

**PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT**  
Patuck Campus, 100 Nehru Road Rustomba Patuck Marg, Vakola Bridge, Santacruz (E), Mumbai: 400 055  
(Affiliated to University of Mumbai)  
Re-accredited with B++ grade by NAAC (2.77 CGPA)

Date: 17/07/2018

## NOTICE

All students are hereby informed that Skill Development Committee under Patuck – Life Skill Foundation is conducting Certificate Courses for the students in our College campus. The details of Certificate courses are as follows.

Sr.No	Certificate Course	Duration	Fees Per Course
1	Store Operational Assistant (Retail) Course	4 Months	Rs. 1000/-
2	Manual & Computer Aided Jewellery Design	4 Months	Rs. 1000/-
3	Tour Reservation	4 Months	Rs. 1000/-

Interested students can give their name to Mrs. Renita Vazirani on or before 21<sup>st</sup> July, 2018. Limited seats only. Hurry and register your names.



  
Dr. (Mrs.) Meeta Pathade  
I/C Principal  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT



Certificate Course  
On

## RETAIL (STORE OPERATIONAL ASSISTANT)

**Batch: Patuck-Gala College of Commerce & Management**

**Year: 2018-2019**

### Course Objectives:

- To familiarize the students regarding various dimensions of retail management and career opportunities available in these fields.
- To develop practical understanding among the students associated with retailing through classroom discussion/ participation and projects.
- To develop transferrable skills among the students for managing retail operation efficiently so that they could be ready to join the retail industry.
- To provide brief insight about floor operation, product display, product handling, inventory management and retail sales.

### Course Outcomes:

The learners will be able to learn to:

- Receive the goods into storage in store operations
- Deliver the products in store operations
- ☐ Maintain the required levels of stock in store operations
- ☐ Maintain the adequate stocks levels for sale in store operations
- ☐ Maintain health and safety in store operations
- ☐ Demonstrate self-management skills

*M. G. Patuck*  
I/c Principal

Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



## Course Contents:

Sr. No.	Topics
1	Introduction to Retail
2	Receiving and Storage of Goods
3	Stock Levels in Storage
4	Customer Service
5	Delivery of Goods
6	Retail Store Operations
7	Health and Safety Practices
8	Work in Team & Organization
9	Self-management Skills - II
10	Organisation of Field Visits



*Meeta*  
**I/c Principal**  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055

# PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT

## COURSE ENROLLMENT LIST RETAIL (STORE OPS. ASSISTANT) AY: 2018-19

SR.NO	NAME OF THE STUDENT	CLASS	COURSE ENROLLED
1	Rishabh Jaiswal	FYBMS	Retail
2	Salman Shaikh	SYBMS	Retail
3	Aamir Khan	SYBMS	Retail
4	Waheed Khan	SYBMS	Retail
5	Jignesh Jain	SYBMS	Retail
6	Faiz Khan	SYBMS	Retail
7	Hitesh Bhagat	TYBCOM	Retail
8	Tahrim Khan	TYBMS	Retail
9	Adarsh Tiwari	TYBMS	Retail

  
MRS. RENITA VAZIRANI  
COURSE COORDINATOR



  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (D), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Store Operations Assistance-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck- Gala College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 30-1-19	DATE 31-1-19	DATE 1-2-19	DATE 2-2-19	DATE 4-2-19	DATE 5-2-19	DATE 6-2-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director



  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 8-2-19	DATE 9-2-19	DATE 11-2-19	DATE 12-2-19	DATE 13-2-19	DATE 14-2-19	DATE 15-2-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm

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COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 18-2-19	DATE 19-2-19	DATE 20-2-19	DATE 21-2-19	DATE 22-2-19	DATE 23-2-19	DATE 25-2-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm						

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 27-2-19	DATE 28-2-19	DATE 1-3-19	DATE 2-3-19	DATE 4-3-19	DATE 5-3-19	DATE 6-3-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm

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COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 8-3-19	DATE 9-3-19	DATE 11-3-19	DATE 12-3-19	DATE 13-3-19	DATE 14-3-19	DATE 15-3-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation  
Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 18-3-19	DATE 19-3-19	DATE 20-3-19	DATE 21-3-19	DATE 22-3-19	DATE 23-3-19	DATE 25-3-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm						

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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Assistant Director



  
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COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation  
Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 27-3-19	DATE 28-3-19	DATE 29-3-19	DATE 30-3-19	DATE 22-3-19	DATE 23-3-19	DATE 25-3-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm						

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 27-3-19	DATE 28-3-19	DATE 29-3-19	DATE 30-3-19	DATE 1-4-19	DATE 2-4-19	DATE 3-4-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 5-4-19	DATE 8-4-19	DATE 9-4-19	DATE 10-4-19	DATE 11-4-19	DATE 12-4-19	DATE 13-4-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director



  
I/c Principal  
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Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 16-4-19	DATE 18-4-19	DATE 20-4-19	DATE 22-4-19	DATE 23-4-19	DATE 24-4-19	DATE 25-4-19
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm						

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director



  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Tour Reservation-American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation  
Batch Name: Patuck College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 23-7-18	DATE 24-7-18	DATE 25-7-18	DATE 26-7-18	DATE 27-7-18	DATE 28-7-18	DATE 30-7-18
1	Rishabh Jaiswal	AB	P	P	P	P	P	Ab
2	Salman Shaikh	P	Ab	P	P	Ab	P	Ab
3	Aamir Khan	P	P	P	Ab	P	P	Ab
4	Waheed Khan	P	P	P	Ab	P	P	P
5	Jignesh Jain	P	P	AB	P	P	P	Ab
6	Faiz Khan	P	Ab	P	P	Ab	P	Ab
7	Hitesh Bhagat	P	P	P	Ab	P	Ab	P
8	Tahrim Khan	AB	P	P	P	P	Ab	Ab
9	Adarsh Tiwari	P	P	P	Ab	P	P	P
TIME & DURATION		2pm-4pm						

