



1. Name of the Program: Practical Understanding of Financial Markets.

Speaker: Dr. Priya Agrawal

Nature of the Program: 6 days workshop

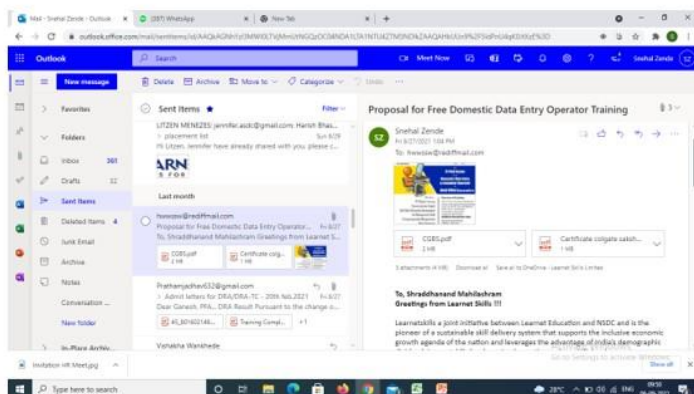
Students: 259 (FY, SY and TYBAFI)

Details: Department of B. Com-AFI arranged 6 days workshop from 20<sup>th</sup> January, 2021 on “Practical Understanding of Financial Markets” in joint association with BSE training institute. Keynote Speaker for the Workshop was Dr. Priya Agarwal. This workshop was arranged for SYBAFI as well as TYBAFI students. In total, 259 students participated in the same workshop. Everyone was motivated by the session, even the junior batch and the senior students of diverse background.

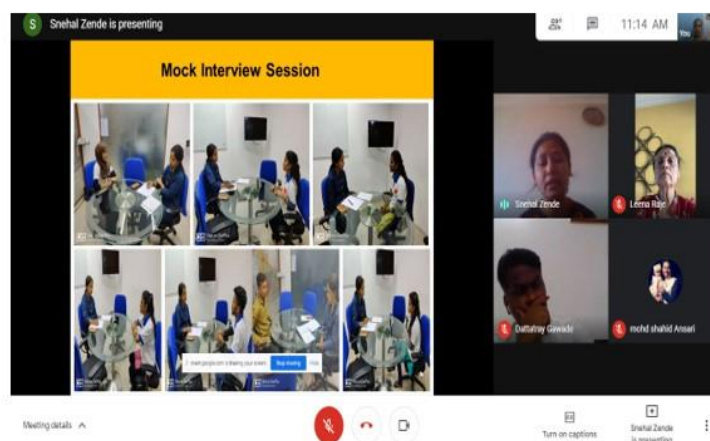
2. Department of B. Com-AFI in collaboration with Learnetskills had arranged Intensive training workshop (4 days) arranged for all the students of T.Y.B.com-AFI students, which was attended by 88 students. It covers soft skill and technical skill required for back-office job.

Number of Participants: 88 (TYBAFI)

Period of training: 7th June to 10th June. 2021



## Mobilization of Girls for the Saksham Program



3. Department of B. Com-AFI arranged Special Workshop for SY B. Com-AFI students on 10<sup>th</sup> August, 2021 & 11<sup>th</sup> August, 2021 at 4pm in joint collaboration with Trade School to give them insight about Stock exchange and various courses available at NSE training centre. They have also guided students about starting own enterprises in share broking and wealth management. It was attended by 80 students altogether.

Number of Participants: 80 (TYBAFI)

Period of training: 10th August to 11th August 2021



4. Department of B. Com-AFI entered into MOU with Learnet Skills for providing training into data entry and back office. This course is for I.T. / ITES Sector. The Job Role has been created

for the purpose of promotion.in I.T. / ITES The main purpose of this training is to develop the key skills in this field. Trainees undergoing this program will definitely get more knowledge from our Expert IT Trainers from this field which is very use full to get learn more in detail from this ITES Sector. This program is one of the Beneficiaries for Trainees career prospectus & will help to give better Direction and Drive.

