GARWARE INSTITUTE OF CAREER EDUCATION & DEVELOPMENT

Student list for the courses

Name	Email ID	Contact No	Which Graduation Degree?	Education Qualification	College Name	Course
Shinde Om Jagdish	om.shinde.1804@gmail.com	8070708882	Commerce	Graduate	South Indian Association (SIA)	Office Management & Life Skills (IT)
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Jayesh Kumar Nenaram Prajapati	prajapatijayesh468@gmail.com	7045741128	Commerce BBI	Graduate	South Indian Association (SIA)	Business Correspondence and Business Facilitator
Ruchi Krishnaprakash Tiwari	reetatiwari750@gmail.com	8204143099	Commerce	12th Pass	South Indian Association (SIA)	Junior Software Developer
Grishma Sachin Poyrekar	poyrekargrishma@gmail.com	9821613739	Commerce	12th Pass	South Indian Association (SIA)	Retail Sales Associate /Cashier
Simran Uttam Sarkate	simransarkate143@gmail.com	9136373918	Commerce	Graduate	South Indian Association (SIA)	Accounts Executive
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Leela Mangilal Patel	leelap932@gmail.com	9136352952	Commerce (TYBMS)	Other	South Indian Association (SIA)	Accounts Executive
Anjali Santosh Gupta	anjalipadma20@gmail.com	9867773078	Commerce - TYBMS	12th Pass	South Indian Association (SIA)	Accounts Executive
Bhavani Rajagopal Moopanar	bhavanimoopanar09@gmail.com	9004280973	Commerce	Other	South Indian Association (SIA)	Office Management & Life Skills (IT)
Sangeeta Dalusingh Rajput	rajputsangeeta060@gmail.com	8928238186		Graduation	South Indian Association (SIA)	Business Correspondence and Business Facilitator

BANKING, FINANCIAL SERVICES & INSURACE (BFSI) DOMAIN DETAILS

BUSINESS CORRESPONDENT AND BUSINESS FACILITATOR (BCBF)

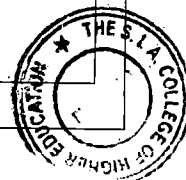| SR	PARTICULARS	DETAILS
1	Trainer Name	M. Ibrahim Shaikh
2	Domain	Banking, Financial Services & Insurance (BFSI)
3	Course Name	Business Correspondent and Business Facilitator (BCBF)
4	Course Duration (As per MoU):	Theory- 80 Hours Practical- 90 Hours
5	Eligibility of the Beneficiaries:	Minimum- High School Graduate Desired- College Graduate
6	End Objective:	**After completing this programme, participants will be able to:** 1. Educate prospective clients about various banking products and Services. 2. Initiate application process for various types of accounts on behalf of clients. 3. Initiate application process for various types of loans on behalf of clients. 4. Conduct KYC verification and collect documents to support the verification. 5. Follow up with the bank's staff on processing of applications for various accounts and loans. 6. Resolve queries that clients may have regarding various products, status of their applications / loans, interest computations and so on 7. Assist clients in executing payments / transfers. 8. Assist clients in availing other banking services as required from time to time. 9. Update the bank's MIS with daily / weekly status reports.
7	Course Modules:	Day_01_Introduction to Business Banking Correspondent Day_02_Objectives of Banks Day_03_Create Awareness Day_04_Customer Segmentation Day_05_Mapping Needs of the Customer Day_06_Right Product for the Right Customer Day_07_Competition in Banking Sector Day_08_Competition in the Market Day_09_Application Procedure and Documentation Day_10_KYC Document and its Need Day_11_Documentation and Form Filling Day_12_Documentation for account opening Day_13_Verification of Customer Documents Day_14_Customer Background Verification Day_15_Risks Management and Types Day_16_Basic Accounting - 1

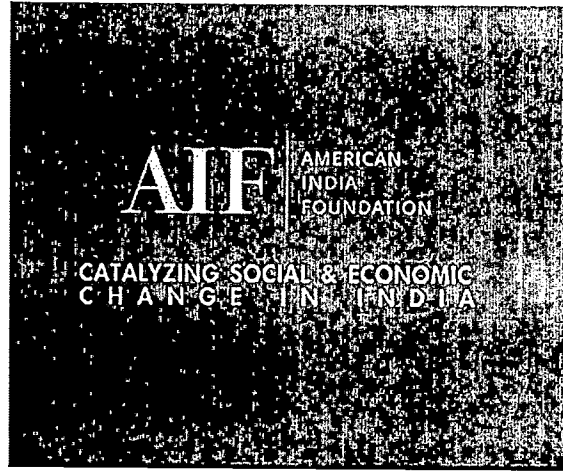|		Day_17_Basic Accounting- 2 (Introduction to Interest) Day_18_Interest Calculation Day_19_IT in banking Day_20_Computers in Banks Day_21_Transformation in Technology Day_22_Marketing in banking Day_23_Introduction to reports Day_24_How to prepare Reports of Customer Day_25_Prepare reports of targets Day_26_Assist the Bank and Customers/ Customer Handling Day_27_Application process for account opening Day_28_Legal Procedure involved in Account opening Day_29_Handing-Over Deliveries to Bank Day_30_Inform Customers about Account Status Day_31_Material handover and Follow-up Day_32_List of products and services offered in banks Day_33_Loans and its Types Day_34_Banking Products and their Regulations Day_35_Common Banking Products - 1 Day_36_Assessing Customer's Financial Status Day_37_Marketing in Banking Day_38_Target Market Analysis Day_39_Collecting Cash and Funds Day_40_Escalation Matrix In case of Application Rejection Day_41_Update Payment Details Day_42_Handling Sensitive Information Day_43_Payment Methods - 1 Day_44_Payments Methods - 2 Day_45_Documents Needed for Applying Loan Day_46_Organization policy for inactive accounts Day_47_Termination procedure Day_48_post-Sales Services Day_49_Credit Recovery Day_50_Terms and condition of banking products
8	Placements	Private Sector Banks, Insurance service providing institutions, Micro-Finance Institutions, Cooperative Banks, Assets Management institutions, Non-Banking Financial Institutions etc
9	Industry relevance	The individual at work, as Business Correspondent, acts as an agent for selling banking products and services, opens accounts, and executes deposit, payment and transfer transactions. The individual at work, as Business Facilitator, introduces banking products to the unbanked market segment and assists the bank in collecting receivables including bad debt.
10	Job Profile	Customer Service, Sales, Marketing, MIS, Reporting, Back Office, attracting new customers, delivering products & services, Disbursing & Collection, Document collection and verification etc
11	Career Progression	Roles for furthering up the ladder of an Business correspondent's career would typically be Collections executive, Personal Banker, and Relationship Manager.

ACCOUNTS EXECUTIVE

SR	PARTICULARS	DETAILS
1	Trainer Name	M. Ibrahim Shaikh
2	Domain	Banking, Financial Services & Insurance (BFSI)
3	Course Name	Accounts Executive
4	Course Duration (As per MoU):	Theory- 215 Hours Practical- 135 Hours
5	Eligibility of the Beneficiaries:	Minimum- High School Graduate Desired- College Graduate
6	End Objective:	**After completing this programme, participants will be able to:** 1. Comprehend the details about the purchase journal, the contents thereof, and supplier category and payment particulars. 2. Describe the customer purchase order, sales journal and documents such as the delivery challan. 3. Recognize relevant terminologies and documents related to the purchase booking process such as purchase order, purchase journal, invoice, material receipt report etc., and book the credit purchase in the books of accounts after having authorized by the senior / manager. 4. Recognize relevant terminologies and documents related to the sales booking process such as sales order, sales journal, invoice, etc., book the credit sale in the books of accounts after having authorized by the senior/ manager. 5. Recognize relevant terminologies and documents related to the credit sales/purchases booking process. The person has to verify the documents those are in his record, with that of the trigger documents, analyse, verify and validate the correctness of these documents before processing the relevant transaction to be recorded into the books of accounts. 6. Comprehend the relevance of documents, file all the documents for seamless retrieval, to maintain documents according to the accounting period. 7. Double-Entry Book-Keeping system Process (From Journal Entry to preparation of Balance Sheet.) 8. Have thorough understanding of the accounting software used by the company. (Basic to Mid-Level Tally ERP 9)
7	Course Modules:	Day_01_Introduction to Accounting Day_02_Characteristics of Accounting Information Day_03_To understand accounts and its classification Day_04_To understand accounting process and Journalizing Day_05_Understanding Ledger Day_06_To understand subsidiary books of accounts Day_07_To understand Bills receivable and bills payable Day_08_Understanding customer Purchase order, payment terms, Day_09_To understand trial balance Day_10_To understand Accounting Errors and steps to rectify the errors Day_11_To understand to Journal Entries Day_12_To understand ascertaining correct profit Day_13_To understand types of expenditure

		Day_14_To understand details in the purchase journal
		Day_15_To check & understand documents related to purchase
		Day_16_To understand Accounting Software
		Day_17_To understand procedure of preparation of vouchers
		Day_18_To understand preparation of vouchers
		Day_19_To understand methods record payments in accounting
		Day_20_To understand methods record payments in accounting
		Day_21_To understand Types of Personal Accounts in Bank
		Day_22_To understand Bank reconciliation statement
		Day_23_To understand Depreciation Accounting
		Day_24_To understand Depreciation Accounting
		Day_25_To understand Invoicing
		Day_26_To understand Filing storing the document for audit purposes
		Day_27_Final Accounts for Sole Proprietors-1
		Day_28_Final Accounts for Sole Proprietors-2
		Day_29_Final Accounts for Sole Proprietors-3
		Day_30_To understand basic concepts of partnership
		Day_31_Final accounts of partnership firm
		Day_32_To understand Partnership Accounts
		Day_33_To understand admission of a new partner
		Day_34_To understand Partnership Accounts
		Day_35_To understand retirement of Partners
		Day_36_To understand 'Death of a Partner'
		Day_37_To understand dissolution of partnership
		Day_38_To understand Tally Software
		Day_39_To understand Tally Software
		Day_40_To understand Tally Software
		Day_41_To understand Statutory & Taxation in Tally ERP 9
		Day_42_To understand how to create groups in tally ERP 9
		Day_43_How to create single ledger in TALLY ERP 9
		Day_44_To understand how to Display Multiple Ledgers in Tally
		Day_45_To understand how to create cost centre
		Day_46_To understand to create Stock Group in Tally
		Day_47_To understand how to activate GST in Tally
		Day_48_How to activate Payroll Configuration in Tally ERP 9
		Day_49_To understand how Create Simple Payroll Units
8	Placements	Working in a Chartered Accountant's Office, Accounting department of small and mid-level enterprises, Appointment in Knowledge process outsourcing companies, Tax consultancy services, Standalone Accounting and Tax services etc.
9	Industry relevance	Account Executives work to efficiently carry out all the transactions, keep records of all those transactions and prepare all the reports which helps management for analysation.
10	Job Profile	Accounts Executive, Accounts Payable Executive, Accounts Receivable Executive, Taxation Executive, Audit Assistant, Tax Assistant etc.
11	Career Progression	Roles for furthering up the ladder of an Account Executive career would typically be Assistant Accounts Manager, Accounts Manager, and Head of the Accounting Department.

Retail DOMAIN DETAILS

COURSE 1- Retail Sales Specialist cum Cashier

SR	PARTICULARS	DETAILS
1	Trainer Name	Rounak Gedam
2	Domain	Retail
3	Course Name	Retail Sales Specialist cum Cashier
4	Course Duration (As per MoU):	Theory- 196 Hours Practical- 196 Hours
5	Eligibility of the Beneficiaries:	Minimum- High School Graduate Desired- College Graduate
6	Remuneration Range:	Minimum- ₹ 10000 Per Month CTC Maximum- ₹ 15000 Per Month CTC
7	End Objective:	After completing this programme, participants will be able to: 1. Participants will get a clear outline about Retail Sector. 2. Understand the various Role and Responsibilities of Retail Sales Specialist cum Cashier and their importance. 3. Educate prospective clients about Retail Industry. 4. Participants will get a clear outline about Identifying & solving problems with customers. 5. Participants will get a clear to work for happyland as a Retail Sales Associate, bringing profound knowledge of retail sales strategies along with excellent customer account management skills to meet and exceed assigned targets. 6. Participants will get a clear outline about different Types of Retail stores. 7. Participants will get a clear outline about Selling skills, Presentation skills and communication skills. 8. Participants will get a clear outline about customer services, processing cash, debit, credit and check transactions. .
8	Course Modules:	Day_01 Evaluation and Ice-Breaking Day_02 The Participants will learn about importance of Retail sales Day_03 Understanding evolution of retail sector in India

Day_04 Understand the classification of Indian Retail Sector.
Day_05 Understand the employment opportunities in Indian Retail Sector
Day_06 The Participants will Understand retail formats and supply chain.
Day_07 The Participants will Understand the concept of selling
Day_08 The Participants will gain knowledge about different types of selling
Day_09 The Participants will gain knowledge about skills required for an Retail Sales Spec
Day_10 The Participants will Understand the importance of product knowledge
Day_11 The Participants will gain knowledge about scope in retail sector
Day_12 To list and explain the responsibilities of a sales associate
Day_13 To understand the importance of customer
Day_14 To learn about product knowledge
Day_15 To gain knowledge about interaction with customers
Day_16 To gain knowledge on strategies for controlling an upset customer
Day_17 To gain knowledge on retail skills
Day_18 Revision
Day_19 To understand on the importance of CRM
Day_20 To gain knowledge about customer information database
Day_21 To gain knowledge about consumer profiling
Day_22 To gain knowledge about the CRM process
Day_23 To gain knowledge about empathy
Day_24 Revision
Day_25 To gain knowledge about the retail merchandising
Day_26 To gain knowledge about presentation skills
Day_27 To gain knowledge about public speaking
Day_28 To gain knowledge about Visual Aids
Day_29 To gain knowledge about methods to communicate in different situations
Day_30 Revision
Day_31 To describe the best practices to be followed to demonstrate products
Day_32 To illustrate the significance of providing specialist support to customers
Day_33 To explain the methods to be followed to maximize sales of goods and services
Day_34 To describe the significance of personalized service
Day_35 To explain the best practices to be followed to build effective rapport with custom
Day_36 To describe the best practices to be followed to resolve customer concerns
Day_37 To understand the importance of customer feedback
Day_38 To outline the concepts of credit purchases
Day_39 To explain the importance of store security
Day_40 To define hazard
Day_41 To discuss and define the communication etiquettes required at the workplace
Day_42 To list and understand the basic applications of computer
Day_43 To describe the basic operations of MS word
Day_44 To demonstrate the use of an excel sheet
Day_45 To practice formatting and editing an MS Excel Spreadsheet
Day_46 To practice formatting and editing an MS Excel Spreadsheet
Day_47 To practice page set up and printing a spreadsheet in Excel
Day_48 To understand the basic concepts involved on computer networking
Day_49 To create a mail ID and practice sending and receiving mails
Day_50 To understand about internet security and antivirus tools
Day_51 To understand basic accounting principles.
Day_52 To understand Characteristics of Accounting Information

Day_53 To understand Accounts and its classification
Day_54 To understand Accounting cycle accounting cycle
Day_55 To understand Accounting cycle accounting cycle
Day_56 To understand Cash Book and petty cash
Day_57 To understand Cash Book and petty cash
Day_58 To understand and prepare trial balance
Day_59 To understand and rectify journal entries
Day_60 To understand about expenditure
Day_61 To understand responsibilities of a cashier
Day_62 To understand about effective communication
Day_63 To understand and improve speaking ability
Day_64 To understand how to communicate better with customer –writing
Day_65 To understand how to keep positive attitude with customer
Day_66 To understand negotiation with customer
Day_67 To understand and manage time
Day_68 To understand problem solving for customers.
Day_69 To understand workplace protocol.
Day_70 To understand workplace protocol and self-motivation
Day_71 To understand how E-Commercebusiness.
Day_72 To understand in detail the basic Inventory check and order approval.