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director



  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
EVALUATION SHEET OF  
YEAR 2018-19



COURSE NAME: Store Operations Assistance-American India Foundation

Batch Name: Patuck College Students batch

SR. NO.	NAME OF THE STUDENT	ATTENDANCE	PERCENTAGE
1	Rishabh Jaiswal	55	71
2	Salman Shaikh	44	57
3	Aamir Khan	55	71
4	Waheed Khan	66	86
5	Jignesh Jain	55	71
6	Faiz Khan	44	57
7	Hitesh Bhagat	55	71
8	Tahrim Khan	44	57
9	Adarsh Tiwari	66	86

  
Smt. Shilpa Borkar  
Assistant Director



  
I/c Principal  
Patuck - Gala College of  
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Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
(Autonomous since 2006)



Vidyanagari, Kalina, Santacruz (East), Mumbai - 400 098.  
Tel.: 2653 02 58 / 59, Accts. 2653 02 57, Exam Unit : 2653 02 56  
E-mail: garware@giced.mu.ac.in  
Website : www.gicededu.co.in

No. GICED/ 423

of 20 21

Date : 27/5/2021

To,  
The Principal,  
Dr. Meeta Pathade  
Patuck Gala College of Commerce & Management  
Santacruz East, Mumbai, Maharashtra

Kindly find below the verified list of candidates of Patuck Gala College of Commerce & Management that were trained and had passed successfully from the Market Aligned Skill Training Program Conducted at the University of Mumbai's Garware Institute of Career Education & Development in Joint collaboration with The American India Foundation Trust & Sponsored by Franklin Templeton for the year 2018-2019.

Sr. No	Name	Class	Course Enrolled	Course Start Date	Couse Completion date
1	Rishabh Jaiswal	FYBMS	Retail	30/01/2019	30/4/2019
2	Salman Shaikh	SYBMS	Retail	30/01/2019	30/4/2019
3	Rahul Bhojaya	FYBCOM A	Travel & Tourism	30/01/2019	30/4/2019
4	Aamir Khan	SYBMS	Retail	30/01/2019	30/4/2019
5	Waheed Khan	SYBMS	Retail	30/01/2019	30/4/2019
6	Dennison D'Souza	FYBCOM A	Travel & Tourism	30/01/2019	30/4/2019
7	Jignesh Jain	SYBMS	Retail	30/01/2019	30/4/2019
8	Steven D'Silva	FYBCOM A	Travel & Tourism	30/01/2019	30/4/2019
9	Emmanuel Barretto	FYBCOM A	Travel & Tourism	30/01/2019	30/4/2019
10	Faiz Khan	SYBMS	Retail	30/01/2019	30/4/2019
11	Hitesh Bhagat	TYBCOM	Retail	30/01/2019	30/4/2019
12	Tahrim Khan	TYBMS	Retail	30/01/2019	30/4/2019
13	Adarsh Tiwari	TYBMS	Retail	30/01/2019	30/4/2019

Smt. Shilpa Borkar  
Assistant Director

*Meeta*  
I/c Principal

Patuck - Gala College of  
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Santacruz (E), Mumbai-400 055



# Patuck-Gala College of Commerce & Management

## REPORT ON ADD ON CERTIFICATE COURSE ON MAREKT ALLIGNED SKILL TRAINING PROGRAM

Academic Year: 2018-19

Name of the Committee: Skill Development Committee

Name of the Activity: Market Aligned Skill Training Program - Retail Management			
Date	Faculty In-charge	Other Faculty Members	Name of the Judges of the Competition
30 <sup>th</sup> Jan 2019 to 30 <sup>th</sup> April 2019	Ms. Megha Nair	Mr .Ranjeet Rao Ms. Monisha D'costa	From by University of Mumbai's Garware Institute of Career Education and Development
Time	Venue	Activity for Class	Number of Participants
10:30 am to 12:30 pm	University Campus	All students from B.Com., BMS & BBI program	09

### About the Activity

<b>Subject of the Activity</b>	Retail Management
<b>Objectives of Conducting the Course</b>	<ul style="list-style-type: none"> <li>To provide employment in retail management</li> <li>To train students to get employment</li> <li>To assist students with placement opportunities in retail management</li> </ul>
<b>Methodology</b>	<ul style="list-style-type: none"> <li>The College collaborated with GICED of University of Mumbai</li> <li>The Institute oriented the students about the Course</li> <li>Interested students registered and participated in the session conducted at the University campus</li> <li>Practical exposure and theory was imparted to make students industry ready.</li> </ul>
<b>Outcomes of the Course</b>	<ul style="list-style-type: none"> <li>Students got placement opportunities in retail.</li> <li>They pursued further in retail because of the learning and confidence developed through this Course.</li> </ul>



*Megha*  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055

SAMPLE COPY



AIF AMERICAN INDIA FOUNDATION

University of Mumbai's

GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT

Certificate

This certificate is awarded to

Mr/Ms/Mrs. SALMAN SHAIKH

on successful completion of STORE OPS ASSISTANT (RETAIL) Course on 30/4/2019

Matthew Joseph Country Director American India Foundation



Supported by,



FRANKLIN TEMPLETON INVESTMENTS

I/c Principal Patuck - Gala College of Commerce & Management Santa Cruz (E), Mumbai-400 055

I/c Director GICED



**PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT**  
Patuck Campus, 100 Nehru Road Rustomba Patuck Marg, Vakola Bridge, Santacruz (E), Mumbai: 400 055  
(Affiliated to University of Mumbai)  
Re-accredited with B++ grade by NAAC (2.77 CGPA)

Date: 17/07/2018

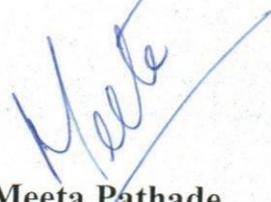
## NOTICE

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Sr.No	Certificate Course	Duration	Fees Per Course
1	Store Operational Assistant (Retail) Course	4 Months	Rs. 1000/-
2	Manual & Computer Aided Jewellery Design	4 Months	Rs. 1000/-
3	Tour Reservation	4 Months	Rs. 1000/-

Interested students can give their name to Mrs. Renita Vazirani on or before 21<sup>st</sup> July, 2018. Limited seats only. Hurry and register your names.