**TRADE NAME**

DOMESTIC DATA ENTRY OPERATOR

**SECTOR**

IT-ITeS

**SUB SECTOR**

BUSINESS PROCESS MANAGEMENT

**DURATION**

470 Hours

**BATCH SIZE**

25 Nos

**BATCH START DATE**

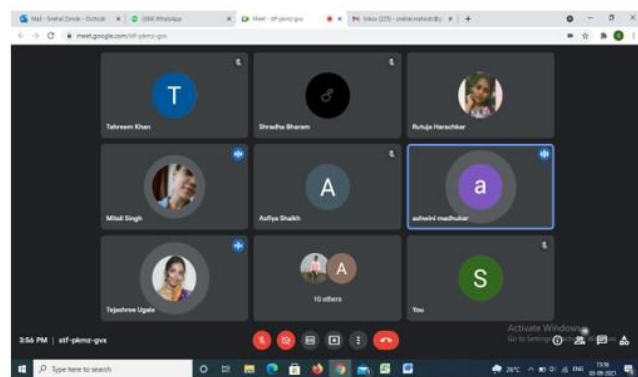
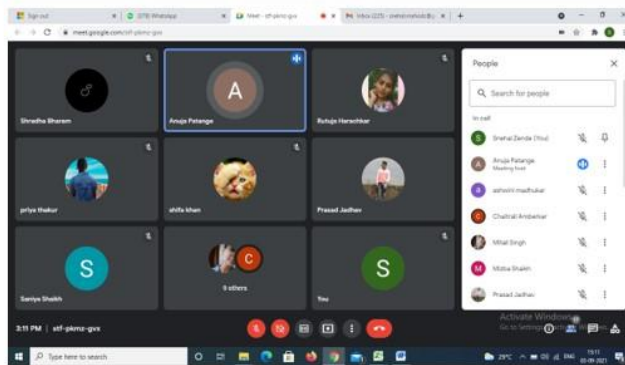
2<sup>nd</sup> July, 2021

**SYLLABUS**

- Introduction
  - IT/ITeS Industry
  - Understanding of Computers
  - MS-Office , Open source Office
  - Basic Accounting Application
  - Data Confidentiality
  - Enhance Typing Skills
- Undertaking Data Entry Services
  - Job Role and Responsibility
  - Customer orientation in Data Entry Roles
  - Performance Measures
- Manage your work to meet requirements
  - Management Skills
  - Work managements and prioritization
  - Quality and Standard Adherences
- Maintain a Healthy, Safe and secure working environment
  - Workplace Safety
  - Report Accidents and Emergencies
  - Protect Health and Safety at Work
- Employability & Entrepreneurship & Life Skills
  - Personal Strengths & Value Systems
  - Digital Literacy: A Recap
  - Money Matters
  - Preparing for Employment & Self Employment
  - Understanding Entrepreneurship
  - Preparing to be an Entrepreneur
  - Managements Skills