9	Placements	Big Bazar, Reliance Retail, D Mart, Domino's Pizza, India Mart, Prerna Staffing Solution Pvt. Ltd. etc.
10	Industry relevance	The individual at work, as Retail sales associate/cashier, acts as an Executive for sale products and services and processing cash, debit, credit and check transactions. The individual at work, as retail sales associate and cashier, know the proper sales and billing process as per company norms.
11	Job Profile	Sales Associate, Cashier, Customer Service Representative, Visual Merchandiser, Inventory Control specialist, Sales, Marketing, Back Office, delivering products & services etc
12	Career Progression	Roles for furthering up the ladder of an Retail Sales Specialist cum Cashier career would typically be Sales Executive/Officer, Store Executive and Store Manager.

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Evaluation	A written test to observe and analyse the current understanding of the participants about health.	Participants will consciously & subconsciously start the process of thinking about the course.	Trainers will conduct written test and open the session. Start the session with a debrief and outline of why the test was conducted.	Written test	30 mins
2	Introduction to Computers	Participants will learn about the course, what they will be studying, how they have conduct themselves and ultimately what they need to become at the end of the course.	To again knowledge about what is expected from the participants and what they will achieve at the end of the course.	Theory, Trainer needs to provide a brief introduction to healthcare to the candidates.	Trainer-led interactive session	30 mins
3	History of computers	Participants will be given an overview about the History of computers	To understand the History of computers	Theory- Trainer will discuss the History of computers, Different generation of computers	Discussion	45 mins
4	Features of computer	Participants will be given an overview of the Features of computer	Understanding the Features of computer. This will give the participants a basic idea of the different features of computers	Trainer can debrief about the Features of computer & later ask the participants to discuss about history & features of computers	Discussion	45 mins
5	Reliability	This will give them a brief understanding of the results processed by the computer	Participants will be aware of results processed by the computer	Trainer will discuss about the results processed by the computer	Discussion	30 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	Pedagogy	Assessment / Study Method	Duration
1	Introduction to Peripherals	Participants will understand about What is Peripherals and examples of Peripherals	Participants will consciously & subconsciously start the process of thinking about the healthcare services and how it meets the health needs of the community.	Trainers will brief on the purpose of healthcare services and start the session with a debrief and outline the various functions	Trainer-led interactive session	30 mins
2	Types of peripherals	Participants will learn about the different Types of peripherals	To gain knowledge about the different Types of peripherals. They will also understand the difference between peripherals & computer accessories	Trainer needs to brief the participants about the different Types of peripherals with examples	Discussion	45 mins
3	Monitors or displays	Participants will be given an overview on the Monitors or displays used in the computers & also various type of monitors used	To identify the Monitors or displays used in the computers & also various type of monitors used	Theory	Discussion	30 mins
4	Scanners	They will learn about the scanner used as peripheral and also the function of scanners	Understanding the scanner used as peripheral. This will give the participants a basic idea of function of scanners.	Trainer can debrief about the scanner used as peripheral. This will give the participants a basic idea of function of scanners.	Discussion	30 mins
5	External modems	This will give them a brief understanding of the External modems and its function	Participants will become aware of the External modems and its function	Trainer will discuss about the External modems and its function	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration	
1	Components of Hardware Peripherals	Participant will understand the ouline of Components of Hardware Peripheral	Participants will consciously & subconsciously start the process of thinking about Components of Hardware Peripheral	Trainers will brief an outline on Components of Hardware Peripherals and open the session.	Trainer-led interactive session	45 mins	
2	Dongles	Participants will learn about what is dongle and why it is used	To gain knowledge about what is dongle and why it is used	Trainer needs to brief the participants about what is dongle and why it is used	Discussion	30 mins	
3	Speakers	Participants will be given an overview about what is speaker and how it function	To identify the key responsibilties of what is speaker and how it function	Theory	Discussion	30 mins	
4	Webcams	They will learn about the webcam and why it is used and how it is used	Understanding the webcam and why it is used and how it is used	Trainer can debrief about webcam and why it is used and how it is used	Discussion	30	
5	External microphones	This will give them a brief understanding of External microphones	Participants will become aware of the External microphones	Trainer will discuss about the External microphones	Discussion & Assessment	45 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Introduction to operating System	Participants will learn about operating System as an important software	Participants will consciously & subconsciously start operating System as an important software	Trainers will brief the session on the operating System as an important software	Trainer-led interactive session	30 mins
2	Basics of Operating Systems	Participants will understand Basics of Operating Systems. They will also be able to understand its features and functions	To gain knowledge about the Basics of Operating Systems with example	Trainer needs to brief the participants about Basics of Operating Systems with example	Discussion	30 mins
3	common operating systems	Participants will understand the most common operating systems for personal computers are	To understand about the the most common operating systems for personal computers are	Theory	Discussion	45 mins
4	Modern Operating System	They will learn about the Modern Operating System and its common features	Understanding the Modern Operating System and its common features	Trainer can debrief about Modern Operating System and its common features	Discussion	30 minutes
5	Assessment	This will assess the knowledge of the candidates	Participants will gain knowledge about the topic covered for the day-Concept of Operating System	Trainer will evaluate the candiates knowledge -wise	Discussion & Assessment	45 mins

DAY 4

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Evaluation	A written test to observe and analyse the current understanding of the participants about Features of Windows 7	Participants will understand Features of Windows 7	Trainers will conduct written test and open the session. Start the session with a debrief and outline of why the test was conducted.	written test	30 mins
2	Windows 7	Participants will learn about what is Windows 7. They will also learn window 7 with example.	To gain knowledge about what is Windows 7	Trainer needs to brief the participants about what is Windows 7	Trainer-led interactive session	30 mins
3	Features of Windows 7	Participants will be given an overview about the different features of Window 7	To understand the different features of Window 7	Theory	Discussion	45 mins
4	System configuration	They will learn about the System configuration and how it can be viewed in window 7	Understanding the System configuration and how it can be viewed in window 7	Trainer can debrief about the System configuration and how it can be viewed in window 7	Discussion	Theory (30 mins)
5	Define Turn off, restart, stand by	This will give them a brief understanding of Define Turn off, restart, stand by function of computer	Participants will become aware of Define Turn off, restart, stand by function of computer	Trainer will discuss about Define Turn off, restart, stand by function of computer	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Introduction to The Desktop	Participants will learn and understand an overview on Desktop environment, its uses and features	Understanding of Desktop, its uses and features	Trainers will giive a brief on Desktop, its uses and features	Trainer-led interactive session	30 mins
2	Desktop Icons	Participants will learn about What are various Icons on desktop. They will also learn about how to use this desktop Icon like My Computer, Recycle bin and others icon	To gain knowledge about What are various Icons on desktop. They will also learn about how to use this desktop Icon like My Computer, Recycle bin and others icon	Trainer needs to brief the participants about What are various Icons on desktop.	Trainer-led interactive session	45 mins
3	Create and edit icons	Participants will be given an overview about how to Create and edit icons on desktop	To understand the how to Create and edit icons on desktop	Trainer needs to brief the how to Create and edit icons on desktop	Discussion	30 mins
4	Delete & Rename Icons	They will learn about process involved in Deleting & Renaming of Icons on the desktop	Understanding the ways to process involved in Deleting & Renaming of Icons on the desktop	Trainer can debrief about process involved in Deleting & Renaming of Icons on the desktop	Discussion	30 minutes
5	Assessment	This will assess the knowledge of the candidates	Participants will gain knowledge about the topic covered for the day-Desktop environment	Trainer will evaluate the candiates knowledge -wise	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Desktop properties	Participants will get an overview on Desktop properties & how to access it	Participants will consciously & subconsciously start the process of thinking about Desktop properties	Trainers will start the session with a debrief and outline of Desktop properties & how to access it	Discussion	30 mins
2	Window Themes	Participants will learn about the Window Themes & various features of window theme	To gain knowledge about Window Themes & various features of window theme	Trainer needs to brief the participants about Window Themes & various features of window theme	Trainer-led interactive session	45 mins
3	Taskbar & Toolbars	Participants will be given an overview about Taskbar & Toolbars	To understand the Taskbar & Toolbars	Theory	Trainer-led interactive session	30 mins
4	Features of Taskbar	They will learn about the Taskbar & its features	Understanding the Taskbar & its features	Trainer can debrief about the Taskbar & its features	Discussion	30 minutes
5	Start Menu	This will give them a brief understanding of what is start menu and what are the common activities of the start menu	Participants will become aware of what is start menu and what are the common activities of the start menu	Trainer will discuss about what is start menu and what are the common activities of the start menu	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	File	Participants will have an overview of file and its various types of file example	Participants will consciously & subconsciously start the process of thinking about file and its various types of file example	Trainers will start the session with a debrief and outlinefile of file and its various types of file example	Discussion	30 mins
2	Folder	Participants will learn about What is folder and for what it is used	To gain knowledge about What is folder and for what it is used	Trainer needs to brief the participants about What is folder and for what it is used	Trainer-led interactive session	30 mins
3	Create a file and folder	Participants will be given an overview about how to Create a new file and folder	To understand how to Create a new file and folder	Trainer needs to brief the participants about how to Create a new file and folder	Trainer-led interactive session	45 mins
4	Edit a File and Folder	Participants will learn about the process to Edit a File and Folder	Understanding the process to Edit a File and Folder	Trainer can debrief about theprocess to Edit a File and Folder	Discussion	30 minutes
5	Delete a file or a folder	This will give them a brief understanding of steps to Delete a file or a folder	Participants will become aware of the steps to Delete a file or a folder	Trainer will discuss about the steps to Delete a file or a folder	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Library	Participants will learn and understand an overview of Library & what are the default Libraries in Windows 7	Participants will understand the what are the default Libraries in Windows 7	Trainers will start the session with a debrief and outline of what are the default Libraries in Windows 7	Discussion	30 mins
2	Documents	Participants will learn in detail about what is documents and why it is used	To gain knowledge about what is documents and why it is used	Trainer needs to brief the participants about what is documents and why it is used	Trainer-led interactive session	30 mins
3	Pictures, Music, Videos	Participants will be given an overview about Pictures, Music, Videos and how to configure it	To understand the Pictures, Music, Videos and how to configure it	Trainer needs to brief the participants about the Pictures, Music, Videos and how to configure it	Trainer-led interactive session	45 mins
4	Open and View a Library	They will learn about the steps to Open and View a Library	Understanding the steps to Open and View a Library	Trainer can debrief about the steps to Open and View a Library	Discussion	30 minutes
5	Assessment	This will assess the knowledge of the candidates	Participants will gain knowledge about the topic covered for the day-Configuring files and folders	Trainer will evaluate the candiates knowledge -wise	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	What is Zip File	Participants will learn and understand What is Zip File	Participants will consciously & subconsciously start the process of thinking about What is Zip File	Trainers will start the session with a debrief and outline What is Zip File	Discussion	30 mins
2	To compress (or zip) a file or folder	Participants will learn about step by step procedure To compress (or zip) a file or folder	To gain knowledge about step by step procedure To compress (or zip) a file or folder	Trainer needs to brief the participants about step by step procedure To compress (or zip) a file or folder	Trainer-led interactive session	45 mins
3	Use of Zip File	Participants will be given an overview about why zip file is used	To understand why zip file is used	Trainer needs to brief the participants about why zip file is used	Trainer-led interactive session	30 mins
4	To extract (or unzip) files or folders from a compressed folder	They will learn about step by step procedure To extract (or unzip) files or folders from a compressed folder	Understanding of step by step procedure To extract (or unzip) files or folders from a compressed folder	Trainer can debrief about thestep by step procedure To extract (or unzip) files or folders from a compressed folder	Discussion	30 minutes
5	Evaluation	This will give them a brief understanding of Zipping and unzipping files in windows	Participants will become aware of Zipping and unzipping files in windows	Trainer will evaluate the knwoledge of candidates on the session covered so far.	Group Discussion and Evaluations	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Navigate between files and folders	Participants will learn and understand an overview of How to navigate between files and folders	Participants will consciously & subconsciously start thinking about Navigate between files and folders	Trainers will start the session with a debrief and outline of Navigate between files and folders	Discussion	30 mins
2	Move files and folders	Participants will learn about the process to Move files and folders	To gain knowledge about process to Move files and folders	Trainer needs to brief the participants about process to Move files and folders	Trainer-led interactive session	30 mins
3	copy files and folders	Participants will be given an overview abouthow to copy files and folders	To understand the importance of copy files and folders	Theory	Trainer-led interactive session	30 mins
4	select more than one folder	They will learn about what process to follow when two or more files have to be copied or moved	Understanding to select more than one folder. This will give the participants a concept of what process to follow when two or more files have to be copied or moved	Trainer can debrief about what process to follow when two or more files have to be copied or moved	Discussion & Activity	45 minutes
5	Evaluation	This will give them a brief understanding of Sharing files and folders	Participants will become aware of Sharing files and folders	Trainer will evaluate the knwoledge of candidates on the session covered so far.	Group Discussion and Evaluations	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Properties of files and folders	Participants will be given an overview on How to check the properties of files and folders	Participants will consciously & subconsciously start the process of thinking about the Properties of files and folders	Trainers will start the session with a debrief and outline of Properties of files and folders	Discussion	45 mins
2	Change the folder/document icon	Participants will learn and explain the what is folder icon & How to change the folder/document icon	To gain knowledge about what is folder icon & How to change the folder/document icon	Trainer needs to brief the participants about what is folder icon & How to change the folder/document icon	Trainer-led interactive session	30 mins
3	Set accessibility setting view for files and folders	Participants will be given an overview about the different ways to view contents of a folder	To understand to set accessibility setting view for files and folders	Theory	Trainer-led interactive session	45mins
4	View files and folders in thumbnails view	They will learn about How to view files and folders in thumbnails view	Understanding How to view files and folders in thumbnails view	Trainer can debrief about How to view files and folders in thumbnails view	Discussion	30 minutes
5	View files and folders in tiles view	This will give them a brief understanding on what is tiles view and how the folder or file sorted	Participants will become aware of what is tiles view and how the folder or file sorted	Trainer will discuss about the what is tiles view and how the folder or file sorted	Discussion	60 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Concept of MS Word	Participants will learn and understand about Concept of MS Word	Participants will consciously & subconsciously start the process of thinking about Concept of MS Word	Trainers will start the session with a debrief and outline Concept of MS Word	Discussion	30 mins
2	Uses of MS Word	Participants will learn about Uses of MS Word & participant will also learn different tools used	To gain knowledge about Uses of MS Word	Trainer needs to brief the participants about Uses of MS Word	Trainer-led interactive session	30 mins
3	Header and footer	Participants will be given an overview on step by step process to insert Header and footer	To understand step by step process to insert Header and footer	Trainer needs to brief the participants about step by step process to insert Header and footer	Trainer-led interactive session	45 mins
4	Use of Header and footer	They will learn about What is Use of Header and footer and why and where it is used	Understanding of What is Use of Header and footer and why and where it is used	Trainer can debrief about What is Use of Header and footer and why and where it is used	Discussion	30 minutes
5	Align text in MS word	This will give them a brief understanding of various types of alignment & how to Align text in MS word	Participants will become aware of various types of alignment & how to Align text in MS word	Trainer will explain the various types of alignment & how to Align text in MS word	Discussion and Activity	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Bold, Italic and Underline	Participants will learn about the how to Bold, Italicize , and Underline text	Participants will consciously & subconsciously start the process of thinking about how to Bold, Italicize , and Underline text	Trainers will open the session with a debrief and outline of how to Bold, Italicize , and Underline text	Trainer-led interactive session	30 mins
2	Font type	Participants will learn about how to change the font type, font size and font color of the text	To again knowledge about how to change the font type, font size and font color of the text	Trainer needs to brief the participants about how to change the font type, font size and font color of the text	Trainer-led interactive session	45 mins
3	subscripts and superscripts	Participants will be given an overview about how to use subscripts and superscripts	To understand the subscripts and superscripts	Theory	Discussion	30 mins
4	Line spacing in between the paragraph	Participants will learn about how to add line spacing in between the paragraph	Understanding the Line spacing in between the paragraph	Trainer can debrief about thethe digestive system and its mechanism	Discussion	30 mins
5	Use of bullets and numbers	Participant will get the knowledge of How to use of bullets and numbers	Participants will gain knowledge about How to use of bullets and numbers	Trainer will debrief the candiates How to use of bullets and numbers	Discussion & Activity	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Insert Picture & Shapes	Participants will learn about the step by step procedure to insert picture & Shapes	Participants will consciously & subconsciously start the process of thinking about step by step procedure to insert picture & Shapes	Trainers will start the session with a debrief and outline of step by step procedure to insert picture & Shapes	Discussion	45 mins
2	Insert Page Number	Participants will learn about how to Insert Page Number in document, what is page break	To gain knowledge about how to Insert Page Number in document, what is page break	Trainer needs to brief the participants about how to Insert Page Number in document, what is page break	Discussion	30 mins
3	Creating Table	Participants will be given an overview about procedure to Creating Table & insert row & column	To understand the procedure to Creating Table & insert row & column	Theory	Discussion	30 mins
4	Merge cells	They will learn about how to Merge cells &advantages of merging cells	Understanding the how to Merge cells &advantages of merging cells	Trainer can debrief about how to Merge cells &advantages of merging cells	Discussion, Activity	45 mins
5	Assessment	This will assess the knowledge of the candidates	Participants will gain knowledge about the topic covered for the day- MS Word-collaborating Insert & Creating tables	Trainer will evaluate the candiates knowledge -wise	Discussion & Assessment	30 mins