  
**Dr. (Mrs.) Meeta Pathade**  
I/C Principal  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT



## Certificate Course On TRAVEL & TOURISM

**Batch: Patuck-Gala College of Commerce & Management**

**Year: 2018-2019**

### **Course Objectives:**

- To orient students about the travel and tourism industry
- To impart to the students up-to-date relevant knowledge of this trade.
- To learn about documentation and administration of travel and tourism

### **Course Outcomes:**

After the completion of the Course, the students will be able to learn to:

- Enable the students about the up-to-date relevant knowledge of travel and tourism
- Facilitate customer satisfaction in travel and tourism industry
- Empower the tourism sector with sustainable practices

**I/c Principal**  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



## Course Contents:

Sr. No.	Topics
1	History of Tourism Industry
2	Introduction to Customer Service
3	Hospitality and Tourism
4	Rules for Great Customer Service
5	Basic Etiquettes
6	Tourism Documentation
7	Economics of Tourism
8	Tourism Administration in India
9	International Tourism
10	Sustainability in Tourism
11	Role of IT and Emerging Trends in Tourism

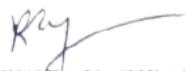


*Meeta*  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055

# PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT

## COURSE ENROLLMENT LIST TRAVEL & TOURISM AY: 2018-19

SR.NO	NAME OF THE STUDENT	CLASS	COURSE ENROLLED
1	Rahul Bhojaya	FYBCOM	Travel & Tourism
2	Dennison D'Souza	FYBCOM	Travel & Tourism
3	Steven D'Silva	FYBCOM	Travel & Tourism
4	Emmanuel Barretto	FYBCOM	Travel & Tourism



MRS. RENITA VAZIRANI  
COURSE COORDINATOR



I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santaacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SEAT NO.	NAME OF THE STUDENT	DATE 30-1-19	DATE 31-1-19	DATE 1-2-19	DATE 2-2-19	DATE 4-2-19	DATE 5-2-19	DATE 6-2-19	DATE 7-2-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm-4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director



  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 8-2-19	DATE 9-2-19	DATE 11-2-19	DATE 12-2-19	DATE 13-2-19	DATE 14-2-19	DATE 15-2-19	DATE 16-2-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director

  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055





UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 18-2-19	DATE 19-2-19	DATE 20-2-19	DATE 21-2-19	DATE 22-2-19	DATE 23-2-19	DATE 25-2-19	DATE 26-2-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm							

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director

  
**I/c Principal**  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055





UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 27-2-19	DATE 28-2-19	DATE 1-3-19	DATE 2-3-19	DATE 4-3-19	DATE 5-3-19	DATE 6-3-19	DATE 7-3-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director

  
I/c Principal  
Patuck - Gala College of  
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Santacruz (E), Mumbai-400 055





UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 8-3-19	DATE 9-3-19	DATE 11-3-19	DATE 12-3-19	DATE 13-3-19	DATE 14-3-19	DATE 15-3-19	DATE 16-3-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 18-3-19	DATE 19-3-19	DATE 20-3-19	DATE 21-3-19	DATE 22-3-19	DATE 23-3-19	DATE 25-3-19	DATE 26-3-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm							

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 27-3-19	DATE 28-3-19	DATE 29-3-19	DATE 30-3-19	DATE 22-3-19	DATE 23-3-19	DATE 25-3-19	DATE 26-3-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm							

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 27-3-19	DATE 28-3-19	DATE 29-3-19	DATE 30-3-19	DATE 1-4-19	DATE 2-4-19	DATE 3-4-19	DATE 4-4-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	

NOTE : / : FEMALE P : PRESENT AB : ABSENT

  
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I/c Principal  
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UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 5-4-19	DATE 8-4-19	DATE 9-4-19	DATE 10-4-19	DATE 11-4-19	DATE 12-4-19	DATE 13-4-19	DATE 15-4-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	2pm- 4pm	

NOTE : / : FEMALE      P : PRESENT      AB : ABSENT

  
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Santacruz (E), Mumbai-400 055





UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 16-4-19	DATE 18-4-19	DATE 20-4-19	DATE 22-4-19	DATE 23-4-19	DATE 24-4-19	DATE 25-4-19	DATE 26-4-19
1	Rahul Bhojaya	Ab	Ab	P	P	P	P	Ab	P
2	Dennison D'Souza	Ab	P	P	Ab	P	Ab	P	P
3	Steven D'Silva	Ab	P	P	P	P	P	Ab	P
4	Emmanuel Barretto	P	P	P	Ab	P	Ab	P	P
TIME & DURATION		2pm- 4pm							

NOTE : / : FEMALE      P : PRESENT      AB : ABSENT

  
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Assistant Director

  
I/c Principal  
Patuck - Gala College of  
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UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
ATTENDANCE SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	DATE 27-4-19	DATE 29-4-19	DATE 30-4-19
1	Rahul Bhojaya	Ab	Ab	P
2	Dennison D'Souza	Ab	P	P
3	Steven D'Silva	Ab	P	P
4	Emmanuel Barretto	P	P	P
TIME & DURATION		2pm-4pm	2pm-4pm	2pm-4pm

NOTE : / : FEMALE      P : PRESENT      AB : ABSENT

  
Smt. Shilpa Borkar  
Assistant Director



  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
COURSE: Travel & Tourism -American India Foundation  
EVALUATION SHEET OF  
YEAR 2018-19



COURSE NAME: Travel & Tourism -American India Foundation

Batch Name: Patuck – Gala College Students batch

SR. NO.	NAME OF THE STUDENT	ATTENDANCE	PERCENTAGE
1	Rahul Bhojaya	56	62
2	Dennison D'Souza	57	63
3	Steven D'Silva	68	75
4	Emmanuel Barretto	69	76