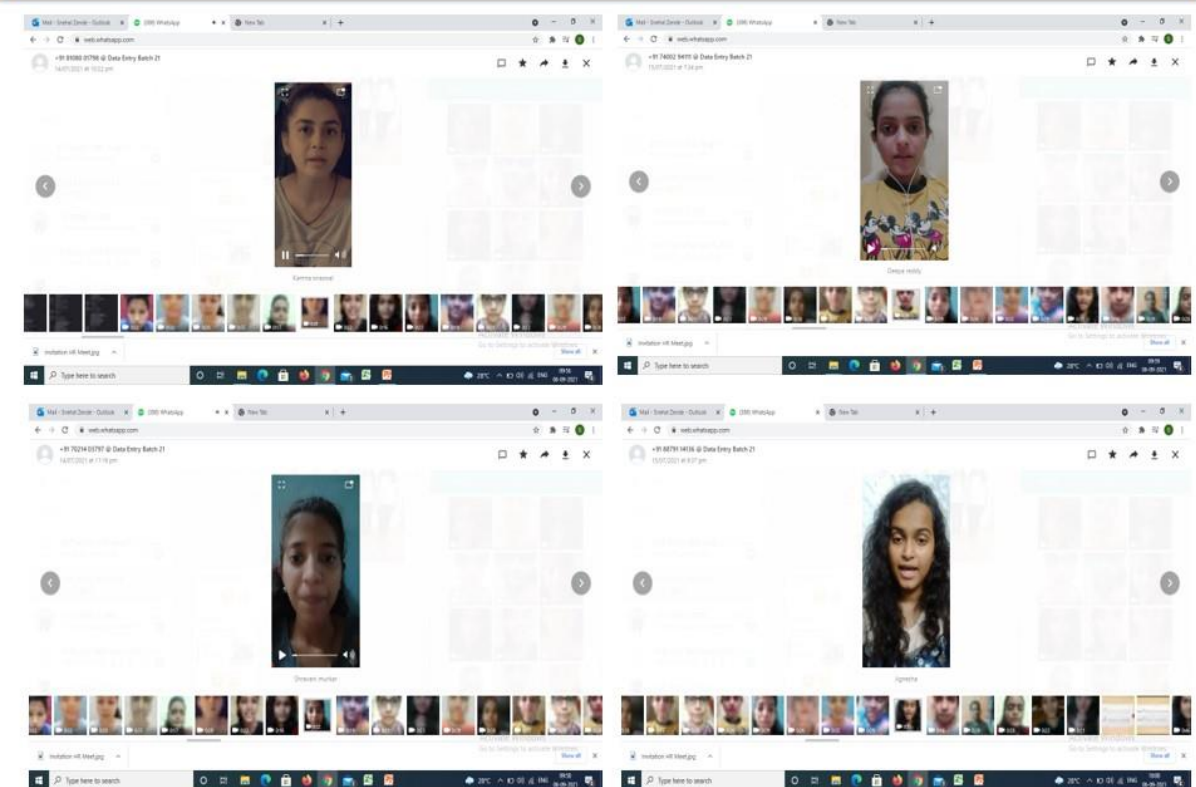
## Orientation with Enrolled Trainee's



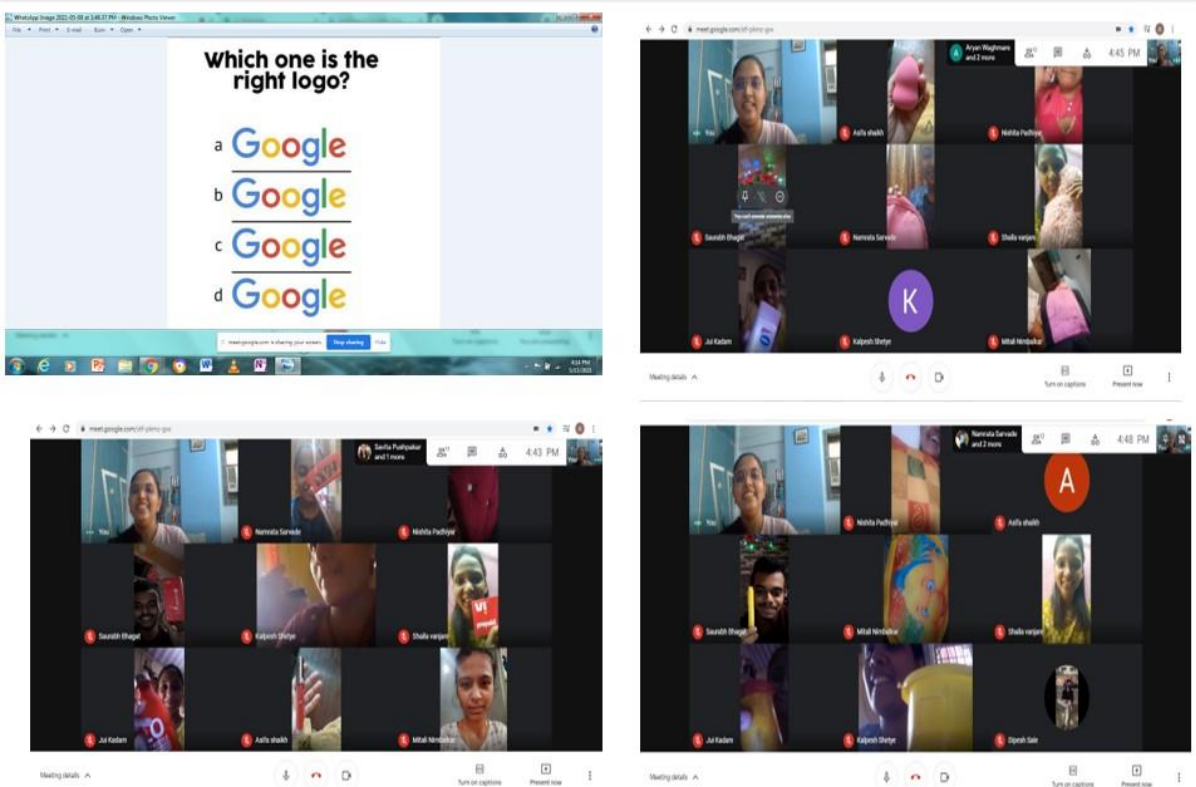
## Kit Distribution



## Trainee Activity (Video Recording) – Personal Introduction

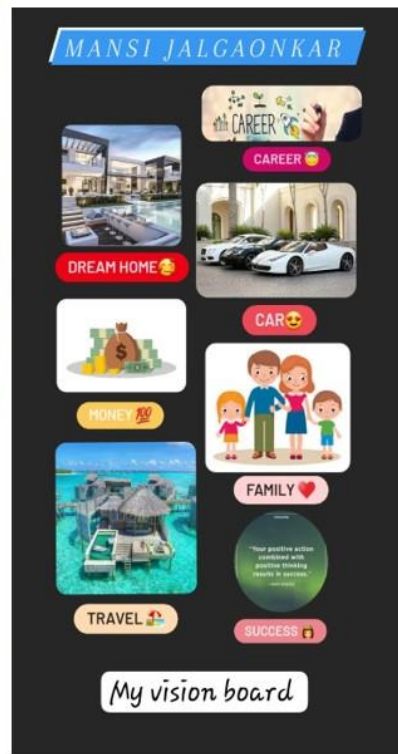


## Trainee Engagement Color Activity

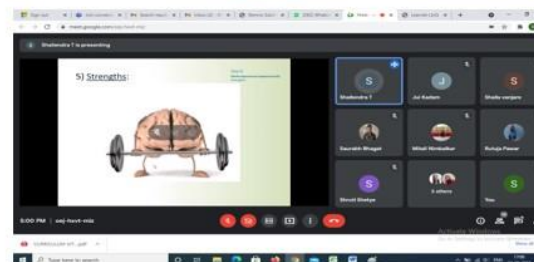
