courses. Details are as follows:

- An approximately 3.5-month program for 3 hours a day for FY and SY degree students which is zero cost for the participants and provides a dual certification (KEF & NIIT).
- The program includes Customer Relations and Sales domain, Personality Development, IT and spoken English training to equip the youth with the necessary professional and other relevant skills required.
- 100% placement assistance by KEF to all eligible participants to secure part-time jobs so that they continue with their education and yet embark on a sustainable livelihood journey to support their individual and family needs.
- This program is for FY and SY degree college students in the age group of 18 to 25 years with a monthly family income up to Rs. 10,000/- (or per capita monthly income of Rs.2500/-)

Further, post our presentation in the month of September 2019, we are delighted to inform you that we would like to start a batch with minimum 40 aspirants from S. P. D. T. College, Chakala, for this program.

**Kotak Education Foundation**

1<sup>st</sup> Floor, North Side, Ujagar Compound,  
Sunder Baug, Opp. Deonar bus Depot,  
Off Sion-Trombay Road, Deonar,  
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It is with reference to this, that we request for space in the college, details of which were shared during the meeting (dated 23<sup>rd</sup> September 2019) and are once again mentioned below:

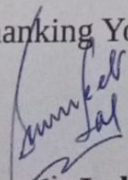
- 01 classroom accommodating minimum 40 students with a whiteboard, projector and audio speakers
- Access to 01 IT lab with internet abled systems (Minimum 20 nos)

**Pursuant to our discussion on 23<sup>rd</sup> September 2019, the following points have been agreed upon:**

1. The batches will commence on the 14<sup>th</sup> of October 2019 from 11:00hrs to 14:00hrs, Monday to Saturday, and continue in a similar fashion until the 23<sup>rd</sup> of January 2020.
2. 01 furnished classrooms (of minimum capacity of 40) at no charge to KEF with training aids such as projector, projector screen, whiteboard, audio speakers and 01 IT room at no charge to KEF with a minimum of 25 systems equipped with Windows, MS Office and internet will be allotted to Kotak Education Foundation for the I.T. training from 14<sup>th</sup> October 2019 until 23<sup>th</sup> January 2020.
3. Kotak Education Foundation will provide S. P. D. T. College, details of the total number of registrations for their record and reference.
4. Post completion of the training programme, Kotak Education Foundation will also provide the placement details of the aspirants to the college. Offer letters of the placed aspirants to be shared.
5. In case admissions/ trainings of first year and second year students is delayed owing to exams / unforeseen reasons, the college will allow Kotak Education Foundation to continue using the above - mentioned spaces (01 Classroom and 01 IT Lab) until such time beyond 23<sup>th</sup> January 2020 as is required for completion of the training.

We thank you for your assistance thus far and look forward to your response at the earliest.

Thanking You,



**Sumeet Lal**  
Management Consultant  
Kotak Education Foundation



# Activity Tracker (Kotak)

EWYL - PARMESHWARI ANDHERI TRACKER							
Week	Day	Date	Day No.	Activity Topic	Activity Details	Facilitator-Planned	Remarks-Tentative
Week 1	Monday	14/Oct/19	Day 1	Life Skills Day	Life skills day: Introduction	Anju	Done
	Tuesday	15/Oct/19	Day 2	Life Skills Day	Life skills day: Growth & Development	Subhadra	Done
	Wednesday	16/Oct/19	Day 3	Life Skills Day	Life skills day :Time Management	Anju	Done
	Thursday	17/Oct/19	Day 4	Life Skills Day	Life skills day : Communication skills	Subhadra	Done
	Friday	18/Oct/19	Day 5	Life Skills Day	Life skills day : Attitude, Goal Setting	Subhadra	Done
	Saturday	19/Oct/19	Day 6	Life Skills Day	Life skills day : Self-image & Self-confidence	Anju	Done
	Sunday	20/Oct/19					
Week 2	Monday	21/Oct/19			HOLIDAY - ELECTION DAY		
	Tuesday	22/Oct/19	Day 7	Assessment	Life skills chart making/Pretest/Dictionary	Anju	Done
	Wednesday	23/Oct/19	Day 8	WRM	WRM -1 : Documentation & Grooming	Subhadra	Done
	Thursday	24/Oct/19	Day 9	English	Introduction, Why is English important, The Naming Words, Action	Anju	Done
	Friday	25/Oct/19			College Holiday - Diwali Vacation		
	Saturday	26/Oct/19			College Holiday - Diwali Vacation		
	Sunday	27/Oct/19					
Week 3	Monday	28/Oct/19			HOLIDAY - DIWALI		
	Tuesday	29/Oct/19			HOLIDAY - DIWALI		
	Wednesday	30/Oct/19			College Holiday - Diwali Vacation		
	Thursday	31/Oct/19	Day 10	Domain	CRS 1	Anjum	Done
	Friday	01/Nov/19	Day 11	Domain	CRS 2	Anjum	Done
	Saturday	02/Nov/19	Day 12	English	Describing Words, Singular & Plural, Tenses,	Anju	Done
	Sunday	03/Nov/19					
Week 4	Monday	04/Nov/19	Day 13	Domain	CRS 3	Anjum	Done
	Tuesday	05/Nov/19	Day 14	IT	IT 1	Subhadra	Done
	Wednesday	06/Nov/19	Day 15	English	Relating Words, Making Sentences, Myself, My Friend, Dictionary	Anju	Done
	Thursday	07/Nov/19	Day 16	Domain	CRS 4	Anjum	Done
	Friday	08/Nov/19	Day 17	IT	IT 2	Subhadra	Done
	Saturday	09/Nov/19			KEF Meeting		
	Sunday	10/Nov/19					
	Monday	11/Nov/19	Day 18	WRM	WRM - 2 : WIIFM (Job & Career)	CNT - Reshma	Done
	Tuesday	12/Nov/19	Day 19	IT	IT 3	Subhadra	Done