DAY 15

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration
1	Zoom	Participants will learn about the Zoom view and ruler function	Participants will consciously & subconsciously start the process of thinking about the Zoom view and ruler function	Trainers will start the session with a debrief and outline the Zoom view and ruler function	Discussion	30 mins
2	Full Screen	Participants will learn about Full Screen mode of viewing the documents	To gain knowledge aboutFull Screen mode of viewing the documents	Theory	Discussion	30mins
3	Spell check	Participants will be given an overview about what is Spell check and how to use it	To understandwhat is Spell check and how to use it	Trainer needs to brief the participants about what is Spell check and how to use it	Trainer-led interactive session	45 mins
4	Symbols	Participants will be given an overview about steps to create Symbols and equation	To understand the steps to create Symbols and equation	Trainer needs to brief the participants about Symbols and equation	Discussion	30 mins
5	Evaluation	This will assess the knowledge of the candidates	Participants will gain knowledge about the topic covered for the day-View, Customize & Symbols	Trainer will evaluate the candiates knowledge -wise	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Introduction to MS Excel	The topic introduces participants to MS Excel. This will help the students to understand how to use Word.	Participants will learn about MS Excel which is the most preferred for calculating data.	Trainer will introduce MS Excel to participants.	Trainer-led interactive session	30 mins
2	Introduction to spreadsheet	The session will talk about using a spreadsheet in Excel. This will help them calculate data.	The participants will learn how to open and use a spreadsheet in Excel. This will help them calculate and store data.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	Selecting the rows and columns-	This topics talks about selecting rows and columns	They will learn how to Navigating within the worksheet and selection of cells.	Trainer will use theory, activity and video for the session.	Group Discussion	30 mins
4	Insert rows and columns in a worksheet	This subject will help in knowing how to insert rows and columns in a speadsheet.	Participants will learn how to insert rows and columns in a speadsheet.	Trainer will discuss the topic and ask the participants to try all the functions.	Discussion, Video, Activity	Theory (30 mins)+ Activity (15 mins) 45 mins
5	Delete cells, rows or columns	The topic shows how to delete cells, rows and columns.	The participants will learn to use the delete option in excel to remove cells, rows and columns.	Trainer will discuss the steps.	Discussion, Video & Activity	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	MS Excel - Formatting Data – Find and replace	This topic covers how the data in an excel sheet can be formatted. It talks about how to open the spreadsheet save it and also use the find and replace option.	Participants will learn how to add data in an excel sheet and format it. They will also learn to save a spreadsheet and use the find and replace option.	Trainer will introduce the functions of MS Excel to participants.	Trainer-led interactive session	30 mins
2	Enter data in the cells	This topic talks about entering data in a cell of the spreadsheet.	Participants will learn to enter data in the cells of the spreadsheet which will help them calculate or store data in a preferred format.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	Undo, Redo, Cut, Copy, Paste, Find and Replace	The session covers how once you enter the data in an excel sheet one can undo it, redo it, cut, copy or paste the data.	In the session they will learn to undo & redo, cut, copy or paste the data. This will teach how to redo or undo a deleted dat. This also touches upon important features of excel spreadsheet like Cut, Copy and paste a data.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Font - types, Size, Colour	In this topic one can understand the use of Fonts. This shows various types of fonts that can be used in an excel spreadsheet. It also covers font colur and size for special usage.	Participants will learn the use of Fonts. Session shows how to use various types of fonts that can be used in an excel spreadsheet. It also covers font colur and size for special usage like highlighting etc.	Trainer will discuss the topic and ask the participants to try all the functions.	Discussion	30 minutes
5	Simple Calculation	This topic covers simple calculations that can be performed in an excel sheet. It gives basics about simple calculations like calculating the SUM of a given data.	The participants will learn simple calculations that can be performed in an excel sheet. It gives basics about simple calculations like calculating the SUM of a given data.	Trainer will discuss the steps.	Discussion, Video & Activity	60 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Borders	This topic covers how cell in an excel sheet can be formatted. One can make borders, bold the lines, remove the lines and perform many such functions.	The participants will learn how one can make borders, bold the lines, remove the lines and perform many such functions.	Trainer will introduce the functions of MS Excel to participants.	written test	30 mins
2	Merger and Center	The session covers how to center and merge data when required of the data present in the cell.	Participants learn how to merge and centre data in cells. Cell next to each other is merged into one and make it earier to	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	MS Excel – Formulas and Functions	The session covers how once you enter the data in an excel sheet one can undo it, redo it, cut, copy or paste the data.	In the session they will learn to undo & redo, cut, copy or paste the data. This will teach how to redo or undo a deleted dat. This also touches upon important features of excel spreadsheet like Cut, Copy and paste a data.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Sorting	In this topic one can understand the use of Fonts. This shows various types of fonts that can be used in an excel spreadsheet. It also covers use of font colur and size for special occasion.	Participants will learn the use of Fonts. Session shows how to use various types of fonts that can be used in an excel spreadsheet. It also covers font colur and size for special usage like highlighting etc.	Trainer will discuss the topic and ask the participants to try all the functions.	Discussion	Theory (30 mins)
5	Filter	This topic covers simple calculations that can be performed in an excel sheet. It gives basics about simple calculations like calculating the SUM of a given data.	The participants will learn simple calculations that can be performed in an excel sheet. It gives basics about simple calculations like calculating the SUM of a given data.	Trainer will discuss the steps.	Discussion, Video & Activity	60 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Page margins	This topic covers how page margins in an excel sheet can be formatted. The excel sheet is not like a word document which has designated page set-up. Hence, setting up margins in an excel sheet is important	Participants will learn how page margins in an excel sheet can be formatted. Setting up margins in an excel sheet is important as the format is different from a word document.	Trainer will introduce the functions of MS Excel to participants.	Trainer-led interactive session	30 mins
2	Printing an Excel spreadsheet	The session covers how to prepare an excel sheet for printing. The page margins need to set or borders need to be drawn. A particular area can be selected and printed accordingly.	Participants will learn how to prepare an excel sheet for printing. The page margins need to set or borders need to drawn.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	important uses of Excel in your profession	This session talks about the importance of excel professionally. Nowadays almost every profession needs to use excel or word to maintain data, calculate and store essential information.	The participants would understand and learn that every profession needs to use excel to maintain data, calculate and store essential information. Excel helps in maintaining data for HR, Finance, Supply Chain, Marketing and about every department of any	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Paste Special	This topic basically talks about various way through which a data can be pasted onto the excel sheet. It will discuss ways which can paste large data using short cuts and special features of Excel.	They will learn about various way through which a data can be pasted onto the excel sheet. It will discuss ways which can paste large data using short cuts and special features of Excel.	Trainer will discuss the topic and ask the participants to try all the functions.	Discussion, Videos	30 minutes
5	Flash Fill	This topic talks about special feature of flash fill.	The participants will learn the special feature of flash fill.	Trainer will discuss the steps.	Discussion, Video & Activity	60 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration	
1	Introduction to PowerPoint	Participants will learn about theReading and Writing skills Introduction to PowerPoint	Participants will consciously & subconsciously start the process of thinking about Reading and Writing skills Introduction to PowerPoint	Trainers will start the session with a debrief and outline theneed of Reading and Writing skills Introduction to PowerPoint	Trainer-led interactive session	30 mins	
2	To open MS power point	Participants will learn about To open MS power point	To gain knowledge about To open MS power point	Trainer needs to brief the participants about To open MS power point	Trainer-led interactive session	30 mins	
3	To create a presentation	Participants will be given an overview about the To create a presentation	To understand the To create a presentation	Trainer needs to brief the participants about To create a presentation	Discussion	45 mins	
4	Bold, italic and underline	Participants will be given an overview about the Bold, italic and underline	To understand the Bold, italic and underline	Trainer needs to brief the participants about Bold, italic and underline	Discussion	30 mins	
5	To change the font	This will give them a brief understanding of To change the font	Participants will become aware of To change the font	Trainer will debrief the candidates about To change the font	Discussion and Assessment	45 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration	
1	Difference between New Slide and Duplicate Slide	Participants will learn about Difference between New Slide and Duplicate Slide	Participants will consciously & subconsciously start the process of thinking aboutDifference between New Slide and Duplicate Slide	Trainers will start the session with a debrief and outline the Difference between New Slide and Duplicate Slide	Trainer-led interactive session	30 mins	
2	Duplicate slide	Participants will learn about Duplicate slide	To gain knowledge about Duplicate slide	Trainer needs to brief the participants about Duplicate slide	Discussion	30 mins	
3	Insert Table	Participants will be given an overview about the Insert Table	To understand the Insert Table	Trainer needs to brief the participants about Insert Table	Discussion	30 mins	Day 22
4	Text box and Picture	Participants will be given an overview about the Text box and Picture	To understand the Text box and Picture	Trainer needs to brief the participants about Text box and Picture	Discussion	45 mins	
5	Insert picture	This will give them a brief understanding ofinsert picture	Participants will become aware of Insert picture	Trainer will debrief the candidates about Insert picture	Discussion,Activity and Assessment	30 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration	
1	Rulers & Gridline	Participants will learn about how to use Rulers & Gridline	Participants will consciously & subconsciously start the process of thinking about how to use Rulers & Gridline	Trainers will start the session with a debrief and outline the how to use Rulers & Gridline	Discussion	30 mins	
2	Smart Art	Participants will learn about Smart Art	To gain knowledge about Smart Art	Trainer needs to brief the participants about Smart Art	Discussion & Activity	45 mins	
3	How to use Smart Art	Participants will be given an overview about the How to use Smart Art	To understand the How to use Smart Art	Trainer needs to brief the participants about How to use Smart Art	Discussion	30 mins	Day 23
4	Shape	Participants will be given an overview about the Shape	To understand the Shape	Trainer needs to brief the participants about Shape	Discussion	30 mins	
5	Assessment	This will give them a brief understanding ofAssessment	Participants will become aware of Assessment	Trainer will debrief the candidates about Assessment	Discussion and Assessment	30 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration	
1	Managing Presentation	Participants will learn about Managing Presentation	Participants will consciously & subconsciously start the process of thinking about Managing Presentation	Trainers will start the session with a debrief and outline Managing Presentation	Discussion & Activity	45mins	
2	Animation	Participants will learn about Animation	To gain knowledge about Animation	Trainer needs to brief the participants about Animation	Discussion	30 mins	
3	Delivering Presentation	Participants will be given an overview about the Delivering Presentation	To understand the Delivering Presentation	Trainer needs to brief the participants about Delivering Presentation	Discussion & Activity	45 mins	Day 24
4	Slide sorter view	Participants will be given an overview about the Slide sorter view	To understand the Slide sorter view	Trainer needs to brief the participants about Slide sorter view	Discussion	30 mins	
5	Slide show	This will give them a brief understanding ofSlide show	Participants will become aware of Slide show	Trainer will debrief the candidates about Slide show	Discussion and Assessment	30 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Basics of Computer Networks	This topic covers the basics of computer networks. It describes that a network could be connection of computers and hardware.	Participants will learn the basics of computer networks. It describes that a network could be connection of computers and hardware.	Trainer will introduce the basics of Networks to participants.	Discussion	30 mins
2	Types of Networks	The session will involve types of Network i.e LAN, WAN & MAN. The basics of how they work and examples of their collective use.	Participants will learn about types of Network which are LAN, WAN & MAN. They will understand how they are used currently in various set-ups.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Internet	Internet is already known and widely used across the globe. This session will give a brief introduction to its origin and various applications.	Participants might be already aware of the term Internet and would also probably be using it. This session will touch upon the basics of it and talk about how the same can be accessed.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Website	Websites is widely known already. This session will touch upon the basics of it and give general idea of popular websites which are useful.	They will learn about various way through which a data can be pasted onto the excel sheet. It will discuss ways which can paste large data using short cuts and special features of Excel.	Trainer will discuss the topic and ask the participants to try all the functions.	Discussion	30 minutes
5	Download, save & Print a file from the Internet	This topic talks about special feature of flash fill.	The participants will learn the special feature of flash fill.	Trainer will discuss the steps.	Discussion & Activity	60 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Google –Gmail.	This topic covers the basics of Google. It describes how students can use Google and open an email account called Gmail.	The participants will learn the search engine Google. They will understand and open an email account called Gmail.	Trainer will introduce the basics of Google and Gmail to participants.	Discussion	30 mins
2	Steps to access the Gmail account and creating a mail ID and password	The session will involve step-wise access to a gmail account. This will give details about how to create an email ID and come up with password.	Participants will step-wise learn to access to a gmail account. They will learn how to create an email ID step-by-step and also come up with a password using combination of alphabets and numbers with special characters.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Important features in the G-mail account page	The topic includes all the important features of gmail. It shows various speical features of the account.	The Participants will learn about the important features of gmail. They will know about various speical features of the account like how they can store emails in special folder or adding signature etc.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	How to compose and send an email?	This session will talk about how students can compose an email and sending the same.	Participants can learn how to compose an email and sending the same.	Trainer will discuss the topic and ask the participants to try all the functions.	Discussion	30 minutes
5	Social Media	The session talks about what is social media, the various popular sites. In the session students will also see the advantages of social media.	The participants will learn about what is social media, the various popular sites. In the session students will also see the advantages of social media.	Trainer will discuss the steps.	Discussion & Activity	60 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Security Awareness	This topic covers the basics of Security Awareness while using the internet.	The participants will learn the basics of Security Awareness while using the internet.	Trainer will discuss about Security with participants.	Discussion	30 mins
2	Advantages of Antivirus	This topic will talk about the advantages of Antivirus under Security Awareness for using internet.	Participants will learn about the advantages of Antivirus under Security Awareness.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Basic Antivirus software's	This topic will talk about the popular brands of antivirus software.	Participants will learn about the popular brands of antivirus software.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Do's and Don'ts in Information Security	This topic will discuss the do's and don't of the information security.	The participants will learn about the do's and don't of the information security.	Trainer will discuss the topic and ask the participants to try all the functions.	Discussion	45 minutes
5	Awareness of IT – ACT	The session talks about the IT-ACT. Make the students aware of Act and tell them about elements involved in the ACT.	The participants will understand and learn IT-ACT. Make the students aware of Act and tell them about elements involved in the ACT.	Trainer will make the participants aware of the Act.	Discussion & Activity	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Importance Of Communication and Soft Skills	The topic is about importance of communication and soft skills for enhancing professional skills.	Theparticipants will learn about importance of communication and soft skills for enhancing their professional skills. It is one of the most important factors after domain knowledge	Trainer will discuss about communication and soft skills.	Discussion, Activity and video	30 mins
2	Communication	The topic discussess about definition of communication.	The participants will learn about definition of communication and its effectiveness.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Benefits of Soft Skills	The session will talk about various benefits of Soft skills for individuals and organisations.	Participants will understand various benefits of Soft skills for individuals and organisations.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Benefits of Communicative English	The session will talk about various benefits of communicative English.	Participants will understand and learn various benefits of communicative English.	Trainer will discuss the topic and ask the participants to try all the functions.	Discussion	45 minutes
5	importantance of learning English	The session will talk about importance of learning Business English.	Participants will understand and learn about importance of learning Business English.	Trainer will make the participants aware of the Act.	Group Discussion and Evaluations	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Parts of speech – Noun & Pronoun	The topic is about understanding basic English starting with parts of speech.	The participants will learn about basic Engish starting with parts of speech. Participants can revise their business Englilsh beginning with Noun.	Trainer will discuss about parts of speech.	Discussion & Activity	30 mins
2	Adjective	The topic is about understanding what an adjective is and how and where is it used.	The participants will learn about adjective and its usage.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Verb & Adverb	The topic is about understanding what is Verb & Adverb and how and where is it used.	Participants will understand Verb & Adverb and its usage.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Preposition	The topic is about understanding what is Preposition and how and where is it used.	Participants will understand Preposition and its usage.	Trainer will discuss the topic and try out activites.	Discussion	30 minutes
5	Conjunction	The topic is about understanding what is Conjunction and how and where is it used.	Participants will understand Conjucntion and its usage.	Trainer will make the participants aware of Conjuctions	Discussion, Video	60 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Subject-Verb agreement	The topic is about understanding Subject-Verb agreement.	The participants will learn about Subject-Verb agreement. Participants can revise their business English	Trainer will discuss about Subject verb agreement.	Discussion	30 mins
2	Pronoun	The topic is about understanding of Pronoun.	The participants will learn about Pronoun and its usage.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Tenses	The topic is about understanding Tenses.	Participants will understand Tenses and its usage.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Verb Tenses	The topic is about understanding Verb Tenses.	Participants will understand Verb tenses and its usage.	Trainer will discuss the topic and try out activites.	Discussion	30 minutes
5	Table of Tenses	The topic is about understanding the whole concept of Table of tenses.	Participants will understand concept of Table of tenses and its usage.	Trainer will make the participants aware of concept of Table of tenses.	Discussion & Video	60 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	30 mins
2	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	To understand about what is expected from the participants and what they will achieve at the end of the course.	Trainers will revise the topics covered and evaluate the participant's knowledge	Trainer-led interactive session	30 mins
3	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Trainer-led interactive session	45 mins
4	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	To understand about what is expected from the participants and what they will achieve at the end of the course.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	30 mins
5	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration	
1	Security hardening	Participants will learn about the Security hardening	Participants will consciously & subconsciously start the process of thinking about Security hardening	Trainers will start the session with a debrief and outline the need of Security hardening	Discussion	30 mins	
2	Incident	Participants will learn about Incident	To gain knowledge about Incident	Trainer needs to brief the participants about Incident	Discussion	30 mins	
3	Server	Participants will be given an overview about the Server	To understand the Server	Trainer needs to brief the participants about Server	Trainer-led interactive session	30 mins	Day 32
4	Incidents on servers	Participants will be given an overview about the Incidents on servers	To understand the Incidents on servers	Trainer needs to brief the participants about Incidents on servers	Discussion & Activity	45 mins	
5	Minimize the number of Incidents	This will give them a brief understanding of minimize the number of Incidents	Participants will become aware of minimize the number of Incidents	Trainer will debrief the candidates about minimize the number of Incidents	Discussion and Assessment	45 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration
1	Common PC hardware and the solutions	Participants will learn about Common PC hardware and the solutions	Participants will consciously & subconsciously start the process of thinking about Common PC hardware and the solutions	Trainers will start the session with a debrief and outline Common PC hardware and the solutions	Trainer-led interactive session	30 mins
2	System Error Blue Screen	Participants will learn about System Error Blue Screen	To gain knowledge about System Error Blue Screen	Trainer needs to brief the participants about System Error Blue Screen	Trainer-led interactive session	30 mins
3	RAM Faults and Errors	Participants will be given an overview about the RAM Faults and Errors	To understand the RAM Faults and Errors	Trainer needs to brief the participants about RAM Faults and Errors	Discussion & Video	45 mins
4	Noisy Computer	Participants will be given an overview about the Noisy Computer	To understand the Noisy Computer	Trainer needs to brief the participants about Noisy Computer	Discussion & Video	30 mins
5	Computer Network	This will give them a brief understanding of Computer Network	Participants will become aware of Computer Network	Trainer will debrief the candidates about Computer Network	Discussion and Assessment	30 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration
1	Introduction to IP address	Participants will learn about theReading and Writing skills Introduction to IP address	Participants will consciously & subconsciously start the process of thinking about Reading and Writing skills Introduction to IP address	Trainers will start the session with a debrief and outline theneed of Reading and Writing skills Introduction to IP address	Trainer-led interactive session	30 mins
2	Network incident	Participants will learn about Network incident	To gain knowledge about Network incident	Trainer needs to brief the participants about Network incident	Discussion	30 mins
3	Introduction to database	Participants will be given an overview about the Introduction to database	To understand the Introduction to database	Trainer needs to brief the participants about Introduction to database	Discussion	45 mins
4	Application	Participants will be given an overview about the Application	To understand the Application	Trainer needs to brief the participants about Application	Discussion	30 mins
5	Ways to resolve Incidents on applications	This will give them a brief understanding ofWays to resolve Incidents on applications	Participants will become aware of Ways to resolve Incidents on applications	Trainer will debrief the candidates about Ways to resolve Incidents on applications	Discussion, Activity and Assessment	45 mins

