

Report on Skill Based Course

Title: Certificate Course in Soft Skills

Date (s): 12th December 2020 to 12th February 2021

Preamble: Skill based course - Certificate Course in Soft Skills has been conducted from 12th December 2020 to 12th February 2021, at Karmaveer Bhaurao Patil College, Vashi. This Skill Based Course has been conducted in collaboration with Vision Training Consultancy.

Participant's Details: 33 students have completed the course and awarded the certificates.

Description about the Course:

The Certificate Course in Soft Skills has been conducted by Rayat Shikshan Sanstha's, Karmaveer Bhaurao Patil College, Department of B.Com. Banking & Insurance (BBI) in collaboration with Vision Training Consultancy. The course was conducted by Ms. Sunita Bandekar, Training Consultant and NLP Counsellor. She was involved in Training & Development, NLP Coaching for human development and performance enhancement, peak performance, service excellence, staff training since 2000. Duration of the course was 30 Hrs. with intake capacity of 30 Students. The course consists of 10 modules with internal and external evaluation.

Course Objectives:

To impart training in personal development and professional skills for value addition of employability and industry placement.

Learning Outcomes:

By end of the course students will be able to,

1. Develop work life and social skills as well as personal an emotional well being
2. Demonstrating clear briefing and listing skills
3. Develop effective writing and communications skills
4. Know realistic perspective of work and work expectations
5. Formulate problem solving skills in making appropriate and responsible decisions

Modules of the Course:

Sr. No.	Modules	No. of Lectures
1	Goal Setting	03 session
2	Public Speaking	03 session
3	Self Confidence Development	03 session
4	Time Management	03 session
5	Fear and Stress Management	03 session
6	Social Manners	03 session
7	Effective Presentation Skill	03 session
8	Resume writing	03 session
9	Interview skill	03 session
10	Finishing skill	03 session

Evaluation Scheme:

Evaluation System	Particular	Marks
Term end Assessment	Written Test / Online Test	30 Marks
Internal Evaluation	Group discussion/ Role Plays/ Management Games/ Case Studies	20 marks
	Total	50 Marks

After the completion of the course Exam was conducted through Google Form and result was announced. The certificates were awarded to students after the successful completion of the course.

The entire course was coordinated with the support of the HOD Archana Salunkhe and faculties of the B.Com. Banking & Insurance Department.

Sample Certificate :



MOU/VC/2020-21



महाराष्ट्र MAHARASHTRA



जिल्हा कोषागार कार्यालय, वाशी
23 NOV 2020
प्रमुख लिपीक / लिपीक

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MEMORANDUM OF UNDERSTANDING

For Certificate Course in Soft Skill-2020

This Memorandum of Understanding is entered into at Vashi, Navi Mumbai on this ³⁰---Day of --Nov- 2020.

Between

KARMAVEER BHAURAO PATIL COLLEGE(Autonomous) of Rayat Shikshan Sanstha., (hereinafter referred to as K.B.P. College) a Government recognized college affiliated to the University of Mumbai rendering services for the propagators of education in Arts, Commerce, and Science,etc. in the area/region, through DR.Shubhada Nayak, the In-charge Principal of KBP College, having an address at Sector 15 A, Juhunagar, Vashi, Navi Mumbai- 400 703, the party of FIRST PART.

For Vision Training Consultancy

Proprietor

- Safety assurance for the training professionals while they are inside the college premises.
- A classroom where the trainer can conduct the classes.

1 DEC 2020

जोडपत्र - २ / Annexure-II

मुद्राच विक्री नोंदणी अंश क्र. 28355 दिनांक

दस्तावेजाचा प्रकार MOU दस्त नोंदणी करणार अज्ञात का ? होय/नाही

मिळकतीचे वर्णन

मुद्रांक विकत घेणा-याचे नाव Sunita Bhandekar

दुस-या पक्षकाराचे नाव K. B. P

हस्ते असल्यास नाव, पत्ता Self सही

मुद्रांक शुल्क रक्कम 100

मुद्रांक विक्रेत्याची सही व विक्रीचे ठिकाण (सौ. डी. बी. राणे) परब्रानी क्र. १२०१०४१
राणे स्टॅम्प घेंडर, दुकान क्र. ३१, प्रभात सेंटर,
संख्तर, १-अ, सी. वी. डी. बेलापूर, नवी मुंबई-४००६१४

ज्या कारणासाठी ज्यांनी मुद्रांक खरेदी केला त्यांनी त्याच कारणासाठी मुद्रांक खरेदी केल्यापासून हे बहिश्चात घापरने बंधनकारक आहे.

