



## St. Francis Institute of Management & Research (SFIMAR)

### ***5.1.3 Capacity building and skills enhancement Initiatives taken by the institution include the following:***

The Institute's objective is to enhance the employability skills of its students by training them on soft skills, computer skills and technical skills as per the industry requirement. The Career Management Centre at SFIMAR takes many initiatives to groom students as per the industry requirements from the initial days. Over the years, the grooming program has become structured and defined as Student Skill Development Program (SSDP).

### **SSDP for Academic Year 2015- 16**

#### **List of Training Programs Conducted in Academic Year 2015-16**

<b>Sr. No.</b>	<b>Name of the capability enhancement program</b>
1	Developing Financial Skills, Marketing Skills and HR Skills to Make Students Corporate ready
2	Financial Aptitude Test Skills
3	General Aptitude Test Skills
4	Developing Aptitude Test skills for Market Research Profile
5	Upskilling students on Balance Sheet reading and Equity Markets by conducting a Financial Workshop.
6	Enhancing Students' Skills as per the Industry Trends & Placement Process - Event: ALUMNI CONNECT
7	Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternative Investment Industry.
8	Personal Interviews Skills
9	Upskilling students in the field of Derivatives

## Report of Training Programs Conducted in Academic Year 2015-16

### 1. Developing Financial Skills, Marketing Skills and HR Skills to Make Students Corporate ready

#### Objective:

1. To guide the current 2nd-year students on industry trends, job profiles and preparation for the selection process by the senior alumni members based on their experience with the industry.
2. Clarification of students' queries about placement process/industry sectors etc., by Alumni members.
3. Networking between Students & Alumni and Alumni & Alumni

**Summary:** The relevant Corporate/Alumni are identified based on their experience and invited from various industry sectors for the mentoring purpose.

**Date of the activity:** 25th July 2015

#### Name & Designation of Speaker:

Mr. Suyog Keluskar, Sr. Analyst Market Research & Consulting - D&B Tangram Advisory Pvt Ltd.

Mr. Peeyush Chitlangia, Founder - FinShiksha

Mr. Engelbert Gonsalves, Assistant Manager – HR- Powerweave Software Services Pvt Ltd

**Number of students enrolled:** 154

**Outcomes** – This activity helps students understand the industry trends and network with their senior alumni members. The students ask their doubts about job profiles and the preparation required for the selection process. This event also benefits alumni members as they can network with the other alumni members.

#### Photos:



**Developing Financial / Marketing Research & Recruitment Skills to Make Students Corporate ready held on 25<sup>th</sup> July 2015**

## **2.& 3. Training Topic: General & Financial Aptitude Test Skills**

**Objective** – This training aims to train all the students on general aptitude questions of reasoning, logic, maths and English so that students can clear the test given by the companies at the time of placement.

Finance students were also trained on a Financial aptitude test as per the companies tests for placement.

**Summary:** The training was conducted for all the 2nd year students by a professional Trainer. The trainer taught the students how to solve the maths & logical questions in much less time.

Finance students were given financial concepts first by the trainer and then aptitude tests were provided by the trainer for practice. It was overall a good session as per the feedback received from students. The training was organized for all the students.

**Date of the activity:** 7<sup>th</sup> & 8th September 2015

**Name & Designation of Speaker:** Mr. Rishi Chourasia- Director Online Vikalp Education

**Number of students enrolled:** General Apt. Test: 84 / Financial Apt. Test: 77

**Outcomes** – This Training helped students enhance their understanding of financial concepts and solving General aptitude tests viz. Verbal and Logical Tests. They also learned the tricks of simple calculations while solving mathematical questions. This training is of immense help to students while the selection process of companies.

**Photos:**



**Training on General & Financial Aptitude Test Skills conducted by Mr. Rishi Chourasia held on 7<sup>th</sup> & 8th September 2015**

#### **4. Training Topic: Developing Aptitude Test skills for Market Research Profile**

**Objective** – To groom students on the market research profile-based test generally administered by Nielsen Company for final placement.

