Business Development Executive

BFSI Sector, aligned to QP BSC/Q0301

Job Description

Business Development Executives are representatives of a financial services company, responsible for building awareness, sourcing prospective customers. In addition, business development executives are also responsible for carrying out servicing existing customers.

Eligibility & Personal Attributes

Eligibility

The individual must:
- Be a graduate (from any discipline)
- Be of 18 years of age and upto 35 years

Dr. Kanailal Bhattacharyya College
15, Kona Road, Ramrajatala, P.O. : Santragachi, Howrah-711 104

Dr. Sampa Ray Bagchi
Joint Co-ordinator UGC B.VOC
Beauty Therapy and Aesthetics
Mobile : 9836569066
E-mail : raybagchisampa2005@gmail.com

E-mail : klb.college@gmail.com
Website : www.drklbcollege.ac.in

Auth. Training And Assessment Partner
Career Solutions
5/42/3 Dum Dum Road, Kolkata - 700030
Mob: 8013782614, 8902309903

Tally POWER OF SIMPLICITY

Date: 17/01/2019

Reference no: CS/8

To,

The Principal,
Dr. Kanailal Bhattacharya College,
P.S, Dharmatala, Ramrajatala,
P.0, San tragachi, Jagacha,
Howrah, West Bengal 711104

Dear Sir,

Sub: Proposal for Tie-up for providing Tally Training.

We Career Solutions, Kolkata, authorized by Tally Education Pvt. Ltd. Banglore for providing Tally Software trainings and certification. Tally Education is the only authorized entity to issue certificate on Tally.ERP 9

Tally - The Company

Tally started operations in the year 1986. A pioneering company, Tally was the first to introduce codeless software, a natural language interface greatly enhancing the user experience. Its services continue to transform the ownership experience. Today, Tally remains the preferred 'Accounting-to-ERP' business management solution having 90% market share. There are 20 lakh users in 94 countries, creating a huge demand for Tally trained professionals.

Tally Education Initiatives

Tally is committed to working with educators, educational organizations and industry partners to expand the world of learning through technology. Our Education programs are designed to facilitate learning in a seamless manner which is relevant and demand driven. Because of the industry demand most of the academic institutions have partnered with us to enable the student and make him job ready.

Mantu Biswas
Saavor Houldi.
Sampa Ray Bagchi
Sami Kumar Namu 24/1/19.

Deep Narrayan Pal

Principal 21/01/19
Dr. Kanailal Bhattacharyya College

Dr. Kanailal Bhattacharyya College

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Tally POWER OF SIMPLICITY

Presence :

Some of the Universities who have incorporated Tally as part of official curriculum are :

- Delhi University
- Bangalore University
- Rajiv Gandhi University
- Swami Ramanand Teerth Marathawada University
- Himachal Pradesh University
- Osmania University
- Directorate of Technical Education, Karnataka
- Tamil Nadu Open University (TNOU)
- Sri Sikshatayan College
- South City College
- Naba Ballygunge Mahavidyalaya

With regards

For Career Solutions

Deeb Narrayan Pal

Authorised Signatory

Encl. : 1. Proposed Syllabus.
2. Commercials
3. Terms and conditions
4. Certificate Sample Copy

Principal 21/01/19
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah- 4

Dr. Kanailal Bhattacharyya College

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TALLY ACE

Sl. No.	Topics	Hours
1.	Maintaining Chart of Accounts in Tally ERP9	3
2.	Maintaining Stock Keeping units (SKU)	6
3.	Recording Day to day transactions	14
4.	Accounts Receivable and Accounts Payable	12
5.	MIS Reports	2
6.	Getting Started with GST with e filing GSTR 3B, GSTR 1	14
7.	Multi-Currency	2
8.	Multi Lingual	1
9.	Security Control	2
10.	Recording Voucher with TDS (Tax Deducted at Source)	4
Total Hours	60	

Commercials :

Certification	Recommended Duration	Courseware & Certificate Price (INR)	College Share (INR)	Total Fees (INR)
Tally ACE	60 Hrs	3000/- (Training, Certification with Physical Book)	500/-	3500/-

Fees will be payable in two installment 1st at the time of admission Rs. 2000/=
and 2nd at next month Rs. 1500/=

- (Typical group size minimum of 30 students in a batch).