  
Smt. Shilpa Borkar  
Assistant Director



  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
(Autonomous since 2006)



Vidyanagari, Kalina, Santacruz (East), Mumbai - 400 098.  
Tel.: 2653 02 58 / 59, Accts. 2653 02 57, Exam Unit : 2653 02 56  
E-mail: garware@giced.mu.ac.in  
Website : www.gicededu.co.in

No. GICED/ 423

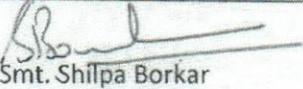
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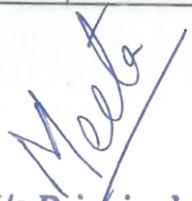
Date : 27/5/2021

To,  
The Principal,  
Dr. Meeta Pathade  
Patuck Gala College of Commerce & Management  
Santacruz East, Mumbai, Maharashtra

Kindly find below the verified list of candidates of Patuck Gala College of Commerce & Management that were trained and had passed successfully from the Market Aligned Skill Training Program Conducted at the University of Mumbai's Garware Institute of Career Education & Development in Joint collaboration with The American India Foundation Trust & Sponsored by Franklin Templeton for the year 2018-2019.

Sr. No	Name	Class	Course Enrolled	Course Start Date	Couse Completion date
1	Rishabh Jaiswal	FYBMS	Retail	30/01/2019	30/4/2019
2	Salman Shaikh	SYBMS	Retail	30/01/2019	30/4/2019
3	Rahul Bhojaya	FYBCOM A	Travel & Tourism	30/01/2019	30/4/2019
4	Aamir Khan	SYBMS	Retail	30/01/2019	30/4/2019
5	Waheed Khan	SYBMS	Retail	30/01/2019	30/4/2019
6	Dennison D'Souza	FYBCOM A	Travel & Tourism	30/01/2019	30/4/2019
7	Jignesh Jain	SYBMS	Retail	30/01/2019	30/4/2019
8	Steven D'Silva	FYBCOM A	Travel & Tourism	30/01/2019	30/4/2019
9	Emmanuel Barretto	FYBCOM A	Travel & Tourism	30/01/2019	30/4/2019
10	Faiz Khan	SYBMS	Retail	30/01/2019	30/4/2019
11	Hitesh Bhagat	TYBCOM	Retail	30/01/2019	30/4/2019
12	Tahrim Khan	TYBMS	Retail	30/01/2019	30/4/2019
13	Adarsh Tiwari	TYBMS	Retail	30/01/2019	30/4/2019

  
Smt. Shilpa Borkar  
Assistant Director

  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



# Patuck-Gala College of Commerce & Management

## REPORT ON ADD ON CERTIFICATE COURSE ON MAREKT ALLIGNED SKILL TRAINING PROGRAM

Academic Year: 2018-19

Name of the Committee: Skill Development Committee

Name of the Activity: Market Aligned Skill Training Program - Travel & Tourism			
Date	Faculty In-charge	Other Faculty Members	Name of the Judges of the Competition
30 <sup>th</sup> Jan 2019 to 30 <sup>th</sup> April 2019	Ms. Megha Nair	Mr .Ranjeet Rao Ms. Monisha D'costa	From by University of Mumbai's Garware Institute of Career Education and Development
Time	Venue	Activity for Class	Number of Participants
10:30 am to 12:30 pm	University Campus	All students from B.Com., BMS & BBI Program	04

### About the Activity

<b>Subject of the Activity</b>	Travel & Tourism
<b>Objectives of Conducting the Course</b>	<ul style="list-style-type: none"> <li>To provide employment in travel and tourism sector</li> <li>To train students to get employment</li> <li>To assist students with placement opportunities in travel and tourism sector</li> </ul>
<b>Methodology</b>	<ul style="list-style-type: none"> <li>The College collaborated with GICED of University of Mumbai</li> <li>The Institute oriented the students about the Course</li> <li>Interested students registered and participated in the session conducted at the University campus</li> <li>Practical exposure and theory was imparted to make students industry ready.</li> </ul>
<b>Outcomes of the Course</b>	<ul style="list-style-type: none"> <li>Students got placement opportunities in travel and tourism.</li> <li>They pursued further in travel and tourism because of the learning and confidence developed through this Course.</li> </ul>



*Megha Nair*  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



SAMPLE COPY



AIF

AMERICAN  
INDIA  
FOUNDATION

University of Mumbai's

**GARWARE INSTITUTE OF  
CAREER EDUCATION AND DEVELOPMENT**

*Certificate*

*This certificate is awarded to*

*Mr/Ms/Mrs.* RAHUL BHOJAYA

*on successful completion of* TRAVEL AND TOURISM *Course*

*on* 30/4/2019

*Mathew Joseph*  
Country Director  
American India Foundation



Supported by,



*Meeta*  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055

*Harje*  
I/c Director  
GICED



**PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT**  
Patuck Campus, 100 Nehru Road Rustomba Patuck Marg, , Vakola Bridge, Santacruz ( E), Mumbai: 400 055  
(Affiliated to University of Mumbai)  
Re-accredited with B++ grade by NAAC (2.77 CGPA)

Date: 25/07/2018

## NOTICE

### PLACEMENT & CAREER GUIDANCE CELL

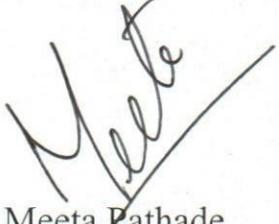
The Placement Cell with Technoserve Pvt. Ltd. will be conducting an Orientation for the Third Year students (B. Com. / BMS / BBI) on July 30, 2018, in the Conference Room at 12 noon.

Technoserve Pvt. Ltd. will conduct a Certificate Course on Employability and Technical Skills and then also go a step further to provide Placement Assistance to the students successfully completing the Course. The Training Program is free-of-cost and will be conducted on campus after the lectures are finished.

Interested students should gather in the Conference Room at the abovementioned time.