**Summary:** The training was conducted for 2nd-year students of Marketing, who had applied for the job opportunity shared by Nielsen Company. The Alumnus of the 2005 batch completed the training for 28 registered and eligible students. The trainer advised on the crucial aspects of the test and gave them a test of a similar pattern for practice. Mr. Ansley also shared the tips to clear the personal interview round and advised the names of the books to refer to.

**Date of the activity:** 3rd October 2015

**Name & Designation of Speaker:** Mr. Ansley Farro – Analyst- Marketing, Nielsen

**Number of students enrolled:** 28 Marketing students - applied for Nielsen

**Outcomes** – This Training helped students understand the pattern of the test and its preparation. Two student got selected at the package of 5 LPA in the same company.

**Photos:**



**Training on Aptitude Test Pattern of Nielsen by Mr. Ansley Farro Held on 3rd October 2015**

## 5. Training Topic: Upskilling students on the Balance Sheet Reading and Equity Markets

**Objective** – The objective of conducting this training is to give students an overview of the Balance sheet and teach them the techniques of reading and analysing it. Also, to share knowledge with students about equity as these are the core requirement of a few companies for finance students while selecting them for final placement

**Summary:** The training was conducted for 2nd-year students of finance. The professional Trainer Mr. Rishi Chourasia had completed the training for all Finance students. The duration of the training was 4 hours.

The students were asked to get a sample balance sheet for better understanding. It was an interactive session.

**Date of the activity:** 12th October 2015

**Name & Designation of Speaker:** Mr. Rishi Chourasia- Director Online Vikalp Education

**Number of students enrolled:** 77 Finance students

**Outcomes** – Students learned how to analyze a company's balance sheet and clarify financial concepts in equity, which helped them select companies viz. Insync Analytics, CMIE etc.

**Photos:**



**Upskilling students on balance sheet reading and equity Markets by conducting a Financial Workshop by Mr. Rishi Chourasia on 12<sup>th</sup> October 2015**



**6. Training Topic: Enhancing Students' Skills as per the Industry Trends & Placement Process**  
**Event: Alumni Connect**

**Objective – It is a hand-holding event of alumni and current 1<sup>st</sup> & 2<sup>nd</sup>-year students with the below-mentioned training objectives.**

1. To guide the current 2<sup>nd</sup>-year students on industry trends, job profiles and preparation for the selection process by the senior alumni members based on their experience with the industry.
2. Clarification of students' queries about placement process/industry sectors etc., by Alumni members.
3. Networking between Students & Alumni and Alumni & Alumni

**Summary:** The relevant alumni are identified based on their experience and invited from various industry sectors for mentoring. Alumnus mentors a small group of students where they have expertise. Alumni Connect for 1<sup>st</sup>-year students are in the class / and alumni members from each specialization speak to them and handle all their queries.

**Date of the activity:** 24th October 2015

**Name & Designation of Speaker:** Identified Alumni Members from different industry sectors

**Number of students enrolled: 161**

**Outcomes –** This activity helps students understand the industry trends and network with their senior alumni members. The students ask their doubts about job profiles and the preparation required for the selection process. This event also benefits alumni members as they can network with the other alumni members.

**Photos:**



**Enhancing Students' Skills as per the Industry Trends & Placement Process– Alumni Connect on 24<sup>th</sup> October 2015**

## 7. Training Topic: Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternative Investment Industry.

**Objective** – The objective of conducting this training is to make 2<sup>nd</sup>-year Finance students eligible to participate in the placement process of the renowned company SS&C GlobeOp under the corporate onboarding program. This certification program imparts knowledge in Hedge funds, Derivatives, etc., and helps students appear for other companies' placement processes.

**Summary:** SFIMAR initiated the Corporate Onboarding Program with its first company SS&C GlobeOp in 2014, wherein the company representatives train students on various profiles available for recruitment purposes at the company. SS&C GlobeOp has a structured syllabus and launched it at SFIMAR as a certification program.

The students who can clear the company's assessment become eligible and the company recruits them as management trainees based on their clearing of the technical interview round.