- Certification will be provided to every successful candidate, Dr. Kanailal Bhattacharya College name will be printed on the certificate as an organizer.

Deep Narayan Pal

Principal 21/01/19
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah

Scanned with CamScanner

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Tally POWER OF SIMPLICITY

Terms and Conditions:

1. A confirm order should be placed in favor of Career Solutions
2. Training will be conducted on Latest version of Tally.ERP 9.
3. We will commence all the admission procedure.
4. The student and machine ratio will be 2:1.
5. The software and other necessary instrument except computer will be provided by Career Solutions.
6. Placement campus will be conducted from time to time basis.
7. Class time will be Saturdays and Sundays from 2 PM to 4 PM.
8. For Arts and Science background students an introductory manual accounts Class will be provided for additional 12 hours, which will be free of cost.
9. Mock Test and Examination will be conducted after completion of a batch on college campus.
10. Advertisement will be conducted only inside the college campus and the cost will be bear by Career Solutions.
11. Minimum 10 - 15 days required to start the said training program after getting confirmation of order.
12. Payment should be in advance.
13. Attendance should be regular.

Timings - Convenient timings with round the clock working hours.

Deep Narayan Pal

Principal 21/01/19
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah .

❖ 35 ❖

POWER OF SIMPLICITY

GET
CERTIFIED
RECOGNISED
EMPLOYED

TallyACE

Training & Certification on Tally.ERP 9

TallyACE is a professional certification for students, job seekers,

BENEFITS

Verifiable digital certificate | Multiple career opportunities

| Industry preferred certificate | Online assessment | Access to Tally job portal

Topics covered: Recording Transactions | Accounts Receivable and Payable | MIS Reports | Maintaining Inventory | Recording GST with efiling GSTR 1 and GSTR 3B | Security Control | Recording Voucher with TDS

Fees : Rs. 3500/-

PROFESSIONAL CERTIFICATION THAT OFFERS ENDLESS OPPORTUNITIES!

Enrol Today @

Dr. Kanailal Bhattacharya College
89023-09903

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally.

Also Available: TallyPRO | TallyGURU | GST using Tally.ERP 9

www.tallyeducation.com   Follow us on Fb/ TallyInstitutesofLearning

ADD-ON COURSES OFFERED BY THE INSTITUTION (2017-2022)

Sl.	NAME OF ADD ON COURSES	DURATION
1	CERTIFICATE IN COMPUTER APPLICATION	Certificate course (72 hours /6 months)
2	INTERIOR DECORATION/DESIGN	a) Certificate Course (1 year) b) Diploma (2 years) c) Advanced Diploma (3 years)
3	TALLY ACE	Certificate course (60 hours /3 months)
4	BUISNESS DEVELOPMENT EXECUTIVE (BFSI)	Certificate course (218 hours /6 weeks)
5	BEAUTY THERAPY & AESTHETICS	a) Diploma (1 year) b) Advanced Diploma (2 years) c) Degree (3 years)
6	CERTIFICATE COURSE IN EMPLOYABILITY SKILL	Certificate course (50 hours)

COURSE DETAILS

ADD ON COURSE-1: CERTIFICATE IN COMPUTER APPLICATION (CCA)

1. **COURSE NAME: CERTIFICATE IN COMPUTER APPLICATION (WEBEL)**
2. **DURATION: 72 HOURS (6 MONTHS)**
3. **OFFERED DURING: 2019-2020, 2020-21 & 2021-22**
4. **CURRICULUM:**

A. Computer Fundamentals:

General Concepts: Introduction to Computer and Problem Solving: Information and Data Hardware: CPU, Primary and Secondary storage, Cache Memory, I/O devices, Bus structure,
BIOS Software: Systems and Application. Generation of Computers: Super, Mainframe, Mini and Personal Computer, Work stations, Parallel machines (concept only).
Introduction to Programming Languages: Machine Language, Assembly Language, High Level Language.
Problem Solving: Flow Charts, Decision Tables and Pseudo codes.

System Software: Classifications- Operating Systems (OS); Translators – Compilers and Interpreters, Pre-processors, Assemblers, Loaders, Linkers, Line and Screen Editors, other utilities.
Virus: Concept, Detection and Protection

Multimedia: Basic Concept, associated hardware and software

Object Oriented Paradigm: Basic characteristics, Definition, Brief comparison with other types of programming paradigms.