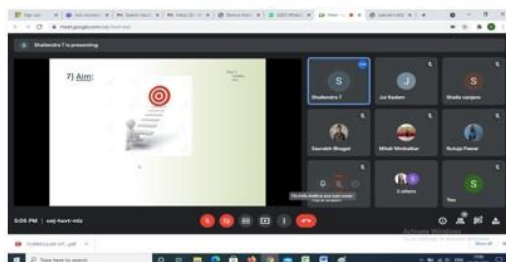
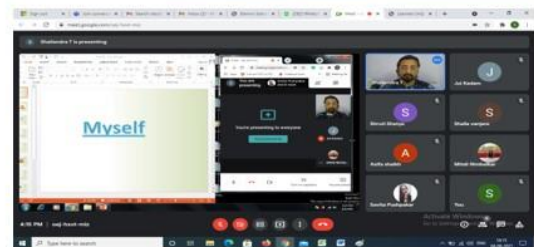
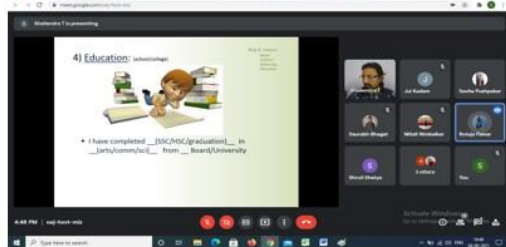
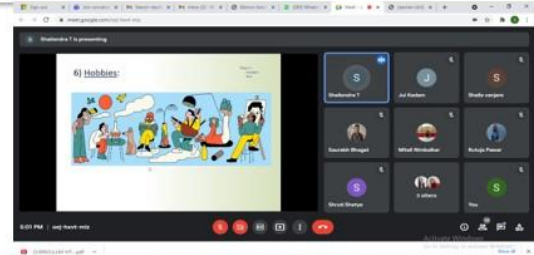




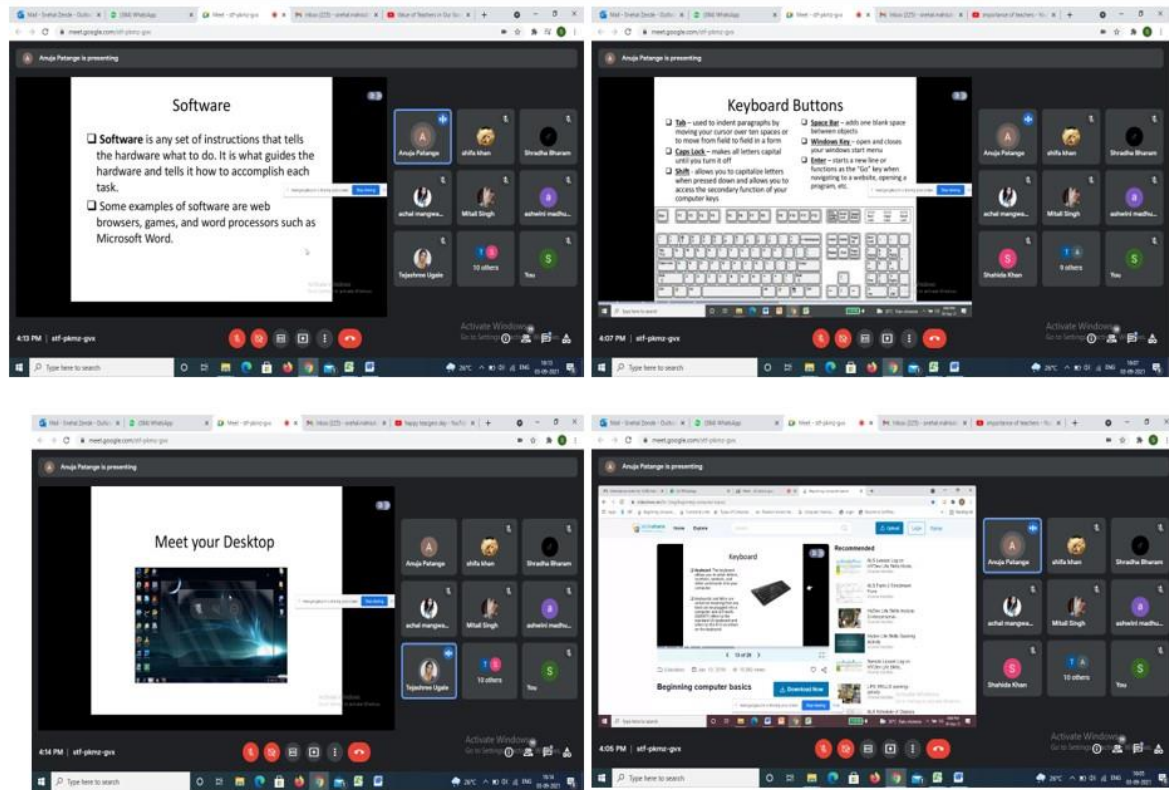
## Trainee Engagement Activity – Vision Board