  
Renita Vazirani  
Convenor



  
Dr. (Mrs.) Meeta Pathade  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055

# PATUCK-GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, RustombaPatuckMarg, 100 Nehru Road, Vakola Bridge, Santacruz (E), Mumbai:400055

(Affiliated to University of Mumbai)

Re-accredited with B++ grade by NAAC (2.77 CGPA)

## Add On Certificate

### Course On

## CORPORATE READINESS

### Course Objectives:

1. Personal and Professional Effectiveness - bringing out the inner confidence, goals and passions of student participants, while introducing them to key concepts in goal setting, financial planning and interpersonal skill development.
2. Communication Readiness - introducing students to the basics in professional communication, communication dos' and don'ts' as well as a comprehensive guide to giving interviews and group discussion.
3. Career Readiness - explores career opportunities relevant to students from commerce background and gives them the realities of the job markets. It provides students with an in depth knowledge about different job domains as well as skill sets required to get the job, showcasing the career growth path for each role and domain.
4. Work Readiness - focused on addressing the gap students' face while transitioning from campus to corporate as well as inculcating a sense of professionalism in them

### Please Note

The Certificate Course is conducted by Technoserve Pvt. Ltd., which gets funds from Companies as their CSR initiatives. Hence the specific name of the program each year may differ, however the course contents remain the same. The courses successfully completed till date are as below:

Academic Year	Name of the Course
2020 – 21	Campus to Corporate Career program
2019-20	Campus to Corporate Career program
2018-19	Building Youth Excellence Through Employability Services and Technology
2016-17	Creating Employment and Empowerment Through Youth Development



I/c Principal

Patuck - Gala College of

Santacruz (E), Mumbai-400 055

### Course Outcomes:

Upon course completion, the learners will be able to:

1. Engage in professional communication
2. Define their immediate future goals
3. Indulge in job hunting
4. Be ready to join the corporate world

### Course Contents:

#### Module 1 : Personal And Professional Effectiveness

One Session: 80 Minutes

Total Time: 14 Hours

Sr. No.	Topic	No. of Sessions
1.	Program Introduction	1
2.	Self-Awareness & Learning Environment	0.5
3.	Social Thinking	1
4.	Setting SMART Goals	2
5.	Communication and Interpersonal Skills	2
6.	Effective Decision Making	1
7.	Financial Awareness	2
8.	Employment and Employability	1

#### Module 2 : Communication Readiness

One Session: 80 Minutes

Total Time: 9 Hours

Sr. No.	Topic	No. of Sessions
1.	Primer to English Communication	0.5
2.	Complete Guide to Group Discussions	2
3.	Complete Guide to Personal Interviews	2
4.	Aptitude Tests	1
5.	Vocabulary List for Entry Level Employees	1



*Meeta*  
I/c Principal  
Patuck - Gala College of  
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Santacruz (E), Mumbai-400 055

### Module 3 : Career Readiness

One Session: 80 Minutes

Total Time: 9.5 Hours

Sr. No.	Topic	No. of Sessions
1.	Introduction to Industry and Career	1
2.	Understanding Career in Sales	2
3.	Understanding Career in Customer Support	2
4.	Understanding Career in Human Resources	1
5.	Understanding Career in Finance and Accounts	0.5
6.	Understanding Career in Administration and Operations	0.5

### Module 4 : Work Readiness

One Session: 80 Minutes

Total Time: 9.5 Hours

Sr. No.	Topic	No. of Sessions
1.	Professionalism	1.5
2.	Work From Home	0.5
3.	Surviving Year 1	1
4.	Work Ethics, Feedback and Performance Appraisal	1
5.	Email Etiquettes	1
6.	Working in a Group	0.5
7.	Presenting to an Audience	1
8.	Workplace Dynamics	0.5

### Course Evaluation:

The learners will be evaluated on the following criteria:

It is essential for the learner to score 40 percent to pass the course successfully.

The marks allocation shall be done as under:

- 40 percent attendance
- 60 percent on performance based on assessments as mentioned in Module 2 (point 4) and Module 4 (point 7)



*Meeta*  
I/c Principal  
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**PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT**

**COURSE ENROLLMENT LIST**  
**BUILDING YOUTH EXCELLENCE THROUGH EMPLOYABILITY**  
**SERVICES AND TECHNOLOGY**

**AY: 2018-19**

<b>SR.NO</b>	<b>NAME OF THE STUDENT</b>	<b>CLASS</b>
1.	Adarsh Tiwari	TYBMS
2.	Aditya Gharat	TYBMS
3.	Anand S Kokate	TYBBI
4.	Aradhna Yadav	TYBCOM
5.	Avinash Mahalunge	TYBBI
6.	Bhanuvanshikumar Janaskar	TYBCOM
7.	Diksha Yelkar	TYBMS
8.	Eley D'Cruz	TYBMS
9.	Harshal Gawade	TYBMS
10.	Jayashri Kadam	TYBBI
11.	Kavita Vishwakarma	TYBCOM
12.	Khushboo Nishad	TYBMS
13.	Kiran Inchanalkar	TYBBI
14.	Kusumlata Prajapati	TYBBI
15.	Likhit Kumbhar	TYBBI
16.	Manisha Singh	TYBBI
17.	Manoj Harijan	TYBBI
18.	Melito Serrao	TYBCOM
19.	Nageshwari Poojari	TYBMS
20.	Neelam Yadav	TYBMS
21.	Nikhat Ansari	TYBMS
22.	Nisha Prajapati	TYBBI
23.	Nisha Sharma	TYBBI
24.	Nishad Shikha	TYBMS
25.	Nitesh Dangle	TYBBI
26.	Pinki Gupta	TYBBI
27.	Pooja Mourya	TYBCOM
28.	Preetika Chavan	TYBBI
29.	Priti Pandey	TYBMS
30.	Qureshi Shifa	TYBMS
31.	Radha Sahu	TYBCOM
32.	Rakesh Durgoli	TYBBI
33.	Reema Sahini	TYBCOM
34.	Renuka Pal	TYBMS
35.	Rohit Bandal	TYBBI
36.	Roshani Gupta	TYBMS
37.	Sachin Ramesh Singh	TYBBI
38.	Sagar Bagal	TYBMS
39.	Sandhya Mourya	TYBCOM
40.	Sanjivani Chalke	TYBBI



