



## Certificate Course

### Soft Skills

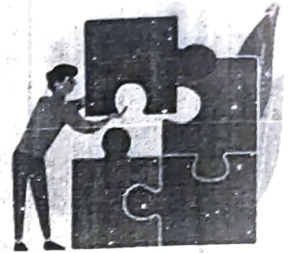
### Techniques and Tools for success



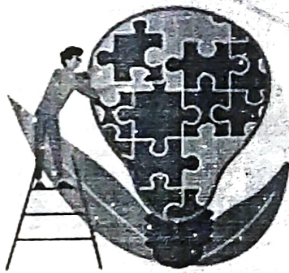
**Communication**



**Teamwork**



**Adaptability**



**Problem-solving**



**Creativity**

### Terms and Condition

- The college will not charge any fees for the Certificate Course.
- The duration of the Certificate course will be 30 hours or more.
- The date of the certificate course will be conducted from 08<sup>th</sup> August 2017 to 25<sup>th</sup> August 2017
- The timing of the certificate course will be in the evening from 04.30 PM.
- The Certificate Course contains 10 to 15 Sessions (Each session will be of 02 to 03 hours)
- Eligibility Criteria for getting the certificate :

Students have to fulfill the following passing standard.

- Students have to maintain more than 75 % attendance during the certificate course
- Students have to give the VIVA after the completion of the course.

- For further details and registration form Students must contact Certificate Course Committee between college hours (Staff Room)



# Matushri Pushpaben Vinubhai Valia College of Commerce



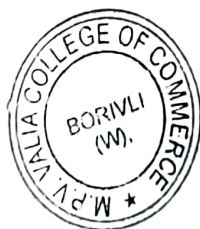
Affiliated to : University of Mumbai

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College Code : 406 • MS - 50

Course name Soft Skills and tools for success

Sr.no	Dates	Topics	Duration(hrs)
1	08-08-2017	Introduction to Communication Skills . Verbal /Oral Communication.	3
2	09-08-2017	Non Verbal Communication. Written Communication	3
3	10-08-2017	Presentation Skills, Basic Grooming Etiquettes	3
4	11-08-2017	Public Speaking Power Point Presentation- Tools	3
5	14/08/2017	Leadership Skills Strategic Thinking Decision Making	3
6	16/08/2017	Problem Solving. Personality Development. Knowing and understanding oneself	3
7	21/08/2017	Developing the whole person Career Development	3
8	22/08/2017	Time Management Managing our own time Prioritizing Tasks	3
9	23/08/2017	Overcoming Procrastination Organizing and Planning tasks. Developing Problem Solving Skills	3
10	24/08/2017	Brainstorming techniques Strategizing	3



Prof. V. Manikandan  
I/C Principal



**TNS INDIA FOUNDATION**

This document constitutes a Memorandum of Understanding (MoU) between **TNS India Foundation (TNSIF)** and **Matushri Pushpaben Vinubhai Valia College of Commerce** for a 3-year period between 2019 – 2022.

**Matushri Pushpaben Vinubhai Valia College of Commerce** managed under the **The Borivli Education Society** affiliated to the University of Mumbai, Maharashtra, registered under **The Maharashtra Public Trust Act, 1950** (if applicable) and hereinafter referred to as “The College”, having PAN **AAETM3030C**, represented by its Principal incharge, **Prof.V.Manikandan**.

**AND**

**TNS India Foundation**, a charitable organization registered under section 25 of the Companies Act 1956 and having its registered office at B1-201, Centre Point, Opposite Bawla Masjid, 243A, N M Joshi Marg, Lower Parel (E), Mumbai-400 013, hereinafter referred as “**TNSIF**”, represented by its Director, Punit Gupta.

### **Background**

**TNS India Foundation (TNSIF)**, a section 25 Company incorporated under the provisions of the Companies Act, 1956 is conducting an “**Online Campus to Corporate Careers (C2C) Program**” for enhancement of employability and workplace skills for deserving youth.