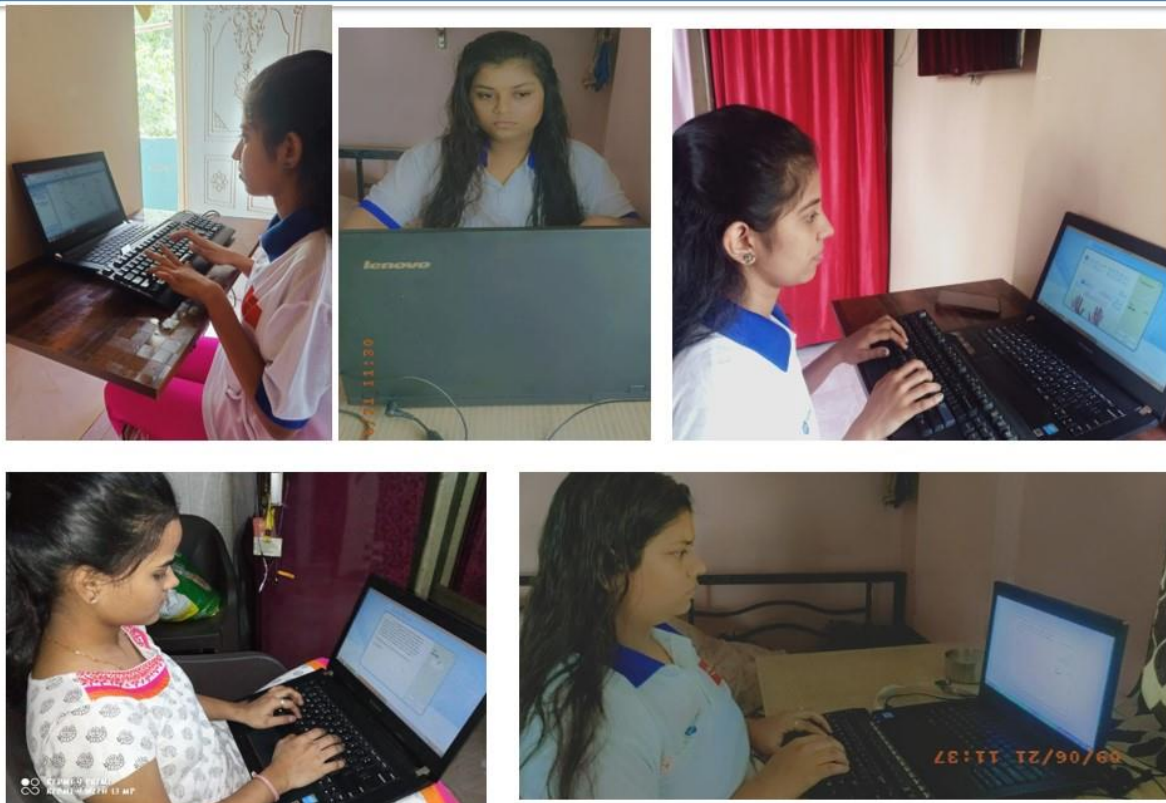
## Classroom Games & Activity



## Class Session

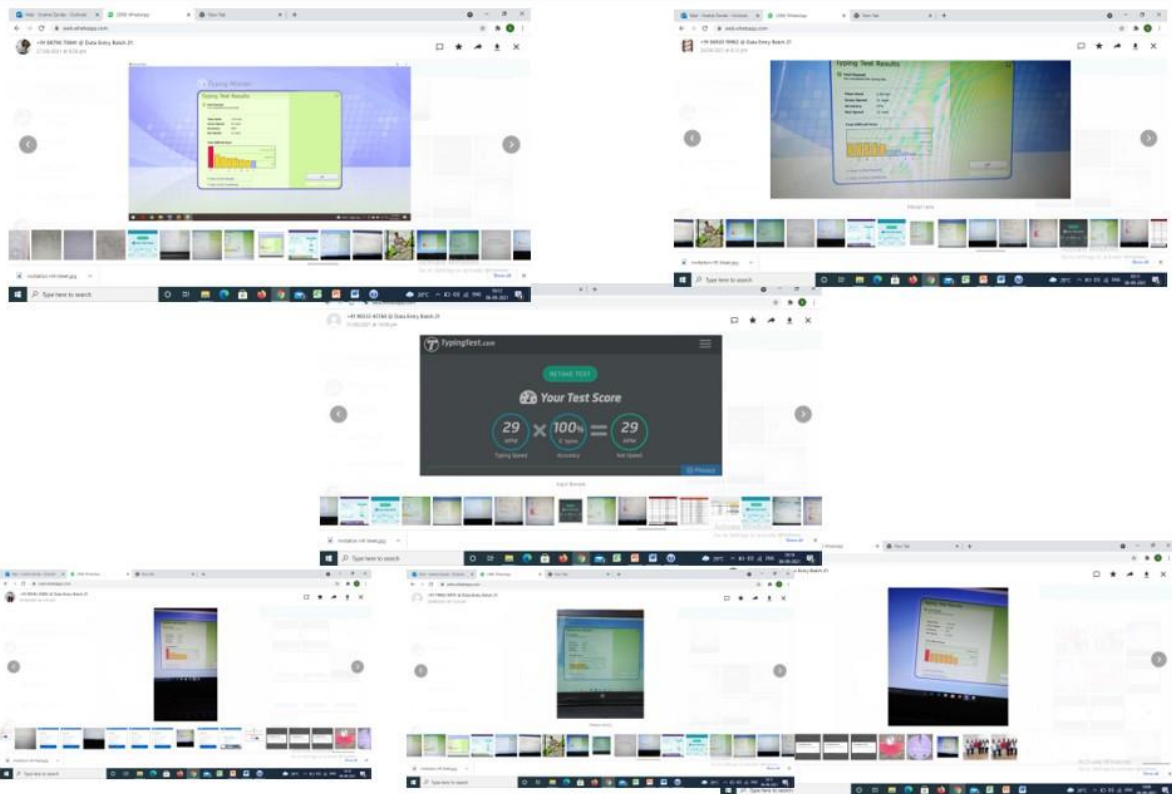