Day 34

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration
1	Organization Policies and Procedures	Participants will learn about the Organization Policies and Procedures	Participants will consciously & subconsciously start the process of thinking about Organization Policies and Procedures	Trainers will start the session with a debrief and outline the Organization Policies and Procedures	Discussion	45 mins
2	Service Level Agreement (SLA)	Participants will learn about Service Level Agreement (SLA)	To gain knowledge about Service Level Agreement (SLA)	Trainer needs to brief the participants about Service Level Agreement (SLA)	Discussion	30 mins
3	Organization database	Participants will be given an overview about the Organization database	To understand the Organization database	Trainer needs to brief the participants about Organization database	Trainer-led interactive session	30 mins
4	Functions of a DBMS	Participants will be given an overview about the Functions of a DBMS	To understand the Functions of a DBMS	Trainer needs to brief the participants about Functions of a DBMS	Discussion	30 mins
5	Assessment	This will give them a brief understanding of Assessment	Participants will become aware of Assessment	Trainer will debrief the candidates about Assessment	Discussion and Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration
1	Roles & Responsibilities	Participants will learn about the Roles & Responsibilities of Domestic IT Helpdesk Attendant	Participants will consciously & subconsciously start the process of thinking aboutRoles & Responsibilities of Domestic IT Helpdesk Attendant	Trainers will start the session with a debrief and outline Roles & Responsibilities of Domestic IT Helpdesk Attendant	Trainer-led interactive session	30 mins
2	Incident Management processes	Participants will learn about Incident Management processes	To gain knowledge about Incident Management processes	Trainer needs to brief the participants about Incident Management processes	Trainer-led interactive session	30 mins
3	Categorising the Service Requests	Participants will be given an overview about the Categorising the Service Requests	To understand the Categorising the Service Requests	Trainer needs to brief the participants about Categorising the Service Requests	Discussion	30 mins
4	Phases	Participants will be given an overview about the Phases of Incidents	To understand the Phases of Incidents	Trainer needs to brief the participants about Phases of Incidents	Discussion	30 mins
5	Organization tools and templates	This will give them a brief understanding ofOrganization tools and templates	Participants will become aware of Organization tools and templates	Trainer will debrief the candidates about Organization tools and templates	Discussion, Activity and Assessment	60 mins

Day, 36

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration
1	Identifying automated alerts	Participants will learn about To monitor & Identifying automated alerts	Participants will consciously & subconsciously start the process of thinking about To monitor & Identifying automated alerts	Trainers will start the session with a debrief and outline To monitor & Identifying automated alerts	Discussion	30 mins
2	Identifying automated alerts-Demonstration	Participants will learn about Identifying automated alerts-Demonstration	To gain knowledge about Identifying automated alerts-Demonstration	Trainer needs to brief the participants about Identifying automated alerts-Demonstration	Discussion	30 mins
3	Customer service request	Participants will be given an overview about the Customer service request	To understand the Customer service request	Trainer needs to brief the participants about Customer service request	Discussion & Activity	45 mins
4	Ways to ask for customer feedback	Participants will be given an overview about the Ways to ask for customer feedback	To understand the Ways to ask for customer feedback	Trainer needs to brief the participants about Ways to ask for customer feedback	Discussion	30 mins
5	Identifying and evaluating the solutions	This will give them a brief understanding of Identifying and evaluating the solutions	Participants will become aware of Identifying and evaluating the solutions	Trainer will debrief the candidates about Identifying and evaluating the solutions	Discussion and Assessment	45 mins

Day-37

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment/Study Method	Duration	
1	What is an Escalation	Participants will learn about What is an Escalation and when to use it	Participants will consciously & subconsciously start the process of thinking about What is an Escalation and when to use it	Trainers will start the session with a debrief and outline What is an Escalation and when to use it	Trainer-led interactive session	30 mins	
2	Escalation features	Participants will learn about Escalation features	To gain knowledge about Escalation features	Trainer needs to brief the participants about Escalation features	Trainer-led interactive session	30 mins	
3	Acknowledgement from customers	Participants will be given an overview about the Acknowledgement from customers	To understand the Acknowledgement from customers	Trainer needs to brief the participants about Acknowledgement from customers	Discussion	30 mins	Day 28
4	Software Maintenance	Participants will be given an overview about the Software Maintenance	To understand the Software Maintenance	Trainer needs to brief the participants about Software Maintenance	Discussion	30 mins	
5	Team Work	This will give them a brief understanding of Team Work	Participants will become aware of Team Work	Trainer will debrief the candidates about Team Work	Discussion, Activity and Assessment	60 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Punctuation	The topic is about understanding Punctuation.	The participants will learn about Punctuation	Trainer will discuss about Punctuation	Discussion	30 mins
2	Word grouping and simple Sentences	The topic is about understanding of Word grouping and simple Sentences	The participants will learn about Word grouping and simple Sentences and its usage.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session, video	30 mins
3	Simple Sentences	The topic is about understanding Simple Sentences	Participants will understand Simple Sentences and its usage.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session, Videos	30 mins
4	Compound Sentences	The topic is about understanding Compound Sentences	Participants will understand Compound Sentences and its usage.	Trainer will discuss the topic and try out activites.	Discussion	45 minutes
5	Group Words	The topic is about understanding Group Words	Participants will understand concept of Group Words and its usage.	Trainer will make the participants aware of Group Words.	Group Discussion and Video	45 mins

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Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Effective Communication – Non Verbal	The topic is about understanding Effective Communication with an emphasis on Non Verbal attributes.	The participants will learn about Effective Communication with an emphasis on Non Verbal attributes.	Trainer will discuss Effective Communication with an emphasis on Non Verbal features.	Trainer-led interactive session	30 mins
2	Tips for good body language	The topic is about Tips for good body language	The participants will learn about Tips for good body language and its usage.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Effective Communication – Verbal	The topic is about understanding Effective Communication with an emphasis on Verbal attributes and features.	The participants will learn about Effective Communication with an emphasis on Verbal attributes.	Trainer will use theory, activity and video for the session.	Discussion, Videos	30 mins
4	Written communication	The topic is about understanding Written communication	Participants will understand Written communication and its usage.	Trainer will discuss the topic and try out activites.	Discussion, Videos	Theory (30 mins)+ Activity (15 mins) 45 mins
5	Telephone communication	The topic is about understanding Telephone communication	Participants will understand concept of Telephone communication and its usage.	Trainer will make the participants aware of Telephone communication	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Effective communication	The topic is about understanding Effective Communication.	The participants will learn about Effective Communication	Trainer will discuss Effective Communication	Discussion, Videos	30 mins
2	Barriers to Effective communication	The topic is about understanding barriers to Effective Communication.	The participants will learn about Barriers to Effective communication	Trainer will use theory, activity and video for the session.	Discussion, Videos	30 mins
3	Language Barriers	The topic is about understanding Language Barriers	The participants will learn about Language Barriers	Trainer will use theory, activity and video for the session.	Discussion, Videos	45 mins
4	Tips for Starting a Conversation	The topic is about Tips for Starting a Conversation	Participants will learn & understand Tips for Starting a Conversation and its usage.	Trainer will discuss the topic and try out activites.	Discussion, Videos	45 mins
5	Tips for Keeping a Conversation Going	The topic is about understanding Tips for Keeping a Conversation Going	Participants will understand concept of Tips for Keeping a Conversation Going	Trainer will make the participants aware of Tips for Keeping a Conversation Going	Discussion & Assessment	30 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Speaking Ability	The topic is talks about Effective Speaking Ability.	The participants will learn about Effective Speaking Ability.	Trainer will discuss speaking ability	Discussion, Videos	30 mins
2	How to improve confidence	The topic is about understanding How to improve confidence wile speaking in front of an audience.	The participants will learn about How to improve confidence wile speaking in front of an audience. Effective in professional life.	Trainer will use theory, activity and video for the session.	Discussion, Videos	45mins
3	How to have confidence while communicating in English.	The topic is about understanding How to have confidence while communicating in English as a leader.	The participants will learn about How to have confidence while communicating in English as a leader.	Trainer will use theory, activity and video for the session.	Discussion, Videos	45 mins
4		This topic is about How to have confidence while communicating in English as a fresher or new employee	Participants will learn & understand How to have confidence while communicating in English as a fresher or new employee	Trainer will discuss the topic and try out activites.	Discussion	30 mins
5	Power of Passion	The topic is about understanding Power of Passion for the work.	Participants will understand Power of Passion for the work.	Trainer will make the participants aware of Power of Passion for the work.	Discussion and Assessment	30mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Self-Introduction	The topic is talks about how to introduce self in front of an audience or a class or in an interview.	The participants will learn about how to introduce self in front of an audience or a class or in an interview.	Trainer will talk about self introduction	Discussion	30 mins
2	Introducing family and friends	The topic is talks about how to introduce family and friends to an audience or in an interview.	The participants will learn about how to introduce family and friends to an audience or in an interview.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	Listening skills	The topic is about understanding Listening skills which is a vey important trait and feature of effective communication.	The participants will learn & understanding Listening skills which a vey important trait and feature of effective communication.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Key active listening techniques	The topic is about understanding key points of active Listening which is a vey important trait and feature of effective communication.	Participants will learn & understand key points of active Listening which is a vey important trait and feature of effective communication.	Trainer will discuss the topic and try out activites.	Discussion, Activity	60 mins
5	Benefits of listening	The topic is about understanding Benefits of listening	Participants will understand Benefits of listening to make their communication better	Trainer will make the participants aware of Benefits of listening	Discussion and Assessment	30mins