The training was conducted for 2nd-year students of finance.

**Date of the activity:** 28th November to 15th December 2015

**Name & Designation of Speaker:** Professional Trainers from the company SS&C GlobeOp Coordinated by HR Mr. Sasmit Ghodke

**Number of students enrolled: 55 (Only Finance)**

**Outcomes** – This Training helped students understand the various profiles in the core finance field available in the company and got their knowledge enhancement in Hedge Funds, Financial operations, Derivatives, etc. 16 students got selected in SS&C GlobeOp this year.

**Photos -**



**SFIMAR Chairman felicitating Mr. Sunil Nair - Director HR on 02/11/2015**



**Mr. Sunil Nair, Director HR & Mr. Sasmit Ghodke, Associate HR address on 02/11/2015**



**SS&C GlobeOp Manager training our students**



**CAII Certification Ceremony on 27/01/2016**

## **8. Training Topic: Personal Interviews Skills**

**Objective** – This training aims to make 2<sup>nd</sup>-year students confident to face Interviews during the placement process.

**Summary:** Career Management Centre organizes this training for second-year students to build up and raise their confidence level during the selection process of the companies. Senior Alumni members and corporate representatives are invited for the same. The interviews are conducted for HR and Technical rounds. The evaluation sheet is shared with interviewers by CMC and after the formal round of interviews, the student is given feedback for improvement by the interviewers. It is beneficial training and helps students to improve immensely. For weaker students, more rounds of mock interviews are conducted by faculty and CMC.

**Date of the activity:** 5th December to 12th December 2015

**Name & Designation of Speaker:** Alumni Members & Corporate

**Number of students enrolled:** 161

**Outcomes** – This Training helped students understand the improvement areas in the technical fields and their appearance, body language, and CV rectifications as per the individual's experience and projects.

**Photos:**



**Skilling Students to Face Personal Interviews held 5th December to 12th December 2015**



## **9. Training Topic: Upskilling students in the field of Derivatives**

**Objective** – The objective of conducting this training is to train the students on

1. Introduction to Derivatives: Practical understanding and need of Derivatives.
2. Different types of derivatives instrument: Overview on instruments like Forwards, Futures, Options, & OTC Derivative.
3. Detailed understanding of Forwards, Futures markets and how it works.
4. Time Value of money
5. Bond Market: Valuations of Bond, Properties of Bond, understanding yields etc.

**Summary:** It was a guest lecture conducted by a senior Alumnus having expertise in this field. This concept is critical to understand as a few companies recruit on a profile where knowledge of Derivatives is essential.

**Date of the activity:** 28th December 2015

**Name & Designation of Speaker:** Mr. Dilpesh Jain, Associate Manager - GlobeOp

**Number of students enrolled:** 77 (Only Finance)

### **Outcomes**

- The students got an understanding of SWAPS and derivatives and the types of SWAPS.
- Two students got selected in the company global company - Transparent values at the package of 5.32 LPA.
- Six students also got selected in Insync Analytics. These companies require a sound knowledge of SWAPS & Derivatives

### **Photos:**



**Upskilling students for Derivatives held on 28th December 2015 by Mr. Dilpesh Jain**

## SSDP for AY 2016- 17

### List of Training Programs Conducted

<b>Sr. No.</b>	<b>Name of the capability enhancement program</b>
1	Upskilling students in Excel & Advanced Excel
2	Developing Students' Skills to deal with Intercultural Differences Across Countries- German Business Practices & Entrepreneurship
3	Resume Building - A skill to craft a Professional Resume
4	Developing Sales skills
5	Developing Financial Skills to Make Students Corporate ready
6	Developing Marketing, HR, IT & Operations Skills to Make Students Corporate ready
7	Non- Verbal Communication skills (Appearance & Body Language etc.)
8	Verbal Communication Skills
9	Enhancing Students' Skills as per the Industry Trends & Placement Process - Event: ALUMNI CONNECT
10	Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternate Investment Industry.
11	Personal Interview Skills
12	Developing Students' Skills for Personal Branding

## Report of Training Programs Conducted in Academic Year 2016-17

### 1. Training Topic: Upskilling students in Excel & Advanced Excel

**Objective** – Spreadsheets are an essential business and accounting tool. To make students learn to organize and categorize data into a logical format. Once this data is entered into the spreadsheet, students can help manage and grow the business by analysing the information. To give them the understanding to use different types of formulae and functions.