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41.	Sathiya Gaunder	TYBBI
42.	Sayyed Zameer	TYBMS
43.	Shaikh Zainab	TYBMS
44.	Sheshadri Yelkava	TYBCOM
45.	Shraddha Pandey	TYBMS
46.	Shweta Jadhav	TYBBI
47.	Siddhesh Parab	TYBBI
48.	Soni Srivastav	TYBBI
49.	Sunaina Jaiswar	TYBBI
50.	Suvarna Mestry	TYBBI
51.	Venkatesh Nadar	TYBMS
52.	Viraj Waim	TYBMS

  
**MRS. RENITA VAZIRANI**  
**COURSE COORDINATOR**



  
**I/c Principal**  
**Patuck - Gala College of**  
**Commerce & Management**  
**Santacruz (E), Mumbai-400 055**

# PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT

## COURSE ATTENDANCE SHEET

### BUILDING YOUTH EXCELLENCE THROUGH EMPLOYABILITY SERVICES AND TECHNOLOGY

AY: 2018-19

SR.NO	NAME OF THE STUDENT	8-Aug	10-Aug	13-Aug	14-Aug	16-Aug	21-Aug	24-Aug	30-Aug	31-Aug	4-Sep	5-Sep	6-Sep	7-Sep	10-Sep	11-Sep	12-Sep	17-Sep	18-Sep	19-Sep	22-Sep	24-Sep	25-Sep	26-Sep
1.	Adarsh Tiwari	P	P	P	P	P	P	P	P	A	A	A	P	P	P	A	P	P	P	P	P	P	P	P
2.	Aditya Gharat	P	P	P	P	P	P	P	A	A	P	P	P	P	A	A	A	A	A	A	A	A	P	P
3.	Anand S Kokate	P	P	P	P	P	P	P	P	A	P	P	P	P	A	A	A	A	A	A	A	A	P	P
4.	Aradhna Yadav	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	A	P
5.	Avinash Mahalunge	P	P	P	P	P	P	P	P	A	P	P	P	P	A	A	A	A	A	A	A	P	A	A
6.	Bhanuvanshikumar Janaskar	A	P	P	P	A	A	P	P	A	P	A	A	A	P	A	P	A	P	P	P	A	P	P
7.	Diksha Yelkar	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	A	P	P
8.	Eley D'Cruz	A	P	P	P	A	P	A	A	A	A	P	A	A	A	A	A	A	A	P	P	A	P	A
9.	Harshal Gawade	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	A	A	A	A	A	A	A	A
10.	Jayashri Kadam	P	P	P	P	P	A	P	P	A	P	P	P	P	A	A	A	P	A	P	P	P	P	P
11.	Kavita Vishwakarma	P	P	P	P	P	P	P	P	A	P	P	P	A	A	A	P	A	P	P	P	P	P	P
12.	Khushboo Nishad	A	A	P	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P
13.	Kiran Inchanalkar	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P	A	P	P	P	P
14.	Kusumlata Prajapati	P	P	P	P	P	P	P	P	A	A	P	P	P	A	A	A	A	A	A	A	A	A	A
15.	Likhit Kumbhar	P	P	P	P	P	P	P	P	A	A	P	A	A	A	A	A	A	A	A	A	A	A	A
16.	Manisha Singh	A	P	P	P	A	P	P	P	A	A	P	A	A	A	A	A	A	P	P	P	A	P	P
17.	Manoj Harijan	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
18.	Melito Serrao	P	P	P	A	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
19.	Nageshwari Poojari	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
20.	Neelam Yadav	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
21.	Nikhat Ansari	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P
22.	Nisha Prajapati	A	P	A	P	P	A	A	A	A	P	P	P	P	P	A	A	A	P	A	P	A	P	A
23.	Nisha Sharma	P	P	P	P	P	P	P	P	A	A	P	P	A	A	P	A	A	P	P	P	P	P	P
24.	Nishad Shikha	P	P	P	P	P	P	P	P	A	A	P	P	A	A	P	A	A	P	P	P	P	P	P
25.	Nitesh Dangle	P	P	P	P	P	P	P	P	A	P	P	P	P	A	A	A	A	P	P	A	P	P	P
26.	Pinki Gupta	P	P	P	P	P	P	A	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P
27.	Pooja Mourya	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	A	A	A	P	P
28.	Preetika Chavan	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29.	Priti Pandey	A	A	P	P	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	A	A	P
30.	Qureshi Shifa	P	P	P	A	A	P	A	A	A	A	P	A	A	A	P	P	P	A	A	A	P	P	P
31.	Radha Sahu	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	A	A	P	P	A	P	A	P
32.	Rakesh Durgoli	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	A	A	P	P	A	P	A	P
33.	Reema Sahini	P	P	P	P	P	P	A	A	A	A	A	A	A	P	A	P	P	P	P	A	P	P	P
34.	Renuka Pal	P	P	P	P	P	P	A	P	A	A	P	P	A	A	P	A	A	P	P	A	P	P	P
35.	Rohit Bandal	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36.	Roshani Gupta	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37.	Sachin Ramesh Singh	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38.	Sagar Bagal	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39.	Sandhya Mourya	A	A	P	P	P	P	P	P	A	P	P	A	P	A	A	A	A	A	A	P	P	P	A
40.	Sanjivani Chalke	P	P	P	P	P	P	P	P	A	P	P	A	P	A	A	A	A	A	A	A	A	A	A
41.	Sathiya Gaunder	P	P	P	A	P	P	P	P	A	P	P	A	P	A	A	A	A	A	A	A	A	A	A
42.	Sayyed Zameer	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	A	A	P	A	P	P
43.	Shaikh Zainab	A	P	P	A	P	A	P	A	A	A	A	A	P	P	P	P	P	A	A	P	A	A	P