## Typing Practicing & Assignment Trainee Engaged

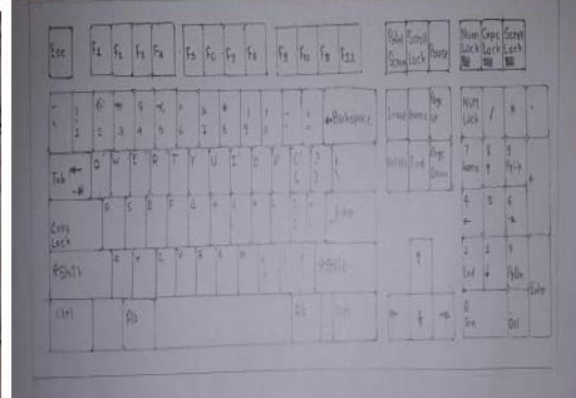
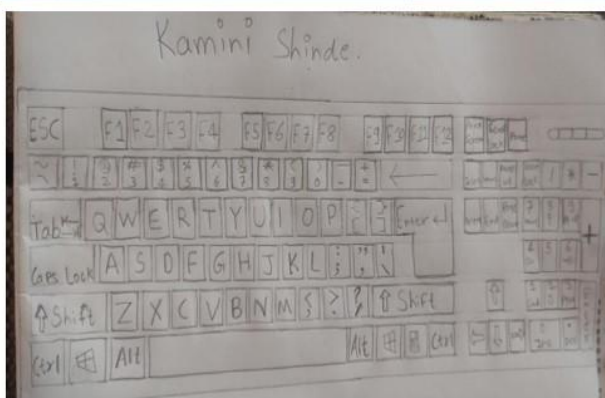
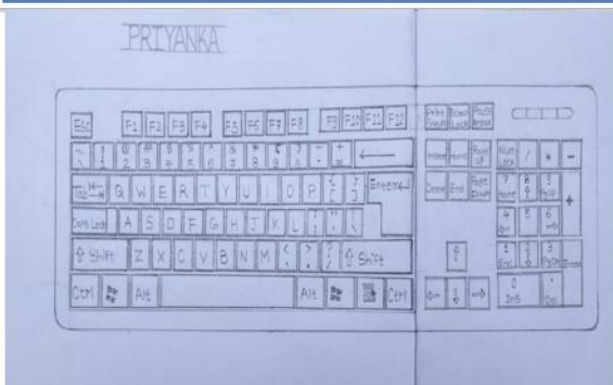




