

Mahindra PRIDE CLASSROOM

Date: 21-02-2023

To, The Principal, Polba Mavavidayala, West Bengal.

Sub: Proposal for Implementation of Employability & Digital Literacy Skills Training Programme for final year passing out Graduate & Post Graduate Female Students under Mahindra & Mahindra's CSR initiative "Mahindra Pride Classroom" on Online and Offline Platform.

Dear Sir,

## Greetings from Naandi Foundation's Mahindra Pride Classrooms!

Mahindra Pride Classroom is a flagship Corporate Social Responsibility (CSR) Livelihood programme of the Mahindra and Mahindra group and is fully implemented by Naandi Foundation, a Public Charitable Trust incorporated under the Indian Trusts Act, having its registered office in Hyderabad.

Mahindra Pride Classroom's vision is "To mainstream socially and economically disadvantaged youth, through the process of skill-development training, so as to make them employable in the various sector".

The Mahindra Pride team strongly believes that apart from academic education, Skill Development is also required for students when they step out into the professional world. It is imperative for young adults to be equipped with essential life skills and soft skills. While certain skills may be acquired through everyday experience at home, Classroom or College, they are not sufficient to adequately equip the youth in today's complex society.

### The Mahindra Pride Classroom aims to help students to:

- Develop an identity and improve their self-esteem.
- Manage emotions and overcome obstacles.
- Build relationships and polish their interpersonal skills.
- Enhance and improve employability skills.
- Improve personal and professional effectiveness.
- Enhance and improve communication skills. Knowledge About Digital Literacy Skills.

The life skills component of the training module has helped to transform the learners into confident, determined, goal-oriented youth - a personality shift essential for them to pursue successful careers in the sectors of their

It has helped improve students' understanding of the world and their role and responsibility towards it. It has also enabled them in finding ways to cope with the challenges that life throws at them. These young adults who underwent our training, firmly believe that they will be able to live a more productive and fulfilling life.

### What does the Mahindra Pride Classroom programme consist of?

- Life Skills compassion, respect, gratitude, being a responsible global citizen
- Soft Skills grooming, body language, teamwork, time management, social manners, etc.
- Communication Skills functional English and the ability to express themselves clearly in the local
- Presentation Skills speaking clearly, coherently and confidently.

  Interview Skills resume preparation, interview questions, mock interviews
- Digital Literacy Skills Microsoft Office Packages (MS Word / MS Excel / MS Power Point), Google Docs, Google Sheet.

As a part of our Institutional Skilling initiative in Kerala, Tamilnadu, Telangana, Andhra Pradesh, Maharashtra. Delhi, Uttar Pradesh, Haryana, Odisha, Bihar, Jharkhand, West Bengal and Assam we have collaborated with various Universities, Department of Technical Education, State Skill Development Authorities, Employment & Labour Department across different parts of India.



# Mahindra

PRIDE CLASSROOM

Besides, we have collaborated with various ITI, Polytechnic, Engineering College, Central Tool Room and Training Centre, Vocational Training Colleges, Commerce, Arts and Science College, Hospitality Institutes and Nursing colleges for conducting the upskilling training sessions for the youth. Our employability training programme was welcomed by all and created a great impact on the students. The Campus to Corporate training program prepared the students for the corporate world and helped them to emerge as better professionals.

We would require your support as we propose to train students from your university and affiliated college students across Assam, Soft Skills, Life Skills, Communication Skills, Presentation Skills and Interview Skills for a duration of 30 - 36 hours per batch in Online or Offline mode based on need assessment test. Pre & Post Assessment Test will be conducted for each session. GD, Extempore, MOCK Interview will be conducted for every

### Terms and Conditions:

We intend to train only final year students from various streams without any backlogs on various employability

The colleges will source the students for the training program by providing necessary filters to select deserving

- They will be grouped into batches of maximum 50 numbers for offline and 80 for online.
- The students will be trained on the skills suggested in the plan accordingly.
- Pre and Post Assessment test will be conducted.
- Trainers will be deployed by Mahindra Pride Classroom depending on the number of batches.
- Naandl will conduct 'Train the Trainers' before start of the program.
- Distance tracking reports and daily attendance will be administered.
- Classes shall be conducted within the institute premises in class rooms for offline mode and Online classes will be in conducted in online platform.
- Mahindra Pride Classroom "SHALL NOT CHARGE ANY FEE" for the training as all costs incurred shall be supported by Mahindra and Mahindra CSR.
- Naandi Foundation's Trainer's lodging and boarding will be taken care by Naandi Foundation Only
- We sincerely hope that we will be able to meet your requirements with the best of our efforts and are looking forward to a long association with your College.

# STUDENTS - ELIGIBILITY FOR MPC EMPLOYABILITY SKILL TRAINING PROGRAM

Age Group - 18 Year to 25 Years.