Serial No:	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Making notes	The topic is talks about how to make notes, or minutes of the meeting which is an essential part of workplace meetings.	The participants will learn about how make notes, or minutes of the meeting (MOM) which is an essential part of workplace meetings.	Trainer will talk about making notes	Discussion ·	30 mins
2	Method to take message	The topic is talks about Method to take message at workplace.	The participants will learn about Method to take message at workplace. One needs to take down as much details as possible.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	Some tips to write down the message quickly	The topic is about understanding Listening skills Some tips to write down the message quickly. One can use Capital letters for people, places and starting of sentence is important.	The participants will learn & understanding Listening skills Some tips to write down the message quickly. One can use Capital letters for people, places and starting of sentence is important.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Application Letter	The topic is about understanding key points of anApplication Letter. The sesson will also focus on things to keep in mind while writing application.	Participants will learn & understand key points of anApplication Letter. The sesson will also focus on things to keep in mind while writing application.	Trainer will discuss the topic and try out activites.	Discussion	Theory (30 mins)+ Activity (15 mins) 45 mins
5	Salutations & Signoffs as sir/ma'am regards and thank you should be used.	The topic is about understanding Salutations & Signoffs as sir/ma'am regards and thank you should be used.	Participants will understand Salutations & Signoffs as sir/ma'am regards and thank you should be used.	Trainer will talk aboutSalutations & Signoffs as sir/ma'am regards and thank you should be used.	Discussion and Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Things to keep in mind while filling form	The topic talks about how to keep Things to keep in mind while filling form	The participants will learn about how make notes, or minutes of the meeting (MOM) which is an essential part of workplace meetings.	Trainer will talk about Things to keep in mind while filling form	Trainer-led interactive session	30 mins
2	Discipline & Punctuality	The topic talks about Discipline & Punctuality	The participants will learn about Discipline & Punctuality.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Importance of self-discipline and punctuality	The topic talks about understanding Importance of self-discipline and punctuality.	The participants will learn & understanding Importance of self-discipline and punctuality.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Cleanliness and Sanitation	The topic talks about understanding Cleanliness and Sanitation	Participants will learn & understand Cleanliness and Sanitation	Trainer will discuss the topic and try out activites.	Trainer-led interactive session, videos	45 mins
5	Bathroom Etiquette	The topic talks about understanding Bathroom Etiquette at workplace.	The topic talks about understanding Bathroom Etiquette at workplace.	Trainer will talk about Bathroom Etiquette at workplace.	Discussion and Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Positive Attitude & Decision Making	The topic talks about how to keep Positive Attitude while Decision Making	The participants will learn about how how to keep Positive Attitude while Decision Making	Trainer will discuss about Positive Attitude & Decision Making	Trainer-led interactive session	30 mins
2	Characteristics Essential to Achieve Success	The topic talks about Discipline & Punctuality	The participants will learn about Discipline & Punctuality.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Tips to develop a positive attitude:	The topic talks about understanding Importance of self-discipline and punctuality.	The participants will learn & understanding Importance of self-discipline and punctuality.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Positive attitude	The topic talks about understanding Cleanliness and Sanitation	Participants will learn & understand Cleanliness and Sanitation	Trainer will discuss the topic and try out activites.	Discussion	45 mins
5	Decision making process	The topic talks about understanding Bathroom Etiquette at workplace.	The topic talks about understanding Bathroom Etiquette at workplace.	Trainer will talk about Bathroom Etiquette at workplace.	Discussion and Assessment	45 mins.

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Negotiation & Creative Thinking Skills	The topic talks about how to Negotiation & Creative Thinking Skills	The participants will learn and understand Negotiation & Creative Thinking Skills	Trainer will discuss about Negotiation & Creative Thinking Skills	Trainer-led interactive session	30 mins
2	Features of Negotiation	The topic talks about Features of Negotiation	The participants will learn about Features of Negotiation	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Negotiation Stages	The topic talks about understanding Negotiation Stages	The participants will learn & understanding Negotiation Stages	Trainer will use theory, activity and video for the session.	Trainer-led interactive session, video	30 mins
4	Negotiation do's and don'ts	The topic talks about understanding Negotiation do's and don'ts	Participants will learn & understand Negotiation do's and don'ts	Trainer will discuss the topic and try out activites.	Discussion, Activity	Theory (30 mins)+ Activity (15 mins) 45 mins
5	Creative Thinking Skills - Creating thinking strategies	The topic talks about understanding Creative Thinking Skills. It also touches on the subject of Creating thinking strategies	The topic talks about understanding Creative Thinking Skills. It also touches on the subject of Creating thinking strategies	Trainer will talk about Creative Thinking Skills	Discussion and Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Time Management Skills	The topic talks about Time Management Skills. How to manage time for your benefit.	The participants will learn and understand Time Management Skills. How to manage time for your benefit.	Trainer will discuss about Time Management Skills	Trainer-led interactive session, Video	45 mins
2	Elements of Effective Time Management	The topic talks about Elements of Effective Time Management	The participants will learn & understand about Elements of Effective Time Management	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	Designing a daily schedule	The topic talks about Designing a daily schedule. This helps in prioritizing the day and the tasks.	The participants will learn & understanding Designing a daily schedule. This helps in prioritizing the day and the tasks.	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	What effects your routine	The topic talks about understanding What effects your routine. This helps in keeping track of the priorities and focus on the work on hand.	Participants will learn & understand What effects your routine. This helps in keeping track of the priorities and focus on the work on hand.	Trainer will discuss the topic and try out activites.	Discussion, Activity	30 mins
5	Reduce wasted time	The topic talks about understanding how to Reduce wasted time. This will help participants to focus on the task which will help to time things to perfection.	The topic talks about understanding how to Reduce wasted time. This will help participants to focus on the task which will help to time things to perfection.	Trainer will talk about Reduce wasted time	Discussion & Activity	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Problem Solving at Workplace	The topic talks about Problem Solving at Workplace. This topic is helps in resolving any issues with use of experience, team work and quick thinking.	The participants will learn and understand Problem Solving at Workplace. This topic is helps in resolving any issues with use of experience, team work and quick thinking.	Trainer will discuss about Problem Solving at Workplace	Trainer-led interactive session	30 mins
2	Self-Awareness and Commitment	The topic talks about Self-Awareness and Commitment	The participants will learn & understand about Self-Awareness and Commitment	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Methods to create self-awareness	The topic talks about Methods to create self-awareness	The participants will learn & understanding Methods to create self-awareness	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Commitment	The topic talks about understanding Commitment to the work and workplace for freshers.	Participants will learn & understandCommitment to the work and workplace for freshers.	Trainer will discuss the topic and try out activites.	Discussion	45 mins
5	Dignity of Labour	The topic talks about understanding Dignity of Labour. This means that all types of jobs are respected equally and no occupation is considered superior.	The topic talks about understanding how to Reduce wasted time. This will help participants to focus on the task which will help to time things to perfection.	Trainer will discuss about Dignity of Labour	Discussion, Video & Activity	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Workplace Protocol	The topic talks about Workplace Protocol. This is like a guidline or rules of correct behaviour for all employees that they are expected to follow when working in an organization	The participants will learn and understand Workplace Protocol. This is like a guidline or rules of correct behaviour for all employees that they are expected to follow when working in an organization	Trainer will discuss about Workplace Protocol	Trainer-led interactive session	30 mins
2	Requesting Leave	The topic talks about how to apply for or Request for Leave or any emergency.	The participants will learn & understand how to apply for or Request for Leave or any emergency.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Using appropriate language and socializing at work	The topic talks about Using appropriate language and socializing at work	The participants will learn & understanding Using appropriate language and socializing at work	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Attributes of a Good Employee	The topic talks about understanding Attributes of a Good Employee. This talks about some important points which are followed by ideal employees.	Participants will learn & understand Attributes of a Good Employee. This talks about some important points which are followed by ideal employees.	Trainer will discuss the topic and try out activites.	Discussion	45 mins
5	People in the workplace need to have a positive attitude.	The topic talks about understanding how People in the workplace need to have a positive attitude.	The topic talks about understanding how People in the workplace need to have a positive attitude.	Trainer will discuss how People in the workplace need to have a positive attitude.	Discussion, Video & Activity	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Getting organised and motivated at workplace	The topic talks about Getting organised and motivated at workplace.	The participants will learn and understand Getting organised and motivated at workplace.	Trainer will discuss about Getting organised and motivated at workplace.	Trainer-led interavctive session	30 mins
2	ACCOMPLISH SMALL TASKS.	The topic talks about how to accomplish tasks. Small tasks help in focusing in completing jobs on deadline.	The participants will learn & understand how to accomplish tasks. Small tasks help in focusing in completing jobs on deadline.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	PLAN A DEADLINE	The topic talks about planning a deadline. By accomplishing small tasks it becomes easier to reach deadlines.	The participants will learn & understanding planning a deadline. By accomplishing small tasks it becomes easier to reach deadlines.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	Steps to organize yourself at workplace	The topic talks about Steps to organize yourself at workplace.	Participants will learn & understand Steps to organize yourself at workplace	Trainer will discuss the topic and try out activites.	Discussion	45 mins
5	Ways to Inspire Motivation in the Workplace	The topic talks about understanding Ways to Inspire Motivation in the Workplace	The topic talks about understanding Ways to Inspire Motivation in the Workplace	Trainer will discuss Ways to Inspire Motivation in the Workplace.	Discussion and Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Company Ethics and Values	The topic talks about Company Ethics and Values	The participants will learn and understand Company Ethics and Values	Trainer will discuss about Company Ethics and Values	Trainer-led interavctive session	30 mins
2	Finding own way to workplace	The topic talks about Finding own way to workplace	The participants will learn & understand Finding own way to workplace	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	What are the responsibilities of a supervisor	The topic talks about What are the responsibilities of a supervisor	The participants will learn & understanding What are the responsibilities of a supervisor	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Aspects of the role of a supervisor	The topic talks about Aspects of the role of a supervisor	Participants will learn & understand Aspects of the role of a supervisor	Trainer will discuss the topic and try out activites.	Discussion, video	60 mins
5	Gap in Understanding the role of a supervisor	The topic talks about understanding Gap in Understanding the role of a supervisor	The topic talks about understanding Gap in Understanding the role of a supervisor	Trainer will discuss Gap in Understanding the role of a supervisor	Discussion and Assessment	30 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Resume Creating	The topic talks about Resume Creating for freshers and new employees.	The participants will learn and understand Resume Creating for freshers and new employees.	Trainer will discuss Resume Creating for freshers and new employees.	Trainer-led interactive session	30 mins
2	Typical resume format	The topic talks about Typical resume format which gives all details and captures all the necessary data required for a resume.	The participants will learn & understand Typical resume format which gives all details and captures all the necessary data required for a resume.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Tips to Create an Effective Resume	The topic talks about Tips to Create an Effective Resume	The participants will learn & understanding Tips to Create an Effective Resume	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
4	How to Structure Your Resume	The topic talks about How to Structure Your Resume	Participants will learn & understand How to Structure Your Resume	Trainer will discuss the topic and try out activites.	Discussion, Video	45 mins
5	Important points to consider when writing a good resume	The topic talks about understanding Important points to consider when writing a good resume	The topic talks about understanding Important points to consider when writing a good resume	Trainer will discuss Important points to consider when writing a good resume	Discussion and Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Dressing and Grooming	The topic talks about Dressing and Grooming for workplace. One can command respect the way one carries themselves by dressing and grooming well at workplace.	The participants will learn and understand Dressing and Grooming for workplace. One can command respect the way one carries themselves by dressing and grooming well at workplace.	Trainer will discuss Dressing and Grooming	Trainer-led interactive session	30 mins
2	Dress for success	The topic talks about Dress for success. If one is attending interview then you must remember First impressions are really lasting. Hence, Dressing with right attitude can take you a long way.	The participants will learn & understand Dress for success. If one is attending interview then you must remember First impressions are really lasting. Hence, Dressing with right attitude can take you a long way.	Trainer will use theory, activity and video for the session.	Discussion, Video	45 mins
3	Tips for the aspirants on how to look neat and tidy	The topic talks about Tips for aspirants on how to look neat and tidy	The participants will learn & understanding Tips for the aspirants on how to look neat and tidy	Trainer will use theory, activity and video for the session.	Trainer-led interavctive session	30 mins
4	Personal presentation	The topic talks about Personal presentation as it is very important aspect of ones personality.	Participants will learn & understand Personal presentation as it is very important aspect of ones personality.	Trainer will discuss the topic and try out activites.	Discussion	45 mins
5	Interview tips	The topic talks about Interview tips which can help freshers and new employees to perform well in interviews and get desired jobs.	The topic talks about understandingInterview tips which can help freshers and new employees to perform well in interviews and get desired jobs.	Trainer will discuss Interview tips	Discussion and Assessment	30 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Purpose and Stages in Job Interviews	The topic talks about Purpose and Stages in Job Interviews	The participants will learn and understand Purpose and Stages in Job Interviews	Trainer will discuss Purpose and Stages in Job Interviews	Trainer-led interactive session	30 mins
2	Determine if the applicant is reliable, honest, and trustworthy	The topic talks about how to Determine whether the applicant is reliable, honest, and trustworthy	The participants will learn & understand to Determine whether the applicant is reliable, honest, and trustworthy	Trainer will use theory, activity and video for the session.	Trainer-led interactive session, Video	45 mins
3	Preparing and Researching before an Interview	The topic talks about Preparing and Researching before an Interview. This stage is very important for any fresher.	The participants will learn & understanding Preparing and Researching before an Interview. This stage is very important for any fresher.	Trainer will use theory, activity and video for the session.	Trainer-led interactive session, Video	30 mins
4	Guidelines for Successful Interviews	The topic talks about Guidelines for Successful Interviews.	Participants will learn & understand Guidelines for Successful Interviews	Trainer will discuss the topic and try out activites.	Discussion, video	45 mins
5	Common Mistakes Made While Attending an Interview	The topic talks about Common Mistakes Made While Attending an Interview	The topic talks about understanding Common Mistakes Made While Attending an Interview. This will help candidates to be cautious and follow proper guidelines.	Trainer will discuss Common Mistakes Made While Attending an Interview	Discussion and Assessment	30 mins