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MEMORANDUM OF UNDERSTANDING
For Certificate Course in Skill-2020

This Memorandum of Understanding is entered into at Nashik, Nashik District on this 1st day of November 2020 between
KARMAVEER BHARUGO PATIL, COLLEGE/AUTONOMOUS of Kashinath Sanstha (Institution) located at K.R.P. College in Government recognized college attached to the University of Mumbai rendering services for the propagation of education in Arts, Commerce and Science in the organization through DR. Shubhada Patil, the in charge Principal of K.R.P. College having an address at Room 15 A, Jabnagar, Nashik, Nashik District-400003, the party of FIRST PART
For Vision Training Consultancy

Proposed

AND

Vision Training Consultancy through MS.Sunita Bandekar, the Founder, having an office at 202 Express Ghar CHS Sector 21 Near APJ School Kharghar, Navi Mumbai 410210 as the party of the SECOND PART.

WHEREAS Vision Training Consultancy is a professional organization in the field of Soft Skill & Personal development Training.

WHEREAS Vision Training Consultancy approached the College with a proposal to conduct a soft skill training program for the students in the College.

AND WHEREAS that as per proposal made by Vision Training Consultancy College has agreed and allowed to conduct Orientation for soft skill training program WHEREAS both the parties have agreed to enter into the Memorandum of Understanding on the following terms and conditions.

NOW THIS MEMORANDUM OF UNDERSTANDING WITNESS AS UNDER-

- 1) This Memorandum of Understanding (hereinafter referred to as the MOU) is entered into parties for the academic year 2020-21 only.
 - Conduct Orientations for the Students.
 - Soft skill training program in classes for the students of
 - BBI/ BMS/BAF/BA/BCOM/BSC.
 - Providing Certified training Professionals
 - Providing Course Structure and Material
 - Providing Certificates.
 - 60% partnership over total revenue generated will be rendered to the firm as per the payment terms
 - The entire structure and syllabus of the 30 hours Course.
- 2) That it is hereby agreed by the party of the FIRST PART K.B.P. COLLEGE to deliver the party of the SECOND PART Vision Training Consultancy.

Vision Training Consultancy. The following-

- Marketing activities in and around the College Campus.
- Safety assurance for the training professionals while they are inside the college premises.
- A classroom where the trainer can conduct the classes.

- Support from the higher authorities to motivate students to learn.
 - Permission to conduct the orientations and related activities for the students of **Karmaveer BhauraoPatil College.**
3. That it is hereby agreed by the party of the **FIRST PART K.B.P. COLLEGE** to deliver to the party of the **SECOND PART Vision Training Consultancy.**
- Remuneration as per the following schedule-
- After **completing 5-6 lectures** 50 % payment
 - After **completion Course/Syllabus** 25 % payment
 - After conducting **Online Test and Submitting copies of Certificate** 25 % payment.
4. That it is hereby agreed by the party of the **SECOND PART Vision Training Consultancy.**
- UAGES** that the College disciplinary rules will be followed by them and all the necessary and need care for not causing any type of nuisance or acts prejudicial to the norms of decency of college will be taken. It is also agreed by the party of the **SECOND PART Vision Training Consultancy.** That, the cleanliness of the college campus and classroom will be maintained by them.
5. That the Party of the **FIRST PART, K.B.P. College** may renew this MOU for a further period if the College satisfies with discipline maintained by the Vision Training Consultancy. The term of such agreement will be as decided by the parties thereon.
6. That is the party of the **SECOND PART Vision Training Consultancy.** Found to be guilty of following the disciplinary rule of college then the MOU will be stand canceled.
7. That it is also agreed between both the parties that if for any reason if either of the party wants to cancel the Agreement they should give 1-month notice to the other party in writing regarding the same.

IN WITNESS the parties hereto have set and subscribed their respective hands and seals on 3rd day of November 2020 as hereinabove mentioned.


SIGNED, SEALED, AND DELIVERED

By the parties within named

Karmaveer Bhaurao Patil College, Vashi of Rayat Shikshan Sanstha.

Through **Dr. SHUBHADA NAYAK.**

Principal in Charge of K.B.P. College


PRINCIPAL
KARMAVEER BHAURAO PATIL COLLEGE
VASHI, NAVI MUMBAI - 400 703.

IN WITNESS-

1) Dr. E. S. MUNDHE.

Coordinator, Skill Based Courses.

2) **MS. ARCHANA SALUNKHE**

Head, Department of B.Com. Banking and Insurance (BBI)



SIGNED, SEALED, AND DELIVERED

By the parties within named

Vision Training Consultancy

For Vision Training Consultancy

Sunita Bandekar, Founder



Proprietor

IN WITNESS-

- 1) Mkaur Manmeet Kaur (Bms)
- 2) Snehal Saehal Jadhav (Bms)