Educational Qualification - Any Graduate (5th & 6th Semester) and Post Graduate (3rd & 4th Semester) Students who seeking for a Job opportunity post study. Stream - BBA / MBA

Commerce (B. COM / M. COM) / Arts (B.A. / M.A.)/ Science (B. SC / M. SC.) ITI / Engineering / Diploma B. Ed. / Nursing / Vocation

#### **COURSES WE ARE OFFERING**

- 1. Employability Skill Training for all the Students
- 2. Aptitude Training for all the Students
- 3. English at Work for all the Students
- 4. Python Programming Training for Engineering Students
- 5. New Educator Program for B. Ed. Students
- 6. Digital Literacy Program

## DCOURSE SCHEDULE & FRAMEWORK OF EMPLOYABILITY SKILL TRAINING

MODE OF TRAINING - OFFLINE TOTAL HOURS - 30 HOURS HOURSE PER DAY - 5 HOURS / 6 HOUES A DAY TOTAL NUMBER OF DAYS - 4 DAYS / 5 DAYS

MODE OF TRAINING - ONLINE TOTAL HOURS - 30 HOURS HOURSE PER DAY - 2 HOURS A DAY TOTAL NUMBER OF DAYS - 15 DAYS



BELOW ARE	THE TOPICS	ARE GOING	TO BE COVER	IN THE DROCDAM

ST NO.	SESSION TITLE	SKILL
- ; - ;	Importance of English	
	Professional Communications	Communication Skil
	Shed for Business	Communication Skil
4	Google Pocs (Table Of Contents, Voice Typing And Translation)	Digital Literacy
5		Digital Literacy
6	Tab	Digital Literacy
7	his Word Insert Tab And Notes	Digital Literacy
8	Acing A Group Discussion	Digital Literacy
9	Interview Readiness 1	Interview Skill
10	Interview Readiness 2	Interview Skill
11	Job Opportunity (Input Sessions)	Interview Skill
15	Presenting A Project	Interview Skill
13	Conflict Management	Interview Skill
14	Critical Thinking	Life Skill
15	Digital Identity	Life Skill
16	Good Health For Good Life	Life Skill
17	1 Am Unique	Life Skill
18	Problem Solving	Life Skill
19	Group Presentation (Output Sessions)	Life Skill
20	Group Presentation (Output Sessions)	Presentation Skill
21	Body Language & Professional Grooming	Presentation Skill
22	Goal Setting & Time Management	Soft Skill
23	Money Management	Soft Skill
24	Professional Ethics	Soft Skill
	To reserve trues	Soft Skill

### Note ::

The above mentioned structure of prescribed training can be changed as per requirement.

We are looking to have a great association with your institution.

Thanks & Regards

Regional Manager | Project Implementation | East & North East Region Mahindra Pride Classroom | Naandi Foundation Mobile - +91 73373 33422 Email - debnath@naandi.org

www.naandi.org

# 3 :: Mahindra Pride Classroom Employability Skill Training Program's final Schedule for A MAHAVIDYALAYA from 13-03 To 17-03.

ages

Wed, Mar 8, 2023 at 11:31 AM

.nom <swobnom@naandi.org>
.antanu.sengupta21@gmail.com
debnath@naandi.org, abhiruproy12@gmail.com

Dear Sir/Ma'am,

Please find below the Employability Skill Training Program Schedule by Mahindra Pride Classroom for the female students of **Polba**Mahavidyalaya from 13-03-23 To 17-03-23,

We have assigned Mr. Abhirup Roy as the trainer for the Batch.

I am sharing the Batch plan & the content of this course for your reference.

Please find the details below.

### **BATCH PLAN-**

College Name	POLBA MAHAVIDYALAYA
Location	POLBA
District	HOOGHLY

Batch Number	Name Of the Trainer	Date	Time
BATCH - 1	ABHIRUP ROY	13-03-2023 To 17-03-2023	10:00AM TO 04:00 PM

Date	Day	Hour	Time
13-03-2023	MONDAY	6	10:00AM TO 04:00 PM
14-03-2023	TUESDAY	6	10:00AM TO 04:00 PM
15-03-2023	WEDNESDAY	6	10:00AM TO 04:00 PM
16-03-2023	THURSDAY	6	10:00AM TO 04:00 PM
17-03-2023	FRIDAY	6	10:00AM TO 04:00 PM
TOTAL	05 DAYS	30	

FRAMEWORK-

### Framework for Intermediate level - Offline Sessions

# 1. To help students overcome their fear of speaking in English

### Objective

- 2. To install confidence in students
- 3. To make students socially aware and responsible citizens
- 4. To increase students' employability quotient