**Summary:** This training was conducted based on HR feedback and industry requirements. The students were not comfortable with excel at work. Also, a few companies were conducting an Excel test during the selection process and our students were facing problems. Hence, it was discussed with management, and it was decided to impart training in Excel to the students. Alumnus Mr. Vaibhav Shah was identified for the same. His feedback was excellent. The students were told about the assignment at the end of the training and awarded certificates to those who got 60% and above marks in the test.

**Date of the activity:** 16th July to 10th September 2016

**Name & Designation of Speaker:** Mr. Vaibhav Shah - Analyst BNP Paribas

**Number of students enrolled:** 141

**Outcomes** – The students learned basic Excel and Finance students were trained on Advance Excel too. The students learned to format data and cells and construct formulas, including built-in functions and relative and absolute references. Create and modify charts. Preview and print worksheets. Better selection results during placement. Students were confident while appearing for Excel Tests.

#### Photos:



**Alumnus Mr. Vaibhav Shah conducting Excel Training in SFIMAR Lab 16th July to 10th September 2016**

2. **Training Topic:** Developing students' Skills to deal with Intercultural Differences across Countries- German Business Practices & Entrepreneurship

**Objective** – To give an insight to the students about the different business cultures adopted internationally.

**Summary:** Mr. Lehrke has two citizenships; German & US. He is an Entrepreneur and has traveled extensively. He has a rich experience of the business culture in different countries. He was traveling to India and the session was fixed well in advance in coordination with him. He had addressed 2nd-year students.

**Date of the activity:** 22nd July 2016

**Name & Designation of Speaker:** Mr. Nikolas Lehrke  
Founder and Board of Directors of IMM Maschinenbau GmbH, Germany

**Number of students enrolled:** 132

**Outcomes** – The students got an excellent insight on Intercultural differences across Countries and knowledge about his business along with German Business Practices & Entrepreneurship.

**Photos:**



**Felicitation of Mr. Nikolas Lehrke,  
by SFIMAR Jul 22 2016**



**Mr. Nikolas Lehrke: Sharing insights  
on Jul 22 2016**



**Mr. Nikolas's photograph, along with the Chairman, faculty and students- post his session.**



### **3. Resume Building - A skill to craft a Professional Resume**

**Objective – How to write a professional resume in college format with correct alignment**

**Summary:** This Training was given to the students to understand the general rules of crafting a professional resume. The fresher and experienced students were advised accordingly. The session was done in the IT laboratory. The 4C concept was explained to students to keep in mind while designing a resume, i.e., critical thinking, communication, collaboration and competency.

**Date of the activity:** 28th July 2016 & 29th July 2016

**Name & Designation of Speaker:** Mr. Abhisek Salecha Co-Founder

**Number of students enrolled:** 141

**Outcomes –** Students learned to design a professional resume for the final placement purposes. They also learned the 4Cs concept to keep in mind while designing their CV.

**Photos:**



**Mr. AbhisekSalecha conducted the Resume Building on 28th July 2016 & 29th July 2016**

#### **4. Training Topic: Developing Sales skills**

**Objective** – To give an overview of the sales process and inculcate an interest in the sales domain, as most companies come for sales profiles and students are hesitant to take sales profiles.

**Summary:** The training was conducted by professionals having rich experience in sales. It was shown for 2nd year marketing students. Mr. Anuj is a motivational speaker and students liked the session. He gave many practical examples and had role plays in his session.

**Date of the activity:** 2nd August 2016

**Name & Designation of Speaker:** Ms. Manisha Sana & Mr. Anuj Singh

**Number of students enrolled:** 49

**Outcomes** – The students learned that successful sales professionals use the golden rule to sell with the same honesty, integrity, understanding, empathy, and thoughtfulness that they would like someone else to use to sell to them. They got an insight into Key Account Management, customized sales and individual sales. After the session, students showed interest in sales when the companies came for sales profiles.