DAY 55

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Entrepreneur - Role	The topic talks about role of an Entrepreneur	The participants will learn and understand role of an Entrepreneur and the definition.	Trainer will discuss role of an Entrepreneur	Trainer-led interactive	30 mins
2	Types of Entrepreneurs	The topic talks about Types of Entrepreneurs	The participants will learn & understand Types of Entrepreneurs	Trainer will use theory, activity and video for the session.	Discussion, Video	45 mins
3	Type of Business	The topic talks about various Type of Business	The participants will learn & understanding various Type of Business	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Use of technology	The topic talks about Use of technology	Participants will learn & understand Use of technology	Trainer will discuss the topic and try out activites.	Discussion	45 mins
5	Motivation to become an Entrepreneur	The topic talks about Motivation behind becoming an Entrepreneur	The topic talks about understanding Motivation behind becoming an Entrepreneur	Trainer will discussMotivation behind becoming an Entrepreneur	Discussion and Assessment	30 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Concepts of Entrepreneurship	The topic talks about Concepts of Entrepreneurship	The participants will learn and understand Concepts of entrepreneurship	Trainer will discuss role of an Entrepreneur	Trainer-led Interactive session	30 mins
2	Importance of entrepreneurship	The topic talks about Importance of entrepreneurship	The participants will learn & understand Importance of entrepreneurship	Trainer will use theory, activity and video for the session.	Trainer-led Interactive session	30 mins
3	Problems faced by entrepreneurs Setting up a Business	The topic talks about Problems faced by entrepreneurs Setting up a Business	The participants will learn & understanding Problems faced by entrepreneurs Setting up a Business	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Identifying business idea and opportunity	The topic talks about Identifying business idea and opportunity	Participants will learn & understand Identifying business idea and opportunity	Trainer will discuss the topic and try out activites.	Discussion, Video	45 mins
5	Generation of Business idea & Preparation of Business Plan	The topic talks about Generation of Business idea & Preparation of Business Plan	The topic talks about understanding Generation of Business idea & Preparation of Business Plan	Trainer will discuss Generation of Business idea & Preparation of Business Plan	Discussion and Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration	
1	Project Preparation & Marketing Analysis	The topic talks about Concepts of Project Preparation & Marketing Analysis	The participants will learn and understand Project Preparation & Marketing Analysis	Trainer will discuss Project Preparation & Marketing Analysis	Trainer-led interactive session	30 mins	
2	Risk analysis	The topic talks about Importance of Risk analysis	The participants will learn & understand Importance of Risk analysis	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins	
3	Product Life cycle	The topic talks about Product Life cycle	The participants will learn & understand a Product Life cycle	Trainer will use theory, activity and video for the session.	Discussion	30 mins	DAY 58
4	Marketing Mix	The topic talks about Marketing Mix	Participants will learn & understand Marketing Mix	Trainer will discuss the topic and try out activites.	Discussion , Video	45 mins	
5	Sales and Distribution Management	The topic talks about Sales and Distribution Management	The topic talks about understanding Sales and Distribution Management	Trainer will discuss Sales and Distribution Management	Discussion and Assessment	45 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Market Survey and Promotion	The topic talks about Market Survey and Promotion	The participants will learn and understand Market Survey and Promotion	Trainer will discuss Market Survey and Promotion	Trainer-led interactive session	30 mins
2	How to do sales promotion?	The topic talks about How to do sales promotion?	The participants will learn & understand How to do sales promotion?	Trainer will use theory, activity and video for the session.	Trainer-led interactive session	30 mins
3	Price promotions	The topic talks about Price promotions	The participants will learn & understand Price promotions	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Market surveys	The topic talks about Market surveys	Participants will learn & understand Market surveys	Trainer will discuss the topic and try out activites.	Discussion, Activity	45 mins
5	Market Research	The topic talks about Market Research	The topic talks about understanding Market Research	Trainer will discuss about Market Research	Discussion and Assessment	45 mins

DAY 59

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration	
1	Institutional Support- Skill development Schemes	The topic talks about Institutional Support provided by Skill development Schemes	The participants will learn and understand Institutional Support provided by Skill development Schemes	Trainer will discuss about Institutional Support- Skill development Schemes	written test	30 mins	
2	Skill development Schemes	The topic talks about Skill development Schemes	The participants will learn & understand Skill development Schemes	Trainer will use theory, activity and video for the session.	Discussion	30 mins	
3	District Industries Centres	The topic talks about District Industries Centres	The participants will learn & understand District Industries Centres	Trainer will use theory, activity and video for the session.	Written test & Activity	30 mins	DAY 60
4	Small Industries Service Institute	The topic talks about Small Industries Service Institute	Participants will learn & understand Small Industries Service Institute	Trainer will discuss the topic and try out activites.	Discussion	45 mins	
5	National Entrepreneurship Development Board	The topic talks about National Entrepreneurship Development Board	The topic talks about understanding National Entrepreneurship Development Board	Trainer will discuss National Entrepreneurship Development Board	Discussion and Assessment	45 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Safety Policy and Procedures	The topic talks about Safety Policy and Procedures	The participants will learn and understand Safety Policy and Procedures	Trainer will discuss about Safety Policy and Procedures	Discussion	30 mins
2	Workplace method statements	The topic talks about Workplace method statements	The participants will learn & understand Workplace method statements	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	Work Safe Instructions	The topic talks aboutWork Safe Instructions	The participants will learn & understand Work Safe Instructions	Trainer will use theory, activity and video for the session.	Discussion	30 mins
4	Wearing protective clothing or equipment	The topic talks about Wearing protective clothing or equipment	Participants will learn & understand Wearing protective clothing or equipment	Trainer will discuss the topic and try out activites.	Discussion, Written test	45 mins
5	Hazard and risk management	The topic talks about Hazard and risk management	The topic talks about understanding Hazard and risk management	Trainer will discuss Hazard and risk management	Discussion and Assessment	45 mins

DAY 61

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	First Aid	The topic talks about how to provide First Aid	The participants will learn and understand how to provide First Aid	Trainer will discuss about Safety Policy and Procedures	Discussion	30 mins
2	First Aid Management & Accident Prevention	The topic talks about First Aid Management & Accident Prevention	The participants will learn & understand First Aid Management & Accident Prevention	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	First Aid management of Respiratory problem	The topic talks about First Aid management of Respiratory problem	The participants will learn & understand First Aid management of Respiratory problem	Trainer will use theory, activity and video for the session.	Written test & Activity	30 mins
. 4	Artificial Respiration	The topic talks about Artificial Respiration	Participants will learn & understand Artificial Respiration	Trainer will discuss the topic and try out activites.	Discussion	45 mins
5	Essentials of an ideal first-aid kit	The topic talks about Essentials of an ideal first-aid kit	The topic talks about understanding Essentials of an ideal first-aid kit	Trainer will discuss Essentials of an ideal first-aid kit	Discussion and Assessment	45 mins

DAY 62

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Accidents and Emergency	The topic talks about Accidents and Emergency	The participants will learn and understand Accidents and Emergency	Trainer will discuss about Accidents and Emergency	Discussion	30 mins
2	Types of accident and emergency	The topic talks about Types of accident and emergency	The participants will learn & understand Types of accident and emergency	Trainer will use theory, activity and video for the session.	Discussion	30 mins
3	Responsibility Of Employee During Emergency	The topic talks about Responsibility Of Employee During Emergency	The participants will learn & understand Responsibility Of Employee During Emergency	Trainer will use theory, activity and video for the session.	Written test & Activity	30 mins
4	Types of Hazard	The topic talks about Types of Hazard	Participants will learn & understand Types of Hazard	Trainer will discuss the topic and try out activites.	Discussion	Theory (30 mins)+ Activity (15 mins) 45 mins
5	In order to avoid or prevent this hazard	The topic talks aboutIn order to avoid or prevent this hazard	The topic talks about understanding order to avoid or prevent this hazard	Trainer will discuss how avoid or prevent this hazard	Discussion and Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration	
1	Personal Protective Equipment	The topic talks about Personal Protective Equipment	The participants will learn and understand Personal Protective Equipment	Trainer will discuss about Personal Protective Equipment	Discussion	30 mins	
2	Example of PPE in Retail Sector	The topic talks about various Examples of PPE in Retail Sector	The participants will learn & understand various Examples of PPE in Retail Sector	Trainer will use theory, activity and video for the session.	Discussion, video	45 mins	
3	Procedures for using safety equipment	The topic talks about Procedures for using safety equipment	The participants will learn & understand Procedures for using safety equipment	Trainer will use theory, activity and video for the session.	Discussion, video	30 mins	DAY 64
4	Safety For The Head	The topic talks about Safety For The Head	Participants will learn & understand Safety For The Head	Trainer will discuss the topic and try out activites.	Discussion	Theory (30 mins)+ Activity (15 mins) 45 mins	
5	Protect Your Eyes	The topic talks about how to Protect Your Eyes	The topic talks about understanding how to Protect Your Eyes	Trainer will discuss how to Protect Your Eyes	Discussion and Assessment	45 mins	

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Various hazard signs at work place	The topic talks about Various hazard signs at work place	The participants will learn and understandingVarious hazard signs at work place	Trainer will discuss about Various hazard signs at work place	Discussion	30 mins
2	Colour and shape	The topic talks about Colour and shape	The participants will learn & understand Colour and shape	Trainer will discuss aboutColour and shape of haxzard sign	Discussion	45 mins
3	Emergency information signs	The topic talks about Emergency information signs	The participants will learn & understandEmergency information signs	Trainer will debrief Emergency information signs	Discussion	30 mins
4	Dealing with hazards at work place	The topic talks about Dealing with hazards at work place	Participants will learn & understand Dealing with hazards at work place	Trainer will discuss the topic and try out activites.	Discussion	30 mins
5	Prevention of hazards at work place	The topic talks about Prevention of hazards at work place	The topic talks about understanding of Prevention of hazards at work place	Trainer will discuss about Prevention of hazards at work place	Discussion and Assessment	45 mins

DAY 65

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Causes of Fire	Participant will understand about Causes of Fire	Participants will consciously & subconsciously start the process of thinking about the Causes of Fire	Trainers will brief an outline on Causes of Fire and open the session.	Trainer-led interactive session	30 mins
2	Fire extinguishers	Participants will learn about Fire extinguishers	To gain knowledge about Fire extinguishers	Trainer needs to brief the participants Fire extinguishers	Discussion & Activity	45 mins
3	Fire Evacuation Plan	Participants will be given an overview about the Fire Evacuation Plan	To understand the Fire Evacuation Plan	Theory	Discussion & Activity	Theory (30 mins)+ Activity (15 mins) 45 mins
4	CPR	Participants will be given an overview about the CPR	To understand theCPR	Theory	Discussion	30mins
5	Addictions and Drug Abuse	This will give them a brief understanding of the Addictions and Drug Abuse	Participants will become aware of the Addictions and Drug Abuse	Trainer will discuss about the Addictions and Drug Abuse	Discussion & Assessment	30mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	First Aid & Emergency Procedures and practices	Participant will understand the First Aid & Emergency Procedures and practices.	Participants will consciously & subconsciously start the process of thinking about First Aid & Emergency Procedures and practices	Trainers will brief an outline on First Aid & Emergency Procedures and practices	Discussion	30 mins
2	First Aid Management & Accident Prevention By Observation	Participants will learn about First Aid Management & Accident Prevention By Observation	To gain knowledge about First Aid Management & Accident Prevention By Observation	Trainer needs to brief the First Aid Management & Accident Prevention By Observation	Discussion & Activity	45 mins
3	Recognize the symptoms	Participants will be given an overview about the Recognizing the symptoms	To understand the about Recognizing the symptoms in case of emergency	Theory	Discussion	30 mins
4	Call your local emergency services number	Participants will be given an overview about when to Call your local emergency services number	To understand the when to Call your local emergency services number	Trainer can debrief about when to Call your local emergency services number	Discussion	30 mins
5	Parameters for making Incident Report	This will give them a brief understanding of Parameters for making Incident Report	Participants will become aware of the Parameters for making Incident Report	Trainer will discuss about theParameters for making Incident Report	Discussion & Activity	Theory (30 mins)+ Activity (15 mins) 45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Cleanliness at Workplace	Participants will be given an overview about Cleanliness at Workplace	Participants will consciously & subconsciously start the process of thinking about Cleanliness at Workplace	Trainers will Start the session with a debrief and outline of Cleanliness at Workplace	Trainer-led interactive session	30 mins
2	Resource Planning	Participants will learn about the Resource Planning	To again knowledge about the Resource Planning	Trainer needs to brief the Resource Planning	Discussion & Activity	Theory (30 mins)+ Activity (15 mins) 45 mins
3	Maintain confidentiality	Participants will be given an overview about to Maintain confidentiality	To understand the to Maintain confidentiality	Theory	Discussion	30 mins
4	Types of information that is considered confidential	Participants will be given an overview about the Types of information that is considered confidential	To understand the Types of information that is considered confidential	Trainer can debrief about the Types of information that is considered confidential	Discussion	30 mins
5	Importance of Confidentiality at Work	This will give them a brief understanding of the Importance of Confidentiality at Work	Participants will become aware of the Importance of Confidentiality at Work	Trainer will discuss about the Importance of Confidentiality at Work	Discussion & Assessment	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Purpose of Standard Organizational Procedure (SOP)	Participants will learn about the Purpose of Standard Organizational Procedure (SOP)	Participants will consciously & subconsciously start the process of thinking about the Purpose of Standard Organizational Procedure (SOP)	Trainers will start the session with a debrief and outline of Purpose of Standard Organizational Procedure (SOP)	Discussion	30 mins
2	Function of SOP	Participants will learn about the Function of SOP	To again knowledge about Function of SOP	Trainer needs to brief the Function of SOP	Trainer-led interactive session	30 mins
3	Standards and Specifications (General)	Participants will be given an overview about the Standards and Specifications (General)	To understand the Standards and Specifications (General)	Theory	Discussion	45 mins
4	Breaches of security	Participants will be given an overview on Breaches of security	To understand the Breaches of security	Trainer can debrief about the Breaches of security	Discussion & Activity	Theory (30 mins)+ Activity (15 mins) 45 mins
5	Use extra security measures	This will give them a brief understanding of the Use extra security measures	Participants will become aware of theUse extra security measures	Trainer will discuss about the Use extra security measures	Discussion	30 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	30 mins
2	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	To understand about what is expected from the participants and what they will achieve at the end of the course.	Trainers will revise the topics covered and evaluate the participant's knowledge	Trainer-led interactive session	30 mins
3	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Trainer-led interactive session	45 mins
4	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	To understand about what is expected from the participants and what they will achieve at the end of the course.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	30 mins
5	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	45 mins

Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	30 mins
2	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	To understand about what is expected from the participants and what they will achieve at the end of the course.	Trainers will revise the topics covered and evaluate the participant's knowledge	Trainer-led interactive session	30 mins
3	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Trainer-led interactive session	45 mins
4	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	To understand about what is expected from the participants and what they will achieve at the end of the course.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	30 mins
5	Revision	Participants will be given an opportunity to revise the different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the topics covered.	Trainers will revise the topics covered and evaluate the participant's knowledge	Discussion	45 mins