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44.	Sheshadri Yelkava	P	P	A	P	P	A	A	A	A	A	P	P	A	A	A	A	A	A	A	A	A	A	A	A
45.	Shraddha Pandey	A	P	A	A	A	A	P	P	A	A	A	P	P	A	A	A	A	A	A	A	P	P	P	A
46.	Shweta Jadhav	P	P	P	A	P	A	P	A	A	A	P	A	P	A	A	A	A	A	P	P	A	P	P	A
47.	Siddhesh Parab	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	A	A	A	p	P	A	P	P	A
48.	Soni Srivastav	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	A	A	P	A	P	A	P	A	A
49.	Sunaina Jaiswar	A	P	P	A	A	A	P	P	A	A	P	A	A	P	A	A	A	P	A	P	A	A	A	A
50.	Suvarna Mestry	P	P	P	P	P	A	P	P	A	P	A	P	P	P	A	A	A	P	A	P	A	A	A	A
51.	Venkatesh Nadar	P	P	P	P	P	P	P	P	A	A	A	P	A	P	P	P	P	A	A	P	A	P	A	A
52.	Viraj Waim	A	p	A	A	A	P	P	P	A	A	P	P	P	P	P	P	A	A	A	A	A	P	A	A



MRS. RENITA VAZIRANI  
COURSE COORDINATOR




**I/c Principal**  
Patuck - Gala College of  
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Santacruz (E), Mumbai-400 055



Renita Vazirani &lt;renita.vazirani@patuck.edu.in&gt;

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## Technoserve Student Attendance List

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Aishwarya Rane &lt;aishwarya.tns@gmail.com&gt;

24 October 2018 at 16:13

To: renita.vazirani@patuck.edu.in

Cc: Neha Anand - TNS-India &lt;nanand@tns.org&gt;

Hello Maam!

PFA the attendance list of the students. We require the cumulative percentage of the students till Semester 4 and for the ex students the cumulative percentage till Semester 6.

Also there are a lot of students whose attendance is really low, hence to compensate for the same we would like to schedule 4 remedial sessions for these students.

Please let us to know the dates when we can schedule this.

Thanks and Regards,

Aishwarya Rane

9820576934

Fellow-Emerging Youth Leader

TechnoServe India

**Student Attendance - template (1).xlsx**

50K



*Meeta*  
**I/c Principal**  
**Patuck - Gala College of**  
**Commerce & Management**  
**Santacruz (E), Mumbai-400 055**

# PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT

## COURSE EVALUATION SHEET BUILDING YOUTH EXCELLENCE THROUGH EMPLOYABILITY SERVICES AND TECHNOLOGY AY: 2018-19

SR.NO	NAME OF THE STUDENT	CLASS	TOTAL PRESENT	TOTAL ABSENT	PERCENTAGE
1.	Adarsh Tiwari	TYBMS	22	7	76
2.	Aditya Gharat	TYBMS	21	8	72
3.	Anand S Kokate	TYBBI	20	9	69
4.	Aradhna Yadav	TYBCOM	27	2	93
5.	Avinash Mahalunge	TYBBI	20	9	69
6.	Bhanuvanshikumar Janaskar	TYBCOM	10	19	34
7.	Diksha Yelkar	TYBMS	26	3	90
8.	Eley D'Cruz	TYBMS	8	21	28
9.	Harshal Gawade	TYBMS	15	14	52
10.	Jayashri Kadam	TYBBI	14	15	48
11.	Kavita Vishwakarma	TYBCOM	24	5	83
12.	Khushboo Nishad	TYBMS	25	4	86
13.	Kiran Inchanalkar	TYBBI	24	5	83
14.	Kusumlata Prajapati	TYBBI	24	5	83
15.	Likhith Kumbhar	TYBBI	8	9	28
16.	Manisha Singh	TYBBI	15	14	52
17.	Manoj Harijan	TYBBI	27	2	93
18.	Melito Serrao	TYBCOM	19	10	66
19.	Nageshwari Poojari	TYBMS	26	3	90
20.	Neelam Yadav	TYBMS	28	1	97
21.	Nikhat Ansari	TYBMS	26	3	90
22.	Nisha Prajapati	TYBBI	11	18	38
23.	Nisha Sharma	TYBBI	22	7	76
24.	Nishad Shikha	TYBMS	23	6	79
25.	Nitesh Dangle	TYBBI	23	6	79
26.	Pinki Gupta	TYBBI	21	8	72
27.	Pooja Mourya	TYBCOM	26	3	90
28.	Preetika Chavan	TYBBI	19	10	66
29.	Priti Pandey	TYBMS	25	4	86
30.	Qureshi Shifa	TYBMS	13	16	45
31.	Radha Sahu	TYBCOM	26	3	90
32.	Rakesh Durgoli	TYBBI	22	7	76
33.	Reema Sahini	TYBCOM	20	9	69
34.	Renuka Pal	TYBMS	19	10	66
35.	Rohit Bandal	TYBBI	27	2	93
36.	Roshani Gupta	TYBMS	29	0	100
37.	Sachin Ramesh Singh	TYBBI	29	0	100
38.	Sagar Bagal	TYBMS	25	4	86

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39.	Sandhya Mourya	TYBCOM	26	3	90
40.	Sanjivani Chalke	TYBBI	21	8	72
41.	Sathiya Gaunder	TYBBI	10	19	34
42.	Sayyed Zameer	TYBMS	23	6	79
43.	Shaikh Zainab	TYBMS	13	16	45
44.	Sheshadri Yelkava	TYBCOM	7	22	24
45.	Shraddha Pandey	TYBMS	10	19	34
46.	Shweta Jadhav	TYBBI	14	15	48
47.	Siddhesh Parab	TYBBI	22	7	76
48.	Soni Srivastav	TYBBI	21	8	72
49.	Sunaina Jaiswar	TYBBI	9	20	31
50.	Suvarna Mestry	TYBBI	14	15	48
51.	Venkatesh Nadar	TYBMS	19	10	66
52.	Viraj Waim	TYBMS	11	18	38