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Week 5	Wednesday	13/Nov/19	Day 20	Domain	CRS 5	Anjum	Done
	Thursday	14/Nov/19	Day 21	Domain	CRS 6	Anjum	Done
	Friday	15/Nov/19	Day 22	Assessment	IYDP 1/Dictionary	Anjum	Done
	Saturday	16/Nov/19			College Holiday - Exams		
Week 6	Sunday	17/Nov/19					
	Monday	18/Nov/19			College Holiday - Exams		
	Tuesday	19/Nov/19			College Holiday - Exams		
	Wednesday	20/Nov/19			College Holiday - Exams		
	Thursday	21/Nov/19			College Holiday - Exams		
	Friday	22/Nov/19			College Holiday - Exams		
	Saturday	23/Nov/19			College Holiday - Exams		
Week 7	Sunday	24/Nov/19					
	Monday	25/Nov/19	Day 23	IT	IT 4	Subhadra	Done
	Tuesday	26/Nov/19	Day 24	IT	IT 5	Subhadra	Done
	Wednesday	27/Nov/19	Day 25	English	My Day, My Family, What made me join Kotak Unnati, Why I Want To Work, Question Words, My Idol, Dictionary	Subhadra	Done
	Thursday	28/Nov/19	Day 26	English	Dictionary	Subhadra	Done
	Friday	29/Nov/19	Day 27	Domain	CRS 7	Anjum	Done
	Saturday	30/Nov/19			HOLIDAY - STAFF MEET		
Week 8	Sunday	01/Dec/19					
	Monday	02/Dec/19	Day 28	IT	IT 6	Subhadra	Done
	Tuesday	03/Dec/19	Day 29	Domain	CRS 8	Anjum	Done
	Wednesday	04/Dec/19			College Events		
	Thursday	05/Dec/19			College Events		
	Friday	06/Dec/19			College Events		
	Saturday	07/Dec/19			College Events		
Week 9	Sunday	08/Dec/19					
	Monday	09/Dec/19			College Events		
	Tuesday	10/Dec/19			College Events		
	Wednesday	11/Dec/19			College Events		
	Thursday	12/Dec/19			College Events		
	Friday	13/Dec/19			College Events		
	Saturday	14/Dec/19			College Events		
Week 10	Sunday	15/Dec/19					
	Monday	16/Dec/19	Day 30	Domain	CRS 9	Anjum	Done
	Tuesday	17/Dec/19	Day 31	Domain	CRS 10	Anjum	Done
	Wednesday	18/Dec/19	Day 32	English	Travel//My City/Dictionary	Anju	Done
	Thursday	19/Dec/19	Day 33	WRM	WRM - 3 : Effective Interview Skills	Subhadra	Done
	Friday	20/Dec/19	Day 34	IT	IT 7	Subhadra	Done
	Saturday	21/Dec/19	Day 35	English	My Favourite Festival/Role Play - Friends/Dictionary	Anju	Done
Week 11	Sunday	22/Dec/19					
	Monday	23/Dec/19	Day 36	Domain	HSPT 1	Anju	Done
	Tuesday	24/Dec/19	Day 37	English	Role Play - Others/Narration -	Neha	Done
	Wednesday	25/Dec/19			HOLIDAY - CHRISTMAS		
	Thursday	26/Dec/19	Day 38	Domain	HSPT 2	Anju	Done



Principal  
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 J. B. Nagar, Jaipur (East)