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Serial No.	Topics	Description	Learning Objective (Blooms Taxonomy Verbs)	pedagogy	Assessment / Study Method	Duration
1	Evaluation	Participants will be evaluated and tested on different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the course.	Trainers will conduct test and evaluate the participant's knowledge	Writtent Test	30 mins
2	Evaluation	Participants will be evaluated and tested on different topics that they have learnt in the course.	To understand about what is expected from the participants and what they will achieve at the end of the course.	Trainers will conduct test and evaluate the participant's knowledge	Trainer-led interactive session	30 mins
3	Evaluation	Participants will be evaluated and tested on different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the course.	Trainers will conduct test and evaluate the participant's knowledge	Written test & Video	45 mins
4	Evaluation	Participants will be evaluated and tested on different topics that they have learnt in the course.	To understand about what is expected from the participants and what they will achieve at the end of the course.	Trainers will conduct test and evaluate the participant's knowledge	Discussion	30 mins
5	Evaluation	Participants will be evaluated and tested on different topics that they have learnt in the course.	Participants will consciously & subconsciously start the process of thinking about the course.	Trainers will conduct test and evaluate the participant's knowledge	Discussion	45 mins

ATTENDANCE SHEET FOR C2C TECHNOSERVE - 10/01/2022 TO 14/03-2022

NAME OF THE TRAINER - URMI SETHIA

Full name	1/10/2022	1/11/2022	1/12/2022	1/13/2022	1/14/2022	1/17/2022	1/18/2022	1/19/2022	1/20/2022	1/21/2022	1/24/2022	1/25/2022	1/27/2022	1/28/2022	1/31/2022	2/1/2022
Abdul Ajij Abdul Razzak Shaikh	p	p	P	P	P	P	A	P	P	P	P	A	P	P	P	P
Bhavani Rajagopal Moopanar	p	p	P	A	P	P	P	P	P	P	P	P	P	P	P	P
Darshana Rakesh Paras	p	p	P	P	A	P	P	P	A	P	P	P	P	P	A	P
Gaurav Sanjay Shukla	p	p	P	P	P	P	P	P	P	P	A	P	P	P	P	P
Grishma Sachin Poyrekar	p	p	A	P	P	P	P	P	A	P	P	P	A	P	P	P
Harsh Kartik Thakkar	p	p	P	P	P	A	P	P	P	A	P	P	P	P	P	P
Kalpita Shekhar Patil	p	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kasturi Santosh Telgade	p	p	A	P	P	P	A	P	P	P	P	P	P	A	P	P
Kinjal Ashwinkumar Haria	p	p	P	A	P	P	P	A	P	P	P	P	P	P	P	P
Kirti Ramesh Nandan	p	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Mary Joy	p	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P
Mayuri Mahadev Gaikawad	p	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Nandini Harishankar Gupta	p	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
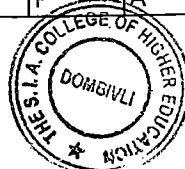
Name																
Nirmiti Vivek Pawar	p	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
Priyanka Ramashree Giri	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Ravina Murugan ...	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Sangeeta Esakkimuthu .	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Seema Maruti Kalambe	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shraddha Mahendra Auti	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shreeyash Ramesh Batwal	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Suraj Shailesh Yadav	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Vaishnavi Divakar Bagayatkar	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Vighnesh Sunil Shinde	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Vishal Vitthaldas Nayak	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

	2/2/2022	2/3/2022	2/4/2022	2/7/2022	2/8/2022	2/9/2022	2/10/2022	2/11/2022	2/14/2022	2/15/2022	2/16/2022	2/17/2022	2/18/2022	2/21/2022	2/22/2022	2/23/2022	2/24/2022	2/25/2022	2/28/2022	3/1/2022
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P	P	P	A	P	P	P	P	P	P	P
A	P	P	P	P	P	P	P	P	P	P
P	A	P	P	P	P	P	P	P	P	P
P	P	A	P	P	P	P	P	P	P	P
A	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P
P	A	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P
P	P	P	A	P	P	P	P	A	P	P
P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P

3/2/2022	3/3/2022	3/4/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022
d	d	d	d	d	d	d	d	d
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d	d	d	d	d	d	d	d	d
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P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	A	P
P	P	P	P	P	P	P	P	P	P	A
P	P	P	P	P	P	P	P	A	P	P
P	P	P	P	P	P	P	P	P	P	A
P	P	P	P	P	P	P	P	P	A	P
P	P	P	P	P	P	P	P	A	P	P
P	P	P	P	P	P	A	A	P	P	P

The South Indian Association's
The S.I.A. College of Higher Education
Affiliated to University of Mumbai
Accredited B+ by NAAC
P-88, MIDC Residential Area Dombivli Gymkhana Road,
Near Balaji Mandir, Dombivli (East), 421203.

ATTENDANCE SHEET FOR C2C TECHNOSERVE - 10/01/2022 TO 14/03/2022

NAME OF THE TRAINER - URMI SETHIA

Full name	1/10/2022	1/11/2022	1/12/2022	1/13/2022	1/14/2022	1/17/2022	1/18/2022	1/19/2022	1/20/2022	1/21/2022	1/24/2022	1/25/2022	1/27/2022	1/28/2022	2/1/2022	2/2/2022	2/3/2022	2/4/2022	2/7/2022	2/8/2022	2/9/2022	2/10/2022	2/11/2022	2/14/2022	2/15/2022	2/16/2022	2/17/2022	2/18/2022	2/21/2022	2/22/2022	2/23/2022	2/24/2022	2/25/2022	2/28/2022	3/1/2022	3/2/2022	3/3/2022	3/4/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022
Abdul Ajij Abdul Razzak Shaikh	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Bhavani Rajagopal Moopanar	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Darshana Rakesh Paras	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Gaurav Sanjay Shukla	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Grishma Sachin Poyrekar	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Harsh Kartik Thakkar	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kalpita Shekhar Patil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kasturi Santosh Telgade	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	A	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kinjal Ashwinkumar Harla	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kirti Ramesh Nandan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Mary Joy	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Mayuri Mahadev Gaikawad	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Nandini Harishankar Gupta	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Nirmiti Vivek Pawar	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Priyanka Ramashree Giri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Ravina Murugan ...	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Sangeeta Esakkimuthu .	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P
Seema Maruti Kalambe	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shraddha Mahendra Auti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shreeyash Ramesh Batwal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Suraj Shailesh Yadav	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
Vaishnavi Divakar Bagayatkar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
Vighnesh Sunil Shinde	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P
Vishal Vitthaldas Nayak	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	A	P	P

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This is to certify that

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Rupa Bohra
Managing Director
TNS India Foundation

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This is to certify that

Suraj Shailesh Yadav

has successfully completed the C2C Program

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This is to certify that

Abdul Ajij Abdul Razzak Shaikh

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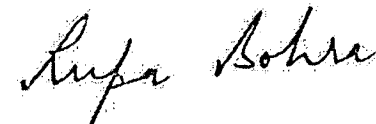# Certificate of Completion

This is to certify that

Bhavani Rajagopal Moopanar

has successfully completed the C2C Program

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This is to certify that

Darshana Rakesh Paras

has successfully completed the C2C Program

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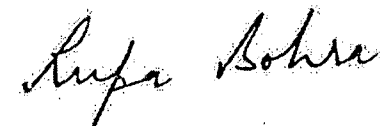# Certificate of Completion

This is to certify that

Gaurav Sanjay Shukla

has successfully completed the C2C Program

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This is to certify that

Grishma Sachin Poyrekar
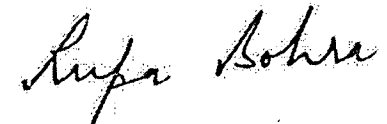
has successfully completed the C2C Program

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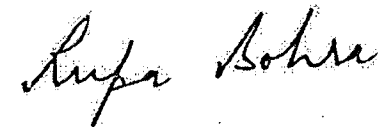C2C

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This is to certify that

Harsh Kartik Thakkar

has successfully completed the C2C Program

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This is to certify that

Kalpita Shekhar Patil
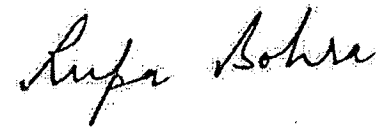
has successfully completed the C2C Program

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This is to certify that

Kasturi Santosh Telgade

has successfully completed the C2C Program

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This is to certify that

Kinjal Ashwinkumar Haria
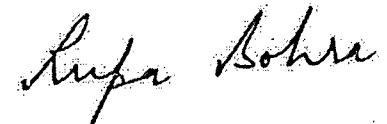
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This is to certify that

Kirti Ramesh Nandan
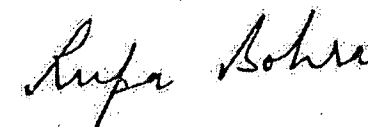
has successfully completed the C2C Program

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Managing Director
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This is to certify that

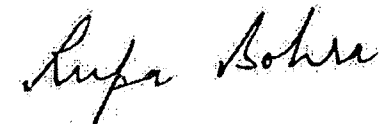### Mary Joy

has successfully completed the C2C Program

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Rupa Bohra
Managing Director
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This is to certify that

Mayuri Mahadev Gaikawad

has successfully completed the C2C Program

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This is to certify that

Nirmiti Vivek Pawar
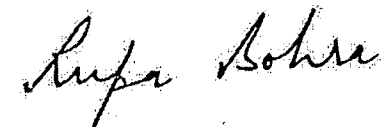
has successfully completed the C2C Program

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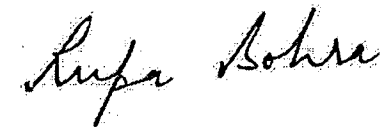# Certificate of Completion

This is to certify that

Priyanka Ramashree Giri

has successfully completed the C2C Program

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Managing Director
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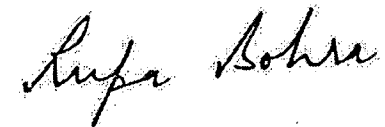
Ravina Murugan ...

has successfully completed the C2C Program

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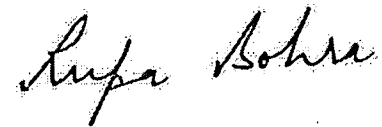
Seema Maruti Kalambe
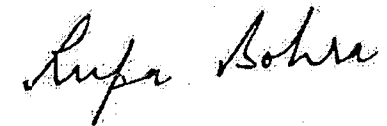
has successfully completed the C2C Program

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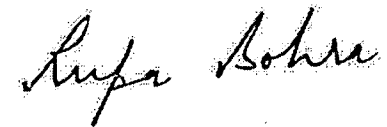## C2C

Certificate of Completion

This is to certify that
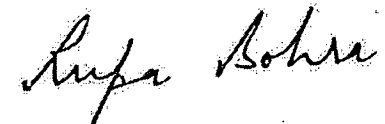
Shraddha Mahendra Auti

has successfully completed the C2C Program

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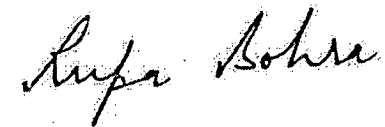
Shreeyash Ramesh Batwal

has successfully completed the C2C Program

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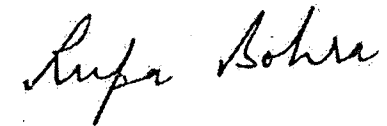
Vaishnavi Divakar Bagayatkar
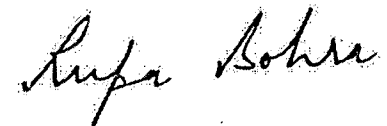
has successfully completed the C2C Program

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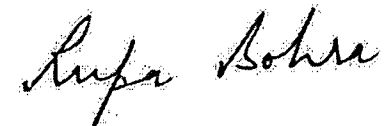
This is to certify that
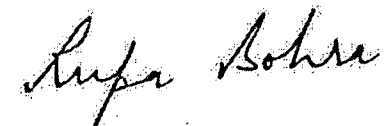
Vighnesh Sunil Shinde

has successfully completed the C2C Program

Personal Effectiveness, Professional Effectiveness, Professional English, Interview Skills, Corporate Readiness

In association with SIA College

2021-22

Rupa Bohra

Rupa Bohra
Managing Director
TNS India Foundation

Campus to Corporate Careers Program

C2C

Certificate of Completion

This is to certify that
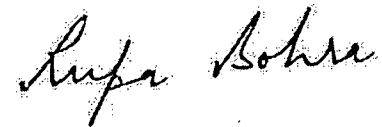
Vishal Vitthaldas Nayak
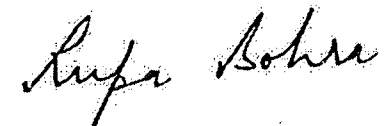
has successfully completed the C2C Program

Personal Effectiveness, Professional Effectiveness, Professional English, Interview Skills, Corporate Readiness

In association with SIA College

2021-22

Rupa Bohra

Rupa Bohra
Managing Director
TNS India Foundation

TNS INDIA FOUNDATION
Partners in Economic Transformation

BlackRock.

Campus to Digital Careers Program

Certificate of Completion

This is to certify that

Shivani Harishmurari Dubey

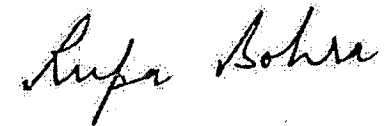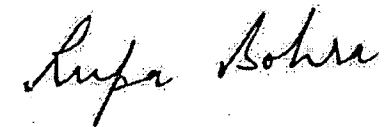**has successfully completed the C2DC Program**

Personal Effectiveness, Professional Effectiveness, Professional English, Interview Skills, Corporate Readiness

In association with SIA College

2021-22

Rupa Bohra

Rupa Bohra
Managing Director
TNS India Foundation

Former Brand affiliate- TechnoServe Inc.
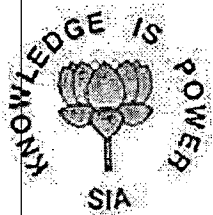
The South Indian Association's
The S.I.A. College of Higher Education
Affiliated to University of Mumbai
Accredited B+ by NAAC
P-88, MIDC Residential Area Dombivli Gymkhana Road,
Near Balaji Mandir, Dombivli (East), 421203.

Notice

Date : 09 May, 2022

ExcelR under their flagship "Everyday Learning Program" (EDL) is organising a free training program on *Python* from **26 May 2022 to 2nd, June 2022.** The training will be conducted in Live Virtual mode.

Time 7.00 PM – 9.00 PM weekdays. (Virtual mode)

Interested students should register in the link given in the brochure.

Convener
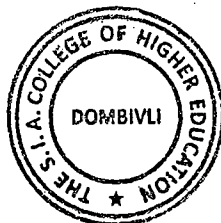
Principal

PRINCIPAL
The S.I.A. College of Higher Education
DOMBIVLI (E)

FREE PROGRAM ON DATA ANLYTICS / BUSINESS ANALYST / DATA ANALYST

FROM INDUSTRY EXPERT

28 Commencing from 28th Feb 2022
7.00 PM - 9.00 PM IST

ExcelR, under their flagship "Everyday Learning Program" (EDL) proudly announces the next free Live Virtual training program on Data Analyst / Business Analyst/ Data Analytics for the duration of 32 hours, starting from 28th February from 7PM to 9PM everyday, on weekdays. Students and Faculties are requested to register for this program and get a participation certificate from ExcelR for free.

Topic Covered:

Power BI
tableau
MySQL
X
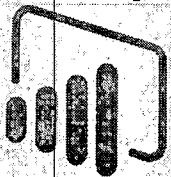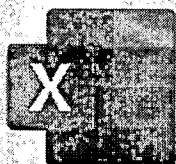
What will you get:

- Life time access to LMS
- Assignments
- Digital Certificate of Participation
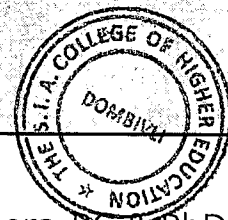
Who can attend?