In this connection, **TNSIF** intends to be associated and work closely with **the College** to conduct employability training and career counseling sessions for the final year college students. This will include activities through the year, till students are placed 10-12 months after their final year examinations. Features of the program are as follows:

1. 55 - 80 hours of training program including Personal Effectiveness (goal setting, interpersonal relationships), Personal Finance, Professional effectiveness (how to choose right career option, how to apply for job, tools-CVs, cover letter- etc.), Business communication (effective communication with co-workers and customers), Career Readiness (orienting students to jobs matching their skill sets and exposure to a career path) and Work Readiness (Professionalism, Work Ethics, Email Etiquettes, Workplace dynamics – etc.)
2. 55 - 80 hours of training will be delivered via Blended Learning approach i.e online mode using platforms like Zoom and in class training as COVID situation changes. A few hours of additional training will be available to students on **TNSIF's proprietary online learning platform**. The program also includes individual student counselling during the program, which will be conducted via Online/Offline platforms, as well as post training, pre-placement and post placement counselling.
3. Training or post training interaction sessions will be conducted in the college premises when TNSIF and the College deem fit.
4. There is no cost for students to attend the above mentioned training.
5. Each training batch size will be about 30-35 students. Sessions of duration 2 hours each to be conducted 5 days per week. Training to be conducted for 2 or more batches in one day through one TNSIF trainer.
6. Counselling support is available on training days for providing career guidance to students who are enrolled in this program. Provide assistance w.r.t. conducting career fests drive and continued student participation.





7. Infrastructure support for the following:
  - a. Availability of classroom to conduct post training engagement sessions and refresher sessions as and when required once the situation normalizes.
  - b. Require college support to conduct a Parent engagement session in the college premises or via Online Platform (TNSIF login)
1. Students will be provided a certificate on successful completion of course with minimum attendance criteria of 90%.
2. Students will be further supported in job linkages and placements from the time of training completion till they are placed i.e. 6-10 months after their training is complete.
3. The College is expected to support the successful training and placements of all students, should they take up this service with TNSIF.
4. TNSIF staff will follow all the rules and regulations of the college
5. Sessions will be held only before or after college lectures.

**For this purpose, TNSIF requires support of the College in the following areas:**

1. Facilitating discussions and engagement with the third year degree students and 2021 graduates wherever feasible. This involves the following:
  - a. Assistance in student mobilization and batch scheduling with ongoing final year classes.
  - b. Support in allocating batches (of about 30-35 students approximately) per trainer for optimum utilization of resources and training effectiveness.
2. Infrastructure support for the following:
  - a. Availability of classroom to conduct post training engagement sessions and refresher sessions as and when required once the situation normalizes.
  - b. Require college support to conduct a Parent engagement session in the college premises or via Online Platform (TNSIF login)
  - c. Provide infrastructure assistance (Providing classrooms/auditorium/computer laboratory) in conducting career fests.

Upon a request by TNSIF for this support, **the College** has agreed to support and provide the appropriate assistance to TNSIF, as mentioned below.

Based on the above, this MOU lays out immediate next steps to be taken by both parties.

**TNSIF agrees to -**

1. Conduct Orientation sessions to make students aware about the program and register their interest.
2. Engage with students and form batches based on selection criteria for conducting the training program.
3. Conduct the Campus to Corporate Careers Program using online platforms (TNSIF login).
4. Not charge any money towards the training or placement activities whatsoever from the students and college per se.
5. Provide career counselling support to students and their Parents enrolled in this program.
6. Facilitate further linkages with vocational training partners and employers for interested students.



TNS INDIA FOUNDATION

7. Placement reports and Annual report of activities of students linked to job opportunities will be provided to the college once placement activities commence. Also, permission will be taken prior to any placement of students from the Incharge Principal of the college.
8. Training completion report will be provided post training.
9. To organize Parent engagement sessions on a regular basis (Pre-training and Post Training)

**The College agrees to –**

1. Facilitate the dissemination of information regarding the C2C Program to the final year or recent graduates and help TNSIF to mobilize students.
2. Permit Online sessions to be conducted via Zoom or any application deemed appropriate.
3. Providing one contact point who could be approached for any support (student engagement) related to this program.
4. This MOU is neither a contract, nor is it legally binding in any way, nor does it commit any financial expenditure from or for either party.



Name: Punit Gupta  
Director,  
TNS India Foundation

01/07/2021

Name: Prof.V.Manikandan  
Principal Incharge,  
Matushri Pushpaben Vinubhai Valia College of  
Commerce  
01 /07 / 2021