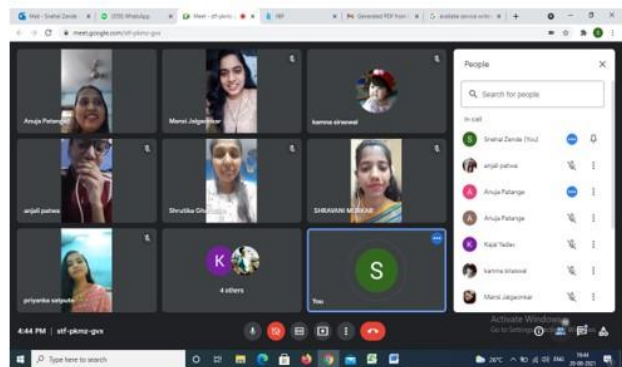
## Assignment – Speed Practice



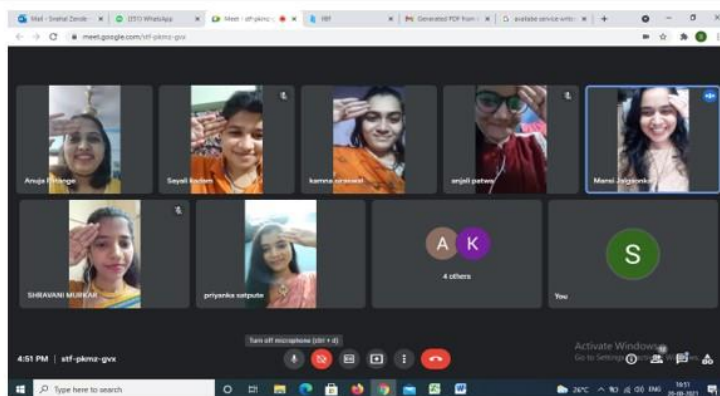
## Trainee Engaged – Activity Keyboard On Paper



