



Sainath Education Trust's
Rajiv Gandhi College
 of Arts, Commerce, & Science. Vashi Navi Mumbai.
 {Permanently Affiliated to University Of Mumbai}
ACCREDITED BY NAAC, GRADE 'B'

IQAC 2021-22

ACTIVITY REPORT

DEPARTMENT/COMMITTEE/FACULTY

IQAC ACTIVITY NO:

NAME OF THE ACTIVITY: Soft Skill and Career Counseling Training Programme Report			
DATE	FACULTY	DEPARTMENT/ COMMITTEE	CONVENER NAME
8/3/2022 to 17/5/2022	Asst. Prof. Sarita Shinde Asst. Prof. Veena Sawant .	Placement Drive	Asst. Prof. Anamika Singh
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE:
100 Hours	Online	36 (BMS/BCom/BAF)	online learning platform
SUPPORT/ ASSISTANCE:	Asst. Prof. Sarita Shinde Asst. Prof. Veena Sawant		

BRIEF INFORMATION ABOUT THE ACTIVITY (CRITERION NO -):

TOPIC/SUBJECT OF THE ACTIVITY	Soft Skill and Career Counseling Report
OBJECTIVES	To develop Soft/ Communication skill among the students provide Training
METHODOLOGY	workshop session
OUTCOMES	The students have completed a 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. 60 hours of training was delivered in class and 40 hours of mandatory training is made available to students on TechnoServe's proprietary online learning platform. The students have also undergone individual counseling during the program, post training, pre-placement and also post placements.
SUPPORT/ASSISTANCE:	Asst. Prof. Sarita Shinde Asst. Prof. Veena Sawant

PROOFS & DOCUMENTS ATTACHED (TICK MARK THE PROOFS ATTACHED):

1. Notice & Letters	2. Student's list	3. Activity report	4. Photos	5. Feedback Form
6. Feedback analysis	7. News clip with details			

NAME OF TEACHER AND SIGNATURE	NAME OF HEAD/COMMITTEE INCHARGE & SIGNATURE	VICE PRINCIPAL'S SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Asst. Prof. Sarita Shinde Asst. Prof. Veena Sawant	Asst. Prof. Anamika Singh	Principal Mr. B. S. Pandey	



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Placement Drive

Activity: Training and Counseling Soft Skills

Venue: Online Zoom Platform

Date & Time: 8/3/2022 to 17/5/2022

Platform: Online

Name of the Resource person:-Nancy Pereira

Course Syllabus:

<u>PPE</u>	<u>Communication Readiness</u>	<u>Career Readiness</u>	<u>Work Readiness</u>
• Program Introduction	• Conversation Starters	• Introduction to Industry & Career	• Professionalism
• Self-Awareness and Learning Environment	• Interview Readiness	• Career in Sales	• Surviving 1 year
• Setting SMART Goals	• Aptitude tests	• Career in Finance & Accounting	• Email Etiquette
• Social Thinking and Sustainability	• Group Discussions	• Career in Customer support	• Working in teams

<ul style="list-style-type: none"> ● Effective Communication 		<ul style="list-style-type: none"> ● Career in Human Resources 	<ul style="list-style-type: none"> ● Work place dynamics
<ul style="list-style-type: none"> ● Interpersonal Skills and Johari window 		<ul style="list-style-type: none"> ● Career in Admin & Operations 	<ul style="list-style-type: none"> ● Workplace Ethics
<ul style="list-style-type: none"> ● Negotiation and Persuasion 			<ul style="list-style-type: none"> ● Presentations
<ul style="list-style-type: none"> ● Financial Awareness 			
<ul style="list-style-type: none"> ● Informal and Formal Sector and Cover Letter 			
<ul style="list-style-type: none"> ● CV Building 			
<ul style="list-style-type: none"> ● Documentation 			



TECHNO SERVE
BUSINESS SOLUTIONS TO POVERTY

**Report to Rajiv Gandhi College of Arts Science and Commerce, Vashi
Principal and Head Coordinators**

Subject: Final Training Report 2022

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
BMS/B. Com/BA F	36	8/3/2022	17/5/2022	31	Nancy Pereira

Total **Placed students** through TechnoServe are 26 and **Self-placed students because of TechnoServe Training and counselling** is 5.

Summary of training:

The students have completed 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. 60 hours of training was delivered in class and 40 hours of mandatory training is made available to students on TechnoServe's proprietary online learning platform. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.

Summary of placements:

Company Name	Number of students placed	Salary offered
Square Yards	10	2,50,000
Bajaj Alliance	1	2,50,000
TATA AIG	1	2,04,000
HDB Financial Services	9	1,56,000
Jiomart	1	2,50,000
Atos	1	1,94,000
Edelweiss	1	3,25,000
Piramal	1	2,20,000
Just Dial	1	2,40,000
Self-Placed-5		
Total- 31		

Note: Remaining students are continuing to receive updates about vacancies undergoing interview and placement processes.