Extremely useful for students from all streams, faculty, Researchers, PG & PhD Scholars

Scan the QR code to register

Or click here to register
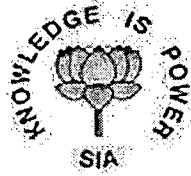
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Near Balaji Mandir, Dombivli (East), 421203.

Excelr Python for Data Science Attendance

Sr. NO	Name	Day 1	Day2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
1	ANVISHA ANAND SAWANT	16-05-2022		18-05-2022	19-05-2022	20-05-2022	23-05-2022	24-05-2022	25-05-2022	26-05-2022
2	Yukta Pandit	16-05-2022	17-05-2022	18-05-2022	19-05-2022	20-05-2022		24-05-2022	25-05-2022	26-05-2022
3	MISHRA STUTI RAMENDRA	16-05-2022	17-05-2022	18-05-2022	19-05-2022	20-05-2022	23-05-2022	24-05-2022	25-05-2022	
4	Singh Divakar Sanjay	16-05-2022		18-05-2022	19-05-2022	20-05-2022		24-05-2022	25-05-2022	
5	Sanket Shankar Satwase	16-05-2022	17-05-2022							
6	NAYANTA SHINDE		17-05-2022						25-05-2022	26-05-2022
7	Dipti Dharne			18-05-2022	19-05-2022					
8	Singh Divakar Sanjay						23-05-2022			
9	sufi shaikh							24-05-2022		
10	Swapnil Santosh Kumar									26-05-2022

Sr. NO	Name	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Count	Check	Feedback
1	ANVISHA ANAND SAWANT	27-05-2022	30-05-2022	31-05-2022		02-06-2022		12	12	GOOD
2	Yukta Pandit	27-05-2022	30-05-2022	31-05-2022	01-06-2022	02-06-2022		13	13	I like this session very much
3	MISHRA STUTI RAMENDRA							8	8	today's session was very good and it was easy to understand to even a beginner like me. looking forward to tomorrow's session.
4	Singh Divakar Sanjay	27-05-2022	30-05-2022	31-05-2022		02-06-2022		10	10	programming
5	Sanket Shankar Satwase							2	2	Basics cleared
6	NAYANTA SHINDE							3	3	Very nice
7	Dipti Dharne							2	2	Knowledgeable session
8	Singh Divakar Sanjay							1	1	Today session was very good.
9	sufi shaikh		30-05-2022	31-05-2022				3	3	Great
10	Swapnil Santosh Kumar							1	1	It was very helpful
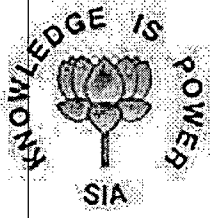
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P-88, MIDC Residential Area Dombivli Gymkhana Road,
Near Balaji Mandir, Dombivli (East), 421203.

Notice

Date : 21 February, 2022

ExcelR under their flagship "Everyday Learning Program" (EDL) is organising a free training program on *Data Analytics* comprising 32 hours commencing from **28 February 2022.** The training will be conducted in Live Virtual mode.

Time 7.00 PM – 9.00 PM weekdays. (Virtual mode)

Interested students should register in the link given in the brochure.

Convener

Principal
PRINCIPAL
The S.I.A. College of Higher Education
DOMBIVLI (E)

Excelr Data Anallytics Attendance Sheet

SR.No	NAME	DAY1 28/02/2022	DAY2 01/03/2022	DAY3 02/03/2022	DAY4 03/03/2022	DAY5 04/03/2022	DAY6 3/7/2022	DAY7 3/8/2022	DAY8 3/9/2022	DAY9 3/10/2022	DAY10 3/11/2022	DAY11 3/14/2022	DAY12 3/15/2022	DAY13 3/16/2022	DAY14 3/17/2022	DAY15 3/21/2022	DAY16 3/22/2022	DAY17 3/23/2022
1	prajoth shailendra rane	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022	3/15/2022	3/16/2022		3/21/2022		
2	Pooja Ashok Biradar	28/02/2022		02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022	3/15/2022	3/16/2022		3/21/2022		
3	Anusha Dhananjay Poojary	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022						3/14/2022	3/15/2022	3/16/2022		3/21/2022		
4	Manjunath Shekhar poojari	28/02/2022	01/03/2022		03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022						
5	Gowda Thrisha Sheshappa	28/02/2022	01/03/2022	02/03/2022	03/03/2022							3/14/2022					3/22/2022	
6	BHOSALE SHARVARI SANTOSH	28/02/2022	01/03/2022		03/03/2022					3/10/2022	3/11/2022		3/15/2022					
7	KRUTIKA PRADIP CHAVAN	28/02/2022	01/03/2022	02/03/2022		04/03/2022												
8	Gupta Sonu Shivcharan	28/02/2022		02/03/2022				3/8/2022										
9	Seema Maruti Kalambe	28/02/2022																
10	JAISWAR SUJIT RAMESH	28/02/2022		02/03/2022														
11	CHANDAN RAKSHITA RAGHU	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022	3/15/2022	3/16/2022			3/22/2022	
12	Jerusha Jerry Khanna	28/02/2022						3/7/2022	3/8/2022	3/9/2022							3/22/2022	
13	Jaman Bhagyalaxmi Vittalrao	28/02/2022			03/03/2022					3/10/2022	3/11/2022	3/14/2022						
14	Dipti Devanand Jadhav	28/02/2022	01/03/2022		03/03/2022	04/03/2022												
15	Bankar Arti Sanjay	28/02/2022	01/03/2022															
16	YADAV AARTI MAHENDRA	28/02/2022	01/03/2022		03/03/2022	04/03/2022												
17	Neha Shankar Devarkar	28/02/2022						3/8/2022										
18	Ghadi Utkarsha Harishchandra	28/02/2022	01/03/2022	02/03/2022													3/22/2022	
19	Venkatesh Karthik Kounder	28/02/2022	01/03/2022				3/7/2022	3/8/2022		3/10/2022	3/11/2022	3/14/2022						
20	Sujata Selvarani Nicksoneban Nadar	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022		3/9/2022				3/15/2022				3/22/2022	
21	SURYAWANSHI ISHA GOPAL	28/02/2022	01/03/2022	02/03/2022	03/03/2022		3/7/2022			3/10/2022	3/11/2022	3/14/2022	3/15/2022					
22	Keshav Bhaskar Shelar	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022							3/16/2022		3/21/2022		
23	Deepti Shetty	28/02/2022	01/03/2022			04/03/2022	3/7/2022		3/9/2022		3/11/2022	3/14/2022						
24	Vijetha Sundar Poojari	28/02/2022		02/03/2022														
25	Aparna Srinivasan iyer	28/02/2022	01/03/2022															
26	Mary Joy	28/02/2022	01/03/2022					3/8/2022	3/9/2022	3/10/2022	3/11/2022		3/15/2022			3/21/2022	3/22/2022	
27	Dukare prajkta kailas	28/02/2022	01/03/2022		03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022	3/15/2022	3/16/2022				
28	Sakshi Soman Singh	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022		3/10/2022	3/11/2022	3/14/2022	3/15/2022					
29	Kamble Nikita Sanjay	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022										
30	Shailendar prahald Mishra	28/02/2022						3/8/2022	3/9/2022		3/11/2022	3/14/2022		3/16/2022				
31	Nandan Kirti Ramesh	28/02/2022	01/03/2022	02/03/2022		04/03/2022	3/7/2022				3/11/2022	3/14/2022	3/15/2022	3/16/2022				3/23/2022
32	SUSHANT SUNIL PEVEKAR	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022	3/15/2022					
33	Prajapati Priya Ramesh	28/02/2022	01/03/2022	02/03/2022	03/03/2022					3/10/2022			3/15/2022					
34	GUPTA AMAN NANDLAL	28/02/2022	01/03/2022	02/03/2022	03/03/2022		3/7/2022			3/10/2022	3/11/2022		3/15/2022	3/16/2022		3/21/2022	3/22/2022	3/23/2022
35	Vidhi Shailesh Bhatti	28/02/2022	01/03/2022		03/03/2022	04/03/2022		3/8/2022	3/9/2022	3/10/2022	3/11/2022							
36	Nivedan Ramprasad	28/02/2022	01/03/2022	02/03/2022	03/03/2022				3/9/2022	3/10/2022								
37	gawde nandini manohar	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022			3/10/2022	3/11/2022							
38	Shweta Ravindra kahar	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022												
39	SIDDHESH SUDHIR KALINGAN	28/02/2022	01/03/2022	02/03/2022			3/7/2022											
40	Chalke Neha Nathuram	28/02/2022	01/03/2022	02/03/2022						3/10/2022	3/11/2022		3/15/2022					
41	Roshni Kishore Patnaik	28/02/2022	01/03/2022	02/03/2022				3/8/2022										
42	Jyostna Shivaji More	28/02/2022	01/03/2022			04/03/2022												
43	Dhwani Suryakant Vora	28/02/2022	01/03/2022															
44	Dipti Mohan sawant	28/02/2022	01/03/2022													3/21/2022		
45	Pranita Ramesh More	28/02/2022	01/03/2022	02/03/2022	03/03/2022					3/10/2022		3/14/2022						
46	Drashti Sampat	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022										

#	Name	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022	3/15/2022	3/16/2022		3/21/2022	3/22/2022	3/23/2022
47	SOSHTE BHARGAVI KAMLESH	28/02/2022	01/03/2022															
48	Manisurya Mahendran	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022							
49	Nikita Rajendra Pathak	28/02/2022	01/03/2022															
50	Sakpal Amisha Sanjay	28/02/2022	01/03/2022															
51	Vijetha Sundar Poojari	28/02/2022	01/03/2022		03/03/2022													
52	Lahane Rutuja Raju	28/02/2022	01/03/2022															
53	Kartik devatadin verma	28/02/2022	01/03/2022	02/03/2022										3/16/2022				
54	Rinki Kalim salmani	28/02/2022	01/03/2022	02/03/2022		04/03/2022		3/8/2022	3/9/2022	3/10/2022			3/15/2022	3/16/2022				
55	Rashmi sudhakar poojari	28/02/2022	01/03/2022	02/03/2022		04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022	3/15/2022	3/16/2022				
56	Abhishek Pandey	28/02/2022	01/03/2022	,	03/03/2022	04/03/2022		3/8/2022	3/9/2022	3/10/2022	3/11/2022							
57	Kiran Ramesh Prajapati	28/02/2022	01/03/2022															
58	LAGAD VIPUL RAJENDRA	28/02/2022	01/03/2022															
59	Subir pulak Das	28/02/2022	01/03/2022	02/03/2022														
60	Jaiswar neha durgvijay	28/02/2022	01/03/2022															
61	Saxena sakshi padamchandra	28/02/2022	01/03/2022		03/03/2022	04/03/2022												
62	Mansi Raju Shukla	28/02/2022	01/03/2022	02/03/2022			3/7/2022	3/8/2022										
63	Gupta Vinod Hiraman	28/02/2022	01/03/2022	02/03/2022	03/03/2022													
64	Alka Prabhakar Dash	28/02/2022	01/03/2022	02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022			3/16/2022				
65	SHREENATH SHIVJI CHAUDHARY	28/02/2022	01/03/2022		03/03/2022	04/03/2022	3/7/2022			3/10/2022								
66	stuti ramendra mishra	28/02/2022	01/03/2022		03/03/2022	04/03/2022		3/8/2022										
67	Shivshankar Murugan	28/02/2022	01/03/2022						3/9/2022	3/10/2022	3/11/2022						3/22/2022	
68	Jadhav sakshi vishnu	28/02/2022	01/03/2022		03/03/2022	04/03/2022	3/7/2022			3/10/2022		3/14/2022		3/16/2022				
69	Deepti Shetty	28/02/2022		02/03/2022	03/03/2022	04/03/2022		3/8/2022		3/10/2022								
70	AKASH ATMAPRASAD KANOJIYA	28/02/2022		02/03/2022	03/03/2022					3/10/2022	3/11/2022			3/16/2022				
71	Yadav Shani Mahanand	28/02/2022		02/03/2022														
72	Sahu Kajal Pradeep	28/02/2022		02/03/2022														
73	Rutika Gangadhar Mayekar	28/02/2022		02/03/2022														
74	Ashrita Sanjeeva Mogaveera	28/02/2022		02/03/2022						3/10/2022			3/15/2022					
75	Aparna Srinivasan Iyer	28/02/2022		02/03/2022	03/03/2022	04/03/2022	3/7/2022	3/8/2022		3/10/2022								
76	MANASI SHASHIKANT KADU	28/02/2022		02/03/2022														
77	Shivam Atindra Shukla	28/02/2022		02/03/2022														
78	Dipti Mohan sawant	28/02/2022		02/03/2022														
79	Shravani Dattatray Kadam	28/02/2022		02/03/2022														
80	Ranjane Leena Rajendra	28/02/2022		02/03/2022														
81	Prachi Jagan phodase	28/02/2022		02/03/2022														
82	Rahul anil lokapur	28/02/2022		02/03/2022														
83	Salgaocar Mangesh Bapu	28/02/2022		02/03/2022								3/14/2022						
84	Shivshankar Murugan	28/02/2022		02/03/2022		04/03/2022		3/8/2022										
85	Smita .Somnath .Wale	28/02/2022		02/03/2022	03/03/2022			3/8/2022										
86	Vrushali Dattaram Gudekar	28/02/2022		02/03/2022														
87	NIRANJANI SUBRAMANIAN PILLAI	28/02/2022		02/03/2022														
88	Khushi Dhananjay Pawar	28/02/2022		02/03/2022														
89	Vishal Tippanna Sagare	28/02/2022		02/03/2022														
90	Ajay Ramesh Shirsat	28/02/2022		02/03/2022														
91	BHAVNA SUNIL THAKUR	28/02/2022		02/03/2022														
92	TEJAL CHANDRAKANT ADAVADE	28/02/2022		02/03/2022														
93	Yash Deepak Morye	28/02/2022		02/03/2022														
94	Shelatkar Shreya Shrirang	28/02/2022		02/03/2022														
95	Shruti Sadashiv patil	28/02/2022			03/03/2022					3/10/2022		3/14/2022	3/15/2022					
96	Harshit MohanChandra Tiwari	28/02/2022			03/03/2022						3/11/2022							
97	Chaitali Anil More	28/02/2022			03/03/2022		3/7/2022		3/9/2022	3/10/2022								
98	Shrushti Anil Raval	28/02/2022			03/03/2022													
99	Sonali sanjay chavan	28/02/2022			03/03/2022													
100	Amit yadav	28/02/2022			03/03/2022													
101	Subulaxmi padiyachi	28/02/2022			03/03/2022													
102	Sandeep Sunil Nandane	28/02/2022			03/03/2022													
103	Nandini Gawde	28/02/2022				04/03/2022												
104	Sakpal Amisha Sanjay	28/02/2022				04/03/2022												
105	Binal Dhiraj Jalla	28/02/2022					3/7/2022											
106	Jayashree govind hati	28/02/2022					3/7/2022											

107	Sanjana harekrishna sahani	28/02/2022					3/7/2022										
108	Ashrita Sanjeeva Mogaveera	28/02/2022					3/7/2022	3/8/2022		3/10/2022		3/14/2022	3/15/2022				
109	Vanitha nambi nadar	28/02/2022						3/8/2022									
110	Manjunath Shekhar poojari	28/02/2022						3/8/2022									
111	Esha Ganesh Dyaram	28/02/2022						3/8/2022	3/9/2022	3/10/2022		3/14/2022					
112	shailendra P mishra	28/02/2022							3/9/2022								
113	Stuti Ramendra mishra	28/02/2022							3/9/2022		3/11/2022	3/14/2022	3/15/2022				