B. Computer Networks:

Basics of Computer Network Computer Network: Definition, Goals, Structure; Broadcast and Point–ToPoint Networks; Network Topology and their various Types; Types of Network: LAN, MAN, WAN;
Transmission Media Transmission Media, Guided Media (Wired) and Unguided Media (Wireless).
Network Connectivity Devices Categories of Connectivity Devices, Passive and Active Hubs, Repeaters, Bridges, Switches (2–Layer Switch, 3–Layer, Switch (Router), Gateways, Firewalls.

Internet Basics Internet: Growth, Architecture, Accessing, Internet Service Providers (ISP), Internet Addressing System: IP Address, DNS, URL; World Wide Web (WWW): Web Servers, Web Browsers, Search Engine; Concept of Intranet & Extranet.

C. Microsoft office Package:

Unit 1: MS Word: Introduction, Windows 2007 Interface, Customizing the Word Application, Document Views, Basic Formatting in MS Word 2007,
Unit 2: Advanced Formatting, navigating through a Word Document, Performing a Mail Merge, Printing Documents, Print Preview
Unit 3: Excel 2007: Introduction, Workbook, Worksheet, Formatting in excel, Advanced formatting in Excel, Working with formulas, Printing worksheets. Excel – Page Orientation, Header, and Footer, Insert
Page Breaks, Set Background, Freeze Panes, Conditional Format
Unit 4: Pivot Tables, Simple Charts, Pivot Charts, sort, filter
Unit 5: MS PowerPoint: Introduction, creating a Presentation, Basic Formatting in PowerPoint, Advanced Formatting, Using Templates,
Unit 6: Inserting charts, Inserting tables, Printing presentations.

5. COURSE SUMMARY /CERTIFICATE IN COMPUTER APPLICATION/ (YEAR WISE):

ACADEMIC SESSION	COURSE NAME	DURATION	NO OF TIMES OFFERED IN A YEAR	NO OF STUDENTS ENROLLED IN A YEAR	NO. OF STUDENT COMPLETED IN A YEAR
2021-2022	CCA	72 hours (6 months)	1	827	326

Authenticated

(Dr. Kaustubh Lahiri)
Principal
Dr Kanailal Bhattacharyya College

ADD ON COURSE-2: INTERIOR DECORATION/DESIGN

1. COURSE NAME: INTERIOR DECORATION/INTERIOR DESIGN
   - I. CERTIFICATE COURSE (1 YEAR)
   - II. DIPLOMA (2 YEARS)
   - III. ADVANCED DIPLOMA (3 YEARS)
2. OFFERED DURING: 2017-22
3. CURRICULUM:

1ST YEAR CERTIFICATE COURSE INTERIOR DECORATION

PAPER	PAPER TITLE	FILL MARKS
1 (Theory)	Basic drawing concept and construction side: Interior decoration -its principle, roof, staircase, Doors and windows, lintels, and arches, ground floors, brick masonry and stone masonry isometric projection and drawing, Elevation, and perspectives.	100
2 (Theory)	Furniture graphics with colour and sanitary, colour, paints. Plumbing system, taps, kitchen, sanitary fittings.	100
3 (Practical)	Project design and beautification- scale, line drawing, object drawing, staircase.	100
4 (Practical)	Project work; (project sheet-at least 45 drawing sheets)	100
5 (Internal)	Viva and internal assessment on Interior design	100

2ND YEAR DIPLOMA COURSE INTERIOR DECORATION

PAPER	PAPER TITLE	FILL MARKS
6 (Theory)	Interior designing wings- Idea of storage capacities, office planning, wall lining, lighting, AC, Isometric projection, gardening, geometric forms, tools of trades, Drainage system.	100
7 (Theory)	Concept on Bashtu Shastra and CAD: Floor, False ceiling, wall treatment, colour composition, masonry wall, roofing, timber selection for curving, Bashtu Shastra, AutoCAD 2D, AutoCAD 3D-commands, annotations, layouts, modelling and editing.	100
8 (Practical)	Project designing and Finishing- estimation, materials, plan, metric drawing, foundation, colour composition, furniture, drainage, curving system, CAD system, Bashtu Shastra	100
9 (Practical)	Project work- (Project sheet and computer layout)	100
10 (Internal)	Viva and internal assessment on Interior design	100