	Friday	27/Dec/19	Day 39	Domain	QSR 1	Subhadra	Done
	Saturday	28/Dec/19	Day 40	Domain	QSR 2	Subhadra	Done
	Sunday	29/Dec/19					
Week 12	Monday	30/Dec/19	Day 41	English	Role Plays and Scripts/Telephone	Anju	Done
	Tuesday	31/Dec/19	Day 42	English	Telephone Conversations/Once Upon A	Neha	Done
	Wednesday	01/Jan/20	Day 43	FV	Field Visit	Anju	
	Thursday	02/Jan/20	Day 44	Domain	QSR 3	Subhadra	Done
	Friday	03/Jan/20	Day 45	Domain	QSR 4	Subhadra	Done
	Saturday	04/Jan/20	Day 46	IT	IT 8	Anjum	Done
	Sunday	05/Jan/20					
Week 13	Monday	06/Jan/20	Day 47	English	Letter types/Letter structure/story/Dictionary	Neha	Done
	Tuesday	07/Jan/20	Day 48	Domain	QSR 5	Subhadra	Done
	Wednesday	08/Jan/20	Day 49	WRM	WRM - 4 : Campus to Corporate	Anju	Done
	Thursday	09/Jan/20	Day 50	IT	IT 9	Anjum	Done
	Friday	10/Jan/20	Day 51	Domain	QSR 6	Subhadra	Done
	Saturday	11/Jan/20	Day 52	Domain	QSR 7	Subhadra	Done
	Sunday	12/Jan/20					
Week 14	Monday	13/Jan/20	Day 53	Domain	QSR 8	Neha	Done
	Tuesday	14/Jan/20			<b>HOLIDAY - FOUNDATION</b>		
	Wednesday	15/Jan/20	Day 54	English	Cover letter writing/Letter of Request Letter/Interview	Neha	Done
	Thursday	16/Jan/20	Day 55	English	Thank you	Anju	Done
	Friday	17/Jan/20	Day 56	IT	IT 10	Anjum	Done
	Saturday	18/Jan/20	Day 57	FV	Field Visit	Anju	Done
	Sunday	19/Jan/20					
Week 15	Monday	20/Jan/20			<b>College Events</b>		
	Tuesday	21/Jan/20			<b>College Events</b>		
	Wednesday	22/Jan/20			<b>College Events</b>		
	Thursday	23/Jan/20			<b>College Events</b>		
	Friday	24/Jan/20			<b>College Events</b>		
	Saturday	25/Jan/20			<b>College Events</b>		
	Sunday	26/Jan/20					
Week 16	Monday	27/Jan/20	Day 58 & 59	English Life Skills Day	Email communication Part 1/Email communication Part 2/Email – How to Inform/Email – How to ask for Information/story/Dictionary	Neha	Done
	Tuesday	28/Jan/20	Day 60 & 61	Assessment GL	IYDP 2/Dictionary GL/Revision/Dictionary	Neha	Done
	Wednesday	29/Jan/20	Day 62 & 63	IT	IT 11 IT 12	Anju	Done
	Thursday	30/Jan/20	Day 64 & 65	IT	IT 13 IT 14	Anju	Done
	Friday	31/Jan/20			<b>HOLIDAY - UNNATI MEET</b>		
	Saturday	01/Feb/20	Day 66 & 67	IT TEST	IT TEST	Anju	Done
	Sunday	02/Feb/20					
	Monday	03/Feb/20	Day 68 & 69	Life Skills Day WRM	Life skills day – 9: Money Management	Anju	Done



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MUMBAI - 400 001

Week 17	Tuesday	04/Feb/20	Day 70 & 71	IT Parents Meeting	IT 15 Basic Email writing skills/Writing professional Email/story/Dictionary/Writing Effective emails	Neha	WRM Four Pillars
	Wednesday	05/Feb/20	Day 72 & 73	Life Skills Day Revision	Life skills Day 8 : Relationship Management Parents Meeting 1/Dictionary/	Anjum	Team Building
	Thursday	06/Feb/20	Day 74 & 75	Life Skills Day WRM	Life skills day - 10 : Needs, Demands&Cust, Team Bldg WRM - 6 : Four Pillars	Neha	Post test and Mock Interview
	Friday	07/Feb/20	Day 76 & 77	Assessment WRM	Life skills chart making/Post test/Dictionary WRM - 7 Mock Interviews, Post Test starts	Anjum	Mock Interview
	Saturday	08/Feb/20	Day 78 & 79	WRM	WRM - 8 Mock Interviews, Post Test WRM - 9 Mock Interviews,	Anju	Done
	Sunday	09/Feb/20					
	Monday	10/Feb/20					
	Tuesday	11/Feb/20	Day 80	FV	Field Visit	Neha	Done



*Ima*  
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