**Photos:**



**Guest lecture on Developing Sales skills by Ms. Manisha Sana & Mr. Anuj Singh 2nd August 2016**

## **5. Training Topic: Developing Financial Skills to Make Students Corporate ready**

**Objective** – To educate students about practical aspects of financial concepts and solve the doubts of students about financial profiles.

**Summary:** Mr. Parth Parikh is an Alumnus of NMIMS & D J Sanghvi College of Engg. Mumbai. Been in the financial services industry for the last 5+ years & has extensive exposure to Mutual Funds, Wealth Management & Financial Modelling, and training. He has worked with Fidelity Investments, ICICI Bank and Accenture on various profiles. He conducted the session for 2 hrs and handled students' queries regarding multiple profiles in the finance field.

**Date of the activity:** 9th August 2016

**Name & Designation of Speaker:** Mr. Parth Parikh- FinShiksha

**Number of students enrolled:** 68

**Outcomes** – Students got appraised about various finance field profiles and clarified the different career options available in the industry.

**Photos:**



**Developing Financial Skills to Make Students Corporate ready conducted by Mr. Parth Parikh  
9<sup>th</sup> August 2016**



**6. Training Topic: Developing Marketing, HR, IT & Operations Skills to Make Students Corporate ready**

**Objective** – To Give Insights about various career options available post MBA in the field of Marketing, HR, IT & Operations

**Summary:** Sr. alumni members hold these sessions for the students of Marketing, HR, IT & Operations in different classes with the respective specialization students.

**Date of the activity:** 13th August 2016

**Name & Designation of Speaker:** Mr. ObyGoerge (Marketing), Ms. Marissa Fernandes (HR), Mr. Harish Illayat (IT), Mr. Ashwyn Dias (Operations)

**Number of students enrolled:** 73

**Outcomes** – The students got clarity about the various career options available post-MBA and the skill set required.

**Photos:**



**Mr. Oby George Conducting the session on Careers in Marketing."**



**Ms. Marissa Fernandes (Alumni) guiding HR**

**Careers in IT & Operations - Mr. Harish Illayat (IT) Mr. Ashwyn Dias (Operations)**



## **7. Non- Verbal Communication skills (Appearance & Body Language)**

**Objective** – To Train students to make a good impression in general and especially on the interviewers by observing correct body language.

**Summary:** The students are trained by a professional soft skill trainer from Wasan Knowledge Hub. It is a part of non-verbal communication. The training included facial expressions, body movement and posture.

**Date of the activity:** 9th September 2016

**Name & Designation of Speaker:** Wasan Knowledge Hub

**Number of students enrolled:** 141

**Outcomes** – Students learned about right body language, facial expressions and correct posture important at the time of Interviews and selection process. The students were also trained on gestures and eye contact. Students also learned about the right way of dressing up for the right occasions.

**Photos: Trainer from Wasan Knowledge Hub- on body language and appearance**



**Trainer from Wasan Knowledge Hub- on Non- Verbal Communication skills (Appearance & Body Language) 9th September 2016**

## 8. Training Topic: Verbal Communication skills

**Objective – To Improve verbal and non-verbal communication of students, thus making them industry ready**

**Summary:** The Training was conducted in two batches of Finance and Non- finance students of MMS & PGDM. Wasan Knowledge Hub is one of the dynamic and sophisticated finishing schools in Mumbai and gives international training standards. They have many good professional Trainers associated with them. They specialize in training & consulting services in skill, behavior, organization development also programs in etiquette & image. The training was liked by students and was helpful in face GD & PI

**Date of the activity:** 16th September 2016

**Name & Designation of Speaker:** Wasan Knowledge Hub

**Number of students enrolled:** 141

**Outcomes –** Students got insights into the field of Verbal Communication and its two types: written and oral communication. Students were taught the importance of both personal & professional scenarios. The students got the awareness about it and became confident. They got practical insights as the trainer used the role play pedagogy during training.