3RD YEAR ADVANCED DIPLOMA COURSE IN INTERIOR DECORATION

PAPER	PAPER TITLE	FILL MARKS
11 (Theory)	Geometrical forms and other views of interior design- definition of perspective element, method of drawing perspective view, interior of functional spacer, indoor and outdoor gardening.	100
12 (Theory)	Colour composition and beautification with CAD- colour composition- lamination and Verner, 3D MAX, VRay.	100
13 (Practical)	Project design and Interior detailing. Computer practical plan in CAD and elevation, estimation. material, labours, hardware, Plan and 4 wall elevation of residence, office, shop, showroom, classroom, clinics, entry lobby, restaurants etc.	100
14 (Practical)	Project work- (Project sheet and its detailing)	100
15 (Internal)	Viva and internal assessment on Interior design	100

4) **Assessment Procedure:** Assessment includes the following component: Theory (MCQ), Practical and a Project.

5. COURSE SUMMARY / INTERIOR DECORATION/DESIGN/ (YEAR WISE):

ACADEMIC SESSION	COURSE NAME	DURATION	NO OF TIMES OFFERED (IN A YEAR)	NO OF STUDENTS ENROLLED IN A YEAR	NO. OF STUDENT COMPLETED IN A YEAR
2021-2022	Interior decoration	Do	1	Certificate= 0 Diploma=04 Adv. Diploma=07	Certificate=0 Diploma=0 # Adv. Diploma=0#

(*Cancelled due to Pandemic) (# Delayed due to redesigning of courses)

COURSE DETAILS

ADD ON COURSE-3: TALLY ACE

1. **COURSE NAME: TALLY ACE ERP-9**
2. **DURATION: 60 HOURS (3 MONTHS)**
3. **OFFERED DURING: 2019-20, 2020-21 & 2021-22**
4. **CURRICULUM:**

	TALLY ACE ERP9	
Sl.no	Topic	Hours
1	Maintaining charts of accounts in Tally ERP-9	3
2	Maintaining stock keeping units (SKU)	6
3	Recording day to day transactions	14
4	Accounts receivable and accounts payable	12
5	MIS reports	2
6	Getting started with GST with e-filing GSTR-3B and GSTR1	14
7	Multicurrency	2
8	Multi lingual	1
9	Security control	2
10	Recording voucher with TDS	4
	Total	60 hours

4) Assessment Procedure: Assessment includes the following component: Theory (MCQ) and Practical .

5. COURSE SUMMARY /TALLY ACE/ (YEAR WISE):

ACADEMIC SESSION	COURSE NAME	DURATION	NO. OF TIMES OFFERED (IN A YEAR)	NO OF STUDENTS ENROLLED IN A YEAR	NO. OF STUDENT COMPLETED IN A YEAR
2021-2022	Tally ace	60 hours (3 months)	1	09	0#

(*Cancelled due to Pandemic) (# Delayed due to redesigning of courses)

ADD ON COURSE-4: BUISNESS DEVELOPMENT EXECUTIVE (BFSI)

1. **COURSE NAME: BUISNESS DEVELOPMENT EXECUTIVE (BFSI)**
2. **DURATION: (218 hours /6 Weeks)**
3. **MODE: ONLINE**
4. **OFFERED DURING: 2020-2021**
5. **CURRICULUM:**

BFSI CURRICULUM

MODULES	MODE
1. Understanding Banking and Financial Services Sector 2. Introduction and understanding sales 3. Understanding sales process 4. Generating leads with focus on Financial Products 5. Qualifying leads 6. Evaluating credit details 7. Approaching customer to generate leads 8. Evaluating needs and presenting products with focus on financial products 9. Handling Objections 10. Sales Closure 11. Ongoing and post sales service 12. Using MIS and CRM in banks 13. Stock market - Basic and workable understanding 14. Mutual funds - Basic and workable understanding 15. Insurance - Basic and workable understanding 16. Entrepreneurship - Exposure and Orientation 17. Customer Life Cycle Management and Financial Planning and advisory role 18. Leading Self 19. Leading Social Relations 20. Leading at Work	Fully Online - Both Virtual Online classes and Self Learning Lessons. Blend of domain classes and soft skill essential for sales

4) Assessment Procedure: Assessment includes the following component: Theory (MCQ).