# Independence Day Celebration – Traditional Day

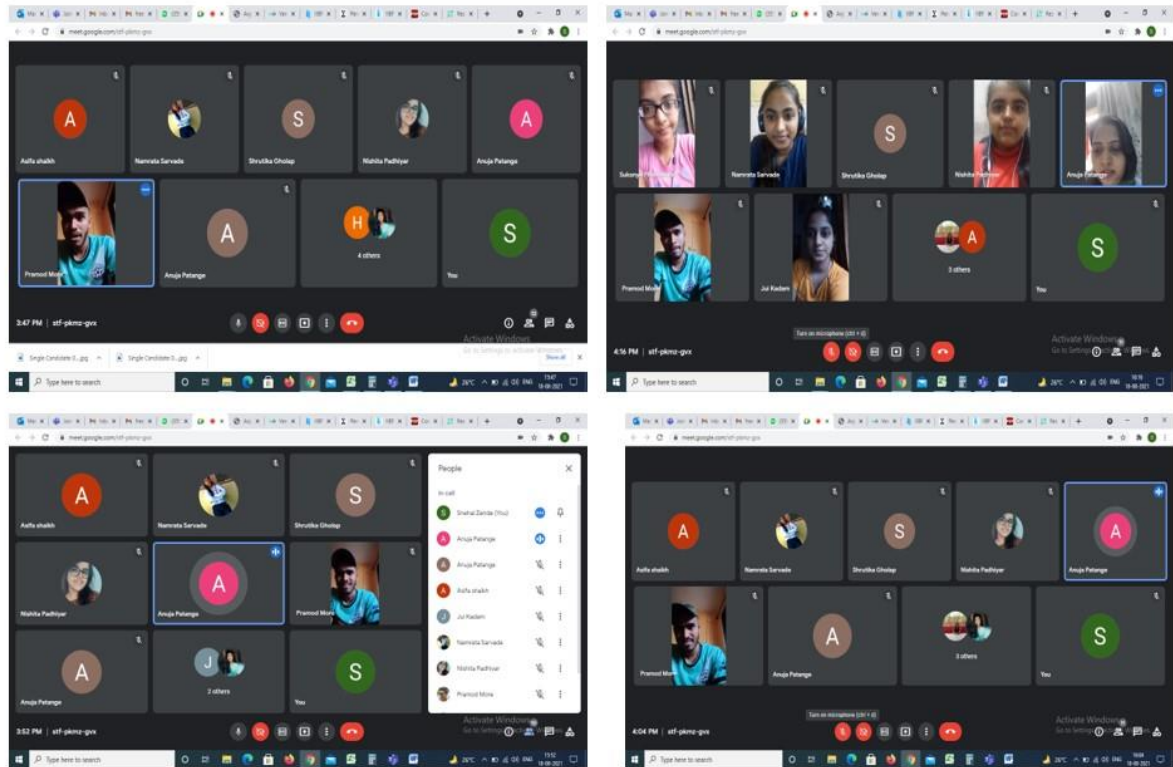


# Independence Day Celebration – Traditional Day

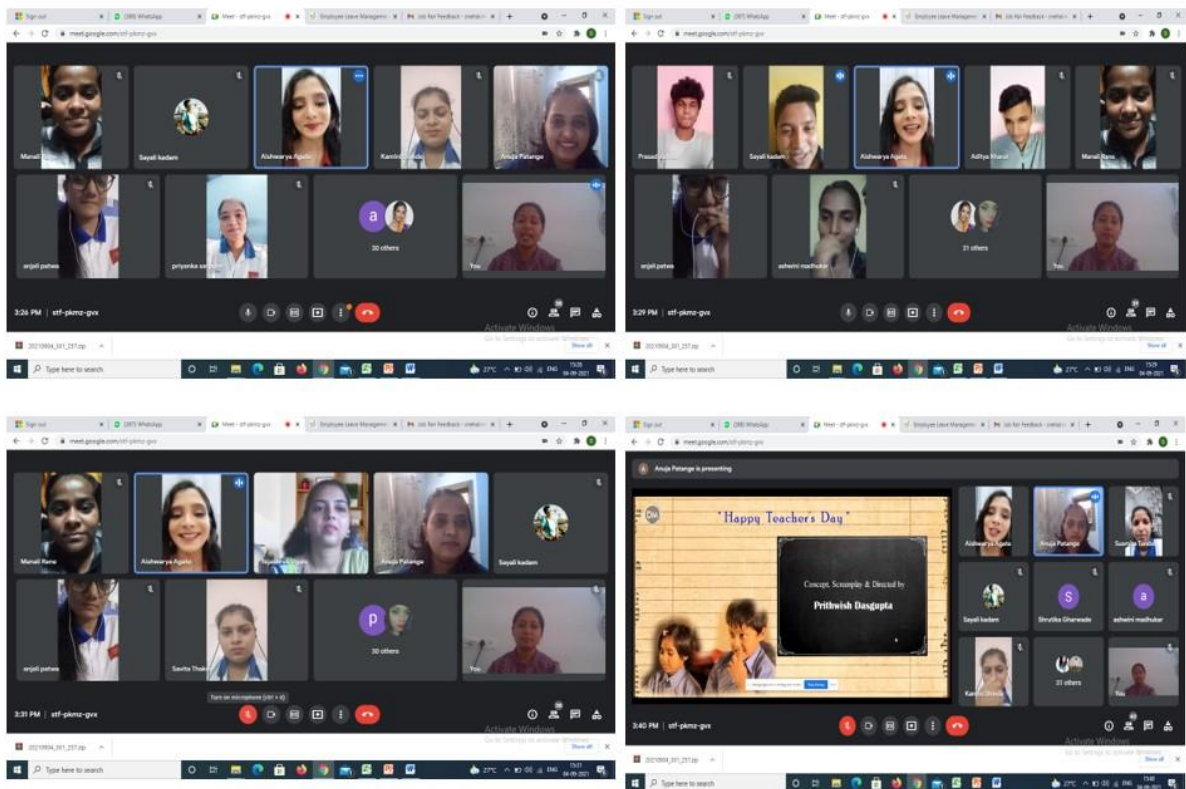




## Alumni Meet – Batch 20



## Teachers Day Celebration– Special Guest Ms. Aishwarya Agate (CGBS)





## Teachers Day Activity \_ Greeting Card



## Teachers Day Activity \_ Greeting Card