*Ray*

**MRS. RENITA VAZIRANI  
COURSE COORDINATOR**



*M. G. G.*

**I/c Principal**  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055

# PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT

## COURSE COMPLETION LIST BUILDING YOUTH EXCELLENCE THROUGH EMPLOYABILITY SERVICES AND TECHNOLOGY AY: 2018-19

SR.NO	NAME OF THE STUDENT	CLASS	STATUS
1	Priti Pandey	T.Y.B.Com	Completed
2	Shifa Qureshi	T.Y.BMS	Completed
3	Radha Sahu	T.Y.B.Com	Completed
4	Rakesh Durgoli	T. Y. B. Com. (B&I)	Completed
5	Reema Sahani	T.Y.B.Com	Completed
6	Renuka Pal	T.Y.B.Com	Completed
7	Rohit Bandal	T.Y.BBI	Completed
8	Roshani Gupta	T.Y.B.Com	Completed
9	Sachin Singh	T.Y.B.Com	Completed
10	Sagar Bagal	T.Y.B.Com	Completed
11	Sandhya Mourya	T.Y.B.Com	Completed
12	Sanjivani Chalke	T. Y. B. Com. (B&I)	Completed
13	Sayyed Zameer	T.Y.B.Com	Completed
14	Zainab Shaikh	T.Y.BMS	Completed
15	Shraddha Pandey	T.Y.BMS	Completed
16	Shweta Jadhav	T.Y.B.Com	Completed
17	Siddhesh Parab	T. Y. B. Com. (B&I)	Completed
18	Soni Srivastav	T. Y. B. Com. (B&I)	Completed
19	Venkatesh Nadar	T.Y.BMS	Completed
20	Adarsh Tiwari	T.Y.BMS	Completed
21	Aditya Gharat	T.Y.BMS	Completed
22	Anand Kokate	T.Y.BBI	Completed
23	Aradhana Yadav	T.Y.BMS	Completed
24	Avinash Mahalunge	T.Y.BBI	Completed
25	Diksha Yelkar	T.Y.BMS	Completed
26	Kavita Vishwakarma	T.Y.B.Com	Completed
27	Khushboo Nishad	T.Y.BMS	Completed
28	Kiran Inchanalkar	T. Y. B. Com. (B&I)	Completed
29	Kusumlata Prajapati	T. Y. B. Com. (B&I)	Completed
30	Manoj Harijan	T. Y. B. Com. (B&I)	Completed
31	Melito Serrao	T.Y.B.Com	Completed
32	Nageshwari Poojari	T.Y.BMS	Completed
33	Neelam Yadav	T.Y.BMS	Completed
34	Nikhat Ansari	T.Y.BMS	Completed



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35	Nisha Sharma	T.Y.BMS	Completed
36	Shikha Nishad	T.Y.BMS	Completed
37	Nitesh Dangle	T.Y.BBI	Completed
38	Pinky Gupta	T.Y.BBI	Completed
39	Pooja Maurya	T.Y.B.Com	Completed
40	Preetika Chavan	T. Y. B. Com. (B&I)	Completed



  
**MRS. RENITA VAZIRANI**  
**COURSE COORDINATOR**

  
**I/c Principal**  
**Patuck - Gala College of**  
**Commerce & Management**  
**Santacruz (E), Mumbai-400 055**

# Patuck–Gala College of Commerce & Management

## REPORT OF ADD ON CERTIFICATE COURSE ON CORPORATE READINESS

Academic Year: 2018-19

Name of the Cell: Placement & Career Guidance Cell

Name of the Activity: Certificate Course on Corporate Readiness(BEST)			
Date	Faculty In-charge	Other Faculty Members	Resource Person
August 8 – October 15, 2018	Renita Vazirani	Monisha D’costa Prashant Kokane	Aishwarya Rane Trainer
Time	Venue	Activity for the Class	Number of Participants
11:00 am to 1:00 pm	Conference Room	All TY students from B.Com., BMS & BBI programs	40

### About the Activity

<b>Subject of the Activity</b>	Imparting Employability Skills Training(BEST)
<b>Objectives of Conducting the Course</b>	<ul style="list-style-type: none"> <li>To build traits of excellence in students</li> <li>To provide training to students on employability and technical skills</li> <li>To orient students about the modalities of a job selection process adopted by companies</li> <li>To prepare students to enter the corporate world</li> </ul>
<b>Methodology</b>	<ul style="list-style-type: none"> <li>MoU was signed between the College and Ashwattha Advisors Private Ltd. (AAPL) to provide employability training skills.</li> <li>Orientations are conducted by the trainer in which students are explained about the modules that will be taught to them during the program</li> <li>Interested students are then screened through one-to-one interview</li> <li>Place on campus is allocated to the participants and the training program commences</li> <li>Lecture and activity sessions form the methodology of the program</li> </ul>



# Patuck–Gala College of Commerce & Management

<b>Outcomes of the Course</b>	<ul style="list-style-type: none"><li>• Students became ready to enter the corporate world with enhanced confidence</li><li>• Students are able to present themselves better at the job selection process of corporates</li><li>• Students are made abreast of the latest trends in preparing a Resume, Group Discussion, Written tests and more</li><li>• Students are provided with placement opportunities</li><li>• Students who have successfully completed the Course were awarded with Certificate on 'Building Youth Excellence Through Employability Services and Technology' (BEST)</li></ul>
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**TECHNOSERVE**  
BUSINESS SOLUTIONS TO POVERTY

SAMPLE COPY

Citi Foundation



Building Youth Excellence Through Employability Services and Technology

**BEST**

# Certificate of Completion

This is to certify that

*Priti Pandey*

has successfully completed the BEST Program

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

In association with Patuck Gala College

From 8<sup>th</sup> August 2018-15<sup>th</sup> October 2018

*[Signature]*  
Program Instructor  
TechnoServe



*[Signature]*  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055

*[Signature]*  
Punit Gupta  
Country Director  
TechnoServe