5. COURSE SUMMARY /BFSI/ (YEAR WISE):

ACADEMIC SESSION	COURSE NAME	DURATION	NO. OF TIMES OFFERED (IN A YEAR)	NO OF STUDENTS ENROLLED IN A YEAR	NO. OF STUDENT COMPLETED IN A YEAR
2020-2021	BFSI	218 HOURS/ 6 WEEKS	1	15	06

COURSE DETAILS

ADD ON COURSE-5: BEAUTY THERAPY AND AESTHETICS

1. **COURSE NAME: BEAUTY THERAPY AND AESTHETICS**
2. **DURATION:**
     I. **DIPLOMA (1 YEAR)**
     II. **ADVANCED DIPLOMA (2 YEARS)**
     III. **DEGREE (3 YEARS)**
3. **OFFERED DURING: 2019-2020, 2020-2021 & 2021-2022**
4. **CURRICULUM:**

1-YEAR DIPLOMA (SEMESTERR-I)

COURSE	Component	Theory / Practical / Sessional	Internal (Theory)	External (Theory)	Internal (Practical)	External (Practical / Sessional)	Credit		
							L	T	P
UGEN - 101 ENGLISH LANGUAGE AND COMMUNICATIVE SKILLS	Generic	Theory	10	40	-	-	1	1	-
UGEN - 102 COMPUTER FUNDAMENTALS & IT	Generic	Theory	10	40	-	-	1	1	-
UBAV - 103 BEAUTY REGIME	Skill	Theory	10	40	-	-	1	1	-
UBAV - 104 FUNDAMENTALS OF BEAUTY	Skill	Theory	10	40	-	-	1	1	-
UBAV - 105 HAND AND FEET TREATMENTS	Skill	Theory	10	40	-	-	1	1	-
UGEN – 191 COMPUTER FUNDAMENTALS & IT LAB	Generic	Practical	-	-	10	40	-	-	2
UBAV - 192 BEAUTY REGIME LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 193 FUNDAMENTALS OF BEAUTY LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 194 HAND AND FEET TREATMENTS LAB	Skill	Practical	-	-	10	40	-	-	2
UGEN – 181 ENGLISH LANGUAGE LAB	Generic	Sessional	-	-	-	50	-	-	2

All Generic Components common to all B. Voc. courses.
Industrial Training of 3 - 4 weeks of 6 credits in each year followed by report writing and Viva Voce.
These credits will be evaluated in semester 6

1-YEAR DIPLOMA (SEMESTERR-II)

Course	Component	Theory / Practical / Sessional	Internal (Theory)	External (Theory)	Internal (Practical)	External (Practical / Sessional)	Credit L	T	P
UGEN - 201 SOFT SKILL & PERSONALITY DEVELOPMENT	Generic	Theory	10	40	-	-	1	1	-
UGEN - 202 BUSINESS ANALYSIS: ENVIRONMENT, SALES & MARKETING	Generic	Theory	10	40	-	-	1	1	-
UBAV - 203 MAKE UP ARTISTRY	Skill	Theory	10	40	-	-	1	1	-
UBAV - 204 HAIR DESIGNING	Skill	Theory	10	40	-	-	1	1	-
UBAV - 205 CHEMICAL HAIR PROCEDURES	Skill	Theory	10	40	-	-	1	1	-
BAV - 291 MAKE UP ARTISTRY LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 292 HAIR DESIGNING LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 293 CHEMICAL HAIR PROCEDURES LAB	Skill	Practical	-	-	10	40	-	-	2
UGEN - 281 SOFT SKILL & PERSONALITY DEVELOPMENT LAB	Generic	Sessional	-	-	-	50	-	-	2
UGEN - 282 PRACTICE SESSION ON BUSINESS ANALYSIS: ENVIRONMENT, SALES & MARKETING	Generic	Sessional	-	-	-	50	-	-	2

2 -YEAR ADVAMCED DIPLOMA (SEMESTER-III)

Course	Co	Theory / Practical / Sessional	Internal	External	Internal	External	Credit

