

PATUCK–GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, Rustomba Patuck Marg, 100 Nehru Road, Vakola Bridge, Santacruz (E), Mumbai: 400 055

(Affiliated to University of Mumbai)

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

ADD ON CERTIFICATE COURSE

ON

FOUNDATION OF HUMAN BEHAVIOUR

Course Objectives:

1. To imbibe social values among learners
2. To enable them to cope with peer pressure
3. To make them aware of sexual exploitation and its prevention
4. To bring environment sensitivity among learners
5. To sensitize the learners about personal and corporate social responsibility

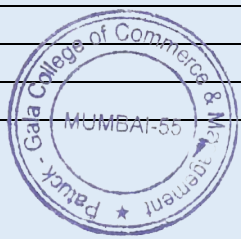
Course Outcomes:

Upon course completion, the learners will be able to:

1. Show respect to elders, children, and disadvantaged sections of society.
2. Solve peer related pressures
3. Discuss about prevention of sexual harassment
4. Explain social responsibilities and business ethics.

Course Contents:

Sr. No.	Topics	Hour(s)
1	Care to Elders, Children & Disadvantaged Sections of Society	1
	Visit to Old-age Home	4
	Learnings & Experience Sharing	1
	Visit to Divyang	4
	Learnings & Experience Sharing	1
2	Handling Peer Pressure	2
	Experience Sharing & Corrections	1
3	Prevention Of Sexual Harassment (POSH)	2
	Open Discussion	1
4	Environment & Sustainability	3
	Open Discussion	1
5	Personal Social Responsibility (PSR)	2
	Open Discussion	1
6	Corporate Social Responsibility	2
	Cases	1
7	Business Ethics	2
	Cases	1
	Total	30



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:
 - 20 percent attendance
 - 50 percent active participation
 - 30 percent written test



Meeta

I/c Principal
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ADD ON CERTIFICATE COURSE

ON

PERSONALITY DEVELOPMENT

Course Objectives:

1. To mold and polish the personality of students
2. To cultivate positive attitudes and perceptions among the learners
3. To enable the learners exude more confidence and positive attitude
4. To acquaint the learners with their inner self so as to help them introspect

Course Outcomes:

1. Influence the personality of students to be more affable & sophisticated
2. Develop IQ, EQ & SQ for better adaptability to surroundings
3. Apply concepts of Leadership Styles, Time Management, Decision Making, Conflict & Stress Management to enhance their individuality.
4. Improve Body Language and Etiquettes to be more presentable

Course Contents:

Sr. No.	Topics	Hour(s)
1	Concept of Personality	02
2	IQ, EQ, SQ	02
3	Introspection, Self-Assessment, Inner Conversations	02
4	Self-Esteem & Inter-Personal Relationships	02
5	Attitudes & Perception	02
6	Leadership	02
7	Communication	02
8	Motivation	02
9	Time Management	02
10	Change Management	02
11	Decision Making	02
12	Stress Management	02
13	Team Work	02
14	Conflict Management	02
15	Mannerism/Body Language/Etiquette	02
	Total	30



Course Evaluation:

Students will be evaluated on the following parameters:

Sr. No	Particulars	Marks	Weightage
1	Attendance	10	20%
2	Individual Session Assignment	10	30%
3	Final Evaluation	30	50%

Each student must attend a minimum of 12 sessions out of the total 15 sessions as part of the Attendance Evaluation.



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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



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



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)



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