**Photos:**



**Verbal and Non-Verbal Communication skills conducted by Wasan Knowledge Hub  
16th September 2016**

## 9. Training Topic: Enhancing Students' Skills as per the Industry Trends & Placement Process- Event: ALUMNI CONNECT

**Objective –** It is a hand-holding event of alumni and current 1<sup>st</sup>&2<sup>nd</sup> year students with the below-mentioned training objectives.

1. To guide the current 2nd-year students on industry trends, job profiles and preparation for the selection process by the senior alumni members based on their experience with the industry.
2. Clarification of students' queries about placement process/industry sectors etc., by Alumni members.
3. Networking between Students & Alumni and Alumni & Alumni

**Summary:** The relevant alumni are identified based on their experience and invited from various industry sectors for mentoring. Alumnus mentors a small group of students where they have expertise. Alumni Connect for 1<sup>st</sup>-year students are in the class / and alumni members from each specialization speak to them and handle all their queries.

**Date of the activity:** 8th October 2016

**Name & Designation of Speaker:** Identified Alumni Members from different industry sectors

**Number of students enrolled:** 141

**Outcomes –** This activity helps students understand the industry trends and network with their senior alumni members. The students ask their doubts about job profiles and the preparation required for the selection process.

This event also benefits alumni members as they can network with the other alumni members.

**Photos:**



**Alumni guiding HR Students**



**Alumni teaching Marketing Students**



**Alumni guiding Finance Students**



**Alumni guiding IT & Operations Students**



**10. Training Topic: Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternate Investment Industry.**

**Objective** – The objective of conducting this training is to make 2<sup>nd</sup>-year Finance students eligible to participate in the placement process of the renowned company SS&C GlobeOp under the corporate onboarding program. This is a certification program imparting knowledge in Hedge funds, Derivatives, etc., and help students while appearing for other company's placement processes.

**Summary:** SFIMAR initiated the Corporate Onboarding Program with its first company SS&C GlobeOp in 2014. Since then, the company visits to campus with a defined program for campus recruitment. During this program, the company representatives train students on various profiles available for recruitment purposes at the company. SS&C GlobeOp has a structured syllabus and launched it at SFIMAR as a certification program.

The students who can clear the company's assessment become eligible and the company recruits them as management trainees based on their clearing of the technical interview round.

The training was conducted for 2nd-year students of finance.

**Date of the activity:** 10th November to 25th November 2016

**Name & Designation of Speaker:** SS&C GlobeOp Managers

**Number of students enrolled:** 53

**Outcomes** – This Training helped students understand the various profiles in the core finance field available in the company and got their knowledge enhancement in Hedge Funds, Financial operations, Derivatives, etc. 14 students got selected in SS&C GlobeOp this year.

**Photos:**



**Global Head HR: Mr. Devarajan  
Launch & address the students**



**Willis D'Cunha –HR Associate  
introducing the trainer**



**SS&C GlobeOp Manager training our students**



**CAII Certification Ceremony on 27/01/2016**



## 11. **Training Topic: Personal Interview Skills**

**Objective** – This training aims to make 2<sup>nd</sup>-year students confident to face Interviews during the placement process.

**Summary:** Career Management Centre organizes this training for second-year students to build up and raise their confidence level during the selection process of the companies. Senior Alumni members and corporate representatives are invited for the same. The interviews are conducted for HR and Technical rounds. The evaluation sheet is shared with interviewers by CMC and after the formal round of interviews, the student is given feedback for improvement by the interviewers. It is beneficial and helps students to improve immensely. For weaker students, more rounds of mock interviews are conducted by faculty and CMC.

**Date of the activity:** 3rd December 2016

**Name & Designation of Speaker:** Alumni Members & Corporate

**Number of students enrolled:** 141

**Outcomes** – This Training helped students understand the improvement areas in the technical fields and their appearance, body language, and CV rectifications as per the individual's experience and projects.