Course	Component	Theory / Practical / Sessional	Internal (Theory)	External (Theory)	Internal (Practical)	External (Practical / Sessional)	L	T	P
UGEN - 301 VALUE EDUCATION & HUMAN RIGHTS	Generic	Theory	10	40	-	-	1	1	-
UGEN - 302 BASIC ACCOUNTING	Generic	Theory	10	40	-	-	1	1	-
UBAV - 303 ADVANCE MAKEUP TECHNIQUES	Skill	Theory	10	40	-	-	1	1	-
UBAV - 304 BODY THERAPY	Skill	Theory	10	40	-	-	1	1	-
UBAV - 305 SALON AND CUSTOMER CARE	Skill	Theory	10	40	-	-	1	1	-
UBAV - 391 ADVANCE MAKEUP TECHNIQUES LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 392 BODY THERAPY LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 393 SALON AND CUSTOMER CARE LAB	Skill	Practical	-	-	10	40	-	-	2
UGEN - 381 PRACTICE SESSION ON VALUE EDUCATION & HUMAN RIGHTS	Generic	Sessional	-	-	-	50	-	-	2
UGEN - 382 PRACTICE SESSION ON BASIC ACCOUNTING	Generic	Sessional	-	-	-	50	-	-	2

2 -YEAR ADVANCED DIPLOMA (SEMESTER-IV)

Course	Component	Theory / Practical / Sessional	Internal (Theory)	External (Theory)	Internal (Practical)	External (Practical / Sessional)	Credit		
							L	T	P
UGEN - 401 ENVIRONMENTAL STUDIES	Generic	Theory	10	40	-	-	1	1	-
UGEN - 402 QUALITY MANAGEMENT	Generic	Theory	10	40	-	-	1	1	-
UBAV – 403 SPA INDULGENCE	Skill	Theory	10	40	-	-	1	1	-
UBAV - 404 BASIC AYURVEDA, NATUROPATHY AND BEAUTY	Skill	Theory	10	40	-	-	1	1	-

Course	Component	Theory / Practical / Sessional	Internal (Theory)	External (Theory)	Internal (Practical)	External (Practical / Sessional)	Credit L	T	P
UBAV - 405 HAIR TRICHOLOGY	Skill	Theory	10	40	-	-	1	1	-
UBAV – 491 SPA INDULGENCE LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 492 BASIC AYURVEDA, NATUROPATHY AND BEAUTY LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 493 HAIR TRICHOLOGY LAB	Skill	Practical	-	-	10	40	-	-	2
UGEN - 481 PRACTICE SESSION ON ENVIRONMENTAL STUDIES	Generic	Sessional	-	-	-	50	-	-	2
UGEN - 482 PRACTICE SESSION ON QUALITY MANAGEMENT	Generic	Sessional	-	-	-	50	-	-	2

3-YEAR DEGREE (SEMESTER-V)

Course	Component	Theory / Practical / Sessional	Internal (Theory)	External (Theory)	Internal (Practical)	External (Practical / Sessional)	Credit L	T	P
UGEN - 501 INDIAN ECONOMY & SOCIAL CHANGES	Generic	Theory	10	40	-	-	1	1	-
UGEN - 502 RESEARCH METHODOLOGY	Generic	Theory	10	40	-	-	1	1	-
UBAV - 503 LASER FUNDAMENTALS AND SAFETY	Skill	Theory	10	40	-	-	1	1	-
UBAV – 504 ELECTRICAL & CHEMICAL TREATMENTS	Skill	Theory	10	40	-	-	1	1	-
UBAV - 505 PRE-BRIDAL GROOMING PLAN	Skill	Theory	10	40	-	-	1	1	-
UBAV - 591 LASER FUNDAMENTALS AND SAFETY LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV – 592 ELECTRICAL & CHEMICAL TREATMENTS LAB	Skill	Practical	-	-	10	40	-	-	2
UBAV - 593 PRE-BRIDAL GROOMING PLAN LAB	Skill	Practical	-	-	10	40	-	-	2
UGEN - 581 PRACTICE SESSION ON INDIAN ECONOMY & SOCIAL CHANGES	Generic	Sessional	-	-	-	50	-	-	2
UGEN – 582 PRACTICE SESSION ON RESEARCH METHODOLOGY	Generic	Sessional	-	-	-	50	-	-	2

3 -YEAR DEGREE (SEMESTER-VI)

