



Vidya Vikas Education Society's
VIKAS COLLEGE OF ARTS, SCIENCE & COMMERCE
Affiliated to University of Mumbai
ISO 9001:2015 CERTIFIED

**A REPORT ON
EMPLOYABILITY SKILLS BUILDING
(WORKSPACE SKILLS TRAINING PROGRAMME)**

The Internal Quality Assurance Cell, Skill Development Committee, Women Development Cell and the Dept of English of Vikas College of Arts, Science & Commerce, Vikhroli in association with American India Foundation, conducted a 5 days Employability Skills Building (Workspace Skills Training Programme) Training from 7th September, 2022 to 13th September, 2022 for the girl students of Third Year of all the programmes. The training programme was sponsored by Dell Technologies. Ms. Meera Kaliyaperumal conducted all the sessions for the girl students.

The objective was to supplement the theoretical knowledge obtained by the students as a part of their college curriculum with the necessary employability skills in order to help the girls in making themselves employable after completing the graduation. Soft skills, communication skills being an important requisite for a job, the resource person explained the need for the same at the beginning. Students were involved in some tasks oriented towards the development of their communication skills.

The sessions were interactive and activity based. The students were guided on how to prepare a good resume with all minute details and do's and don'ts. They were then assigned the home activity of preparing their own resume and mailing it to the resource person.

They were also oriented in terms of preparation for facing an interview which was followed by an activity of introducing oneself and creating a video of it. The application of the training sessions added to the effectiveness of the sessions.

They were also taught basic computer applications like how to use the softwares like Word and Excel. Apart from this, they were also guided on preparation of slides on Power Point Presentation with minute tips of do's and don'ts.

The students were also trained on office etiquettes, use of non-verbal cues like body language, personal grooming, dressing etc.

On the final day, all the 83 girl participants were awarded certificates from American India Foundation and Dell Technologies. They were also awarded certificates from NSDC. The Principal Dr. R.K. Patra appreciated the initiative by all the organizing committees and mentioned special gratitude towards American India Foundation, Dell Technologies and Ms. Meera Kaliyaperumal for their initiative and co-operation. Dr. S. K. Deshpande extended vote of thanks.



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VIKAS COLLEGE OF ARTS, SCIENCE & COMMERCE
 Kannamwar Nagar-2, Vikhroli (E), Mumbai

INTERNAL QUALITY ASSURANCE CELL
SKILL DEVELOPMENT COMMITTEE
WOMEN DEVELOPMENT CELL
DEPARTMENT OF ENGLISH

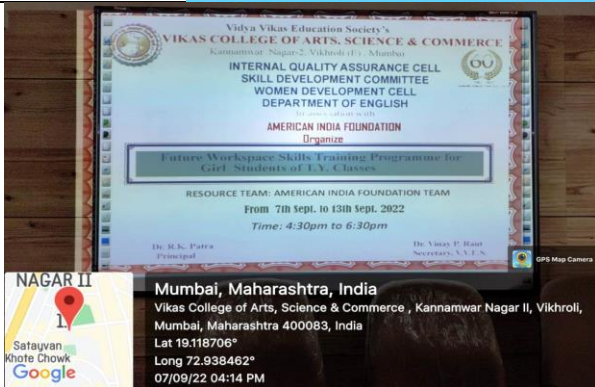
In association with
AMERICAN INDIA FOUNDATION
 Organize

**Future Workspace Skills Training Programme for
 Girl Students of T.Y. Classes**

RESOURCE TEAM: AMERICAN INDIA FOUNDATION TEAM
From 7th Sept. to 13th Sept. 2022
Time: 4:30pm to 6:30pm

Dr. R.K. Patra
 Principal

Dr. Vinay P. Raut
 Secretary, V.V.E.S.



Future Workspace training programme display board



Dr. Shubhada K. Deshpande, Head, Department of English interacts with students



Ms. Meera Kaliyaperumal interact with students



Students interact with Trainer Ms. Meera Kaliyaperumal



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Participants in Workshop



Prin. Dr. R.K.Patra awarding certificates to the participants at valedictory function of the workshop.