Day	S. No.	Session Title	Duration	Skill
1	1	I am Unique	2	Life Skill
1	2	Body language & Professional grooming	2	Soft Skill
2	5	Goal setting & Time management	2	Soft Skill
2	6	Job Opportunity (Input Sessions)	2	Interview Skill
3	7	Professional Communications	2	Communication Skill
3	8	Digital Identity	2	Life Skill
3	9	Money Management	2	Soft Skill
4	10	Professional Ethics	2	Soft Skill
4	11	Critical Thinking	2	Life Skill
4	12	Presenting a Project	2	Interview Skill
5	13	Problem Solving	2	Life Skill
6	16	Acing a group discussion	2	Interview Skill
6	17	Conflict management	2	Life Skill
6	18	Interview readiness 1	2	Interview Skill
7	19	Interview readiness 2	2	Interview Skill
			30	

Thanks & Regards
Swobnom Saud

Program Manager| Mahindra Pride Classroom

Mobile - +91 6305654810

Mail Id - swobnom@naandi.org

**Naandi Foundation** 

www.naandi.org

# □ Gmail

santanu sengupta <santanu.sengupta21@gmail.com>

## MAHINDRA PRIDE CLASSROOM :: Proposal for Implementation of Employability & Digital Literacy Skills Training Programme for final Year Female Students under Mahindra & Mahindra's CSR initiative

1 message

Debnath <debnath@naandi.org>

To: ngkaibarta@gmail.com, santanu.sengupta21@gmail.com

Cc: MPC - Swobnom Saud <swobnom@naandi.org>

Tue, Feb 21, 2023 at 8:06 PM

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2	Professional Communications	Communication Skill
3	Excel For Business	Digital Literacy
4	Google Docs (Table Of Contents, Voice Typing And Translation)	Digital Literacy
5	Google Sheets (Introduction, Home Tab And Formulae)	Digital Literacy
6	Ms Power Point Introduction And Home Tab	Digital Literacy

	Proposal for Implemental	tion of Employability a Digital E
	Ms Word Insert Tab And Notes	Digital Literacy
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1:

### emari College

- Vivekananda Mahavidyalaya
- Acharya Sukumar Sen Mahavidyalaya
- Krishna Chandra College
- Netaji Mahavidyalaya
- Sreegopal Banerjee College
- Tarakeswar Degree College
- Vivekananda Mahavidyalaya

## Thanks & Regards

### **Debnath Boral**

Regional Manager | Project Implementation Mahindra Pride Classroom | Naandi Foundation

Mobile - +91 73373 33422

www.naandi.org



### 5 attachments



WB - Transferable Skills (1).png 1060K



Eng for Work..jpeg 232K



WB- Digital Literacy.png

MPC Brochure 2023.pdf

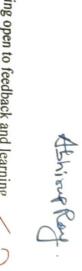
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Teactor in Charge Polba Mahavidyals Polba, Horghly, Wes

Polba,Hooghly MAHINDRA PRIDE CLASSROOM

Time-30min

Total Marks-20 Pimpa Roy Name- Answer all the question 1. What is the primary goal of effective communication? To convey information b) To persuade others c) To build relationships d) To avoid conflict 2. Which of the following is a key aspect of active listening? a) Interrupting the speaker b) Giving unsolicited advice Maintaining eye contact d) Planning your response 3. What is the benefit of diverse perspectives in a team? a) Increased conflict Improved problem-solving c) Reduced creativity d) Decreased productivity 4. How can you contribute to a positive team culture? a) By criticizing others' ideas By being punctual and respectful c) By dominating team discussions d) By ignoring team goals 5. What is a key strategy for managing stress and increasing productivity? a) Multitasking b) Procrastination C Prioritizing tasks d) Taking regular breaks 6. How can you avoid distractions and stay focused? a) By checking social media frequently By turning off notifications c) By working in a noisy environment d) By using multiple tabs on your computer 7. What is a key characteristic of effective leaders? a) Autocratic decision-making b) Flexibility and adaptability c) Resistance to change d) Lack of accountability 8. How can you demonstrate adaptability in a rapidly changing work environment? a) By resisting new ideas By being open to feedback and learning c) By clinging to traditional methods d) By avoiding challenges 9. What is emotional intelligence? a) The ability to analyze data b) The ability to recognize and manage emotions c) The ability to persuade others d) The ability to manage time 10. How can you resolve conflicts effectively? a) By avoiding confrontation

(b) By listening actively and empathetically c) By taking a confrontational approach

d) By ignoring the issue

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Polba, Hooghly

Time-30min

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Polba, Hooghly MAHINDRA PRIDE CLASSROOM

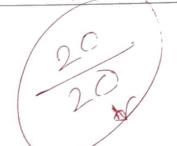
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# Asifa Sultana

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