Course	Component	Theory / Practical / Sessional	Internal (Theory)	External (Theory)	Internal (Practical)	External (Practical / Sessional)	Credit L	T	P
UGEN - 601 GENERAL HUMAN PSYCHOLOGY & HR MANAGEMENT	Generic	Theory	10	40	-	-	1	1	-
UGEN - 602 ENTREPRENEURSHIP DEVELOPMENT PROGRAMME	Generic	Theory	10	40	-	-	1	1	-
UGEN - 681 PRACTICE SESSION ON GENERAL HUMAN PSYCHOLOGY & HRMANAGEMENT	Generic	Sessional	-	-	-	50	-	-	2
UGEN - 682 PRACTICE SESSION ON ENTREPRENEURSHIP DEVELOPMENTPROGRAMME	Generic	Sessional	-	-	-	50	-	-	2
UBAV - 691 INDUSTRIAL TRAINING	Skill	Practical	-	-	-	300	-	-	1 2

5. COURSE SUMMARY /BEAUTY THERAPY & AESTHETICS (BTA)/ (YEAR WISE):

ACADEMIC SESSION	COURSE NAME	DURATION	NO. OF TIMES OFFERED (IN A YEAR)	NO OF STUDENTS ENROLLED IN A YEAR	NO. OF STUDENT COMPLETED IN A YEAR
2021-2022	DO	DO	1	1 year-Diploma=03	1 year-Diploma=0 [#]

(*-cancelled due to pandemic; # delayed)

COURSE DETAILS

ADD ON COURSE-6: CERTIFICATE COURSE IN EMPLOYABILITY SKILL

6. **COURSE NAME: CERTIFICATE COURSE IN EMPLOYABILITY SKILL**
7. **DURATION: 50 HOURS**
8. **MODE: ONLINE**
9. **OFFERED DURING: 2021-2022**
10. **CURRICULUM:**

Module 1:	**Introduction to Basic Spoken English (IL)**
Module 2:	**Introduction to Personality (MT)**
Module 3:	**Grooming and Personal Hygiene (MT)**
Module 4;	**Body Language (MT)**
Module 5:	**Know about Etiquettes (MT)**
Module 6:	**Confidence Building (MT)**
Module 7:	**Six Pillars of Character (MT)**
Module 8:	**Team Work makes the Dream Work! (MT)**
Module 9:	**Introduction Slide - LWMT**
Module 10:	**Understanding the Interview Process - LWMT**
Module 11:	**Cover Letter & Resume Writing - LWMT**
Module 12:	**Types of Interviews - LWMT**
Module 13:	**Preparing for Interviews - LWMT**
Module 14:	**During and After Interview - LWMT**
Module 15:	**During and After Interview - LWMT**
Module 16:	**Language Skills**
Module 17:	**Listening Skills**
Module 18:	**Quiz 1 - Language Skills**
Module 19:	**Grammar for communication**
Module 20:	**Quiz 2 - Language Skills**
Module 21:	**Indian Banking and Financial Services - SCCP**
Module 22:	**New to Banking -SCCP**
Module 23:	**Role of Commercial Bank -SCCP**
Module 24:	**Know about Regulatory Bodies -SCCP**
Module 25:	**Role of Business Correspondent/ Facilitator -SCCP**
Module 26:	**Understanding Financial Inclusion -SCCP**
Module 27:	**Know your Customer and Anti- Money Laundering -SCCP**
Module 28:	**Banking Products and Services -SCCP**
Module 29:	**Principles of Investment and Lending -SCCP**
Module 30:	**Sourcing New Customer -SCCP**
Module 31:	**Sales Through Service -SCCP**
Module 32:	**Monetary Policy - RBI -SCCP**
Module 33:	**Basics of Finance-SCCP**

4) Assessment Procedure: 13 assessments during course.

5. COURSE SUMMARY /CERTIFICATE COURSE IN EMPLOYABILITY SKILL/ (YEAR WISE):

ACADEMIC SESSION	COURSE NAME	DURATION	NO. OF TIMES OFFERED (IN A YEAR)	NO OF STUDENTS ENROLLED IN A YEAR	NO. OF STUDENT COMPLETED IN A YEAR
2021-2022	Certificate course in employability Skill	50 hours	1	Applied=21 Enrolled=03	02