**Photos:**



**Training on Skilling Students to face Personal Interviews (Online session from Bahrain) held on 3rd December 2016**

## 12. Developing Students' Skills for Personal Branding

**Objective – To train students to create a personal brand and pitch themselves to the employer during selection.**

**Summary:** The training was conducted by senior HR alumina Ms. Sheril D'Souza, who has rich experience in various fields of HR and especially in training. She lives in Bahrain but is always keen to train the current students on various aspects related to corporate culture when she visits India. Ms. Sheril D'Souza taught them what Personal Branding is and its importance in the corporate world and individuals. As just learning the soft skills and technical skills is not enough these days. An individual needs to create their brand to be known through social media and networking.

**Date of the activity:** 13th December 2016

**Name & Designation of Speaker:** Sheril D'souza - Director - Ace Performance Consultant

**Number of students enrolled:** 49

**Outcomes –** Students learned about the meaning of personal Branding & the tips for creating your brand and how to make other people know about you as a brand. This workshop encouraged the students to think about their uniqueness, i.e., What is it that you want to be known for?

They also learned the 3Cs of personal Branding: Clarity, consistency, constancy. Be clear in who you are and are not. Do not sugar-coat your qualifications. Express your brand across all communications mediums. Determine where you want to fit in (industry and niche area of expertise) and then remain visible to your target audience.

**Photos:**



**Alumina Ms. Sheril D'Souza taking a workshop on Personal Branding 13th December 2016**

## SSDP for AY 2017- 18

### List of Training Programs Conducted

<b>Sr. No.</b>	<b>Name of the capability enhancement program</b>
1	Upskilling students' in MS-Excel
2	Upskilling students to work on HRMS Automation software (Certificate Training)
3	Upskilling students for HR Theories - Online Video Training from Bahrain
4	Upskilling students in the field of Derivatives
5	Upskilling students for Balance Sheet Reading & Equity in global markets by conducting a Financial Workshop
6	Developing Financial Skills, Marketing Skills and HR Skills to Make Students Corporate ready
7	Resume Building - A skill to craft a Professional Resume
8	Business Communication Skills- Email Writing
9	Personal Interview Skills
10	Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternate Investment Industry.
11	Upskilling students in the field of Mutual Funds
12	Upskilling students on Aptitude Test

## **Report of Training Programs Conducted in Academic Year 2017-18**

### **1. Training Topic: Upskilling students in Excel & Advanced Excel**

**Objective** – Spreadsheets are an essential business and accounting tool. To make students learn to organize and categorize data into a logical format. Once this data is entered into the spreadsheet, students can help manage and grow the business by analyzing the information. To give them the understanding to use different types of formulae and functions.

**Summary:** This training was conducted based on HR feedback and industry requirements. The students were not comfortable with excel at work. Also, a few companies were conducting an Excel test during the selection process and our students were facing problems. Hence, it was discussed with management and decided to impart Excel training to the students. Alumnus Mr. Vaibhav Shah was identified for the same. His feedback was excellent. The students were told about the assignment at the end of the training and awarded certificates to those who got 60% and above marks in the test.

**Date of the activity:** 1st August to 12th August 2017

**Name & Designation of Speaker:** Mr. Vaibhav Shah - Analyst BNP Paribas

**Number of students enrolled:** 181

**Outcomes** – The students learned basic Excel and Finance students were trained on Advance Excel too. The students learned to format data and cells and construct formulas, including built-in functions and relative and absolute references. Create and modify charts. Preview and print worksheets. Better selection results during placement. Students were confident while appearing for Excel Tests.

**Photos:**



**Alumnus Mr. Vaibhav Shah: conducting Excel Training: 1st August to 12th August 2017**



2. **Training Topic:** Upskilling students to work on HRMS Automation software (Certificate Training)

**Objective** – HRMS is most widely used in many companies. This course is expected to provide knowledge about the software. The purpose of imparting this training is to equip them with the information about the software to understand when they work in the industry.

**Summary:** A HRMS (Human Resource Management System) combines systems and processes that connect human resource management and information technology through HR software. An HRMS may help to revolutionize a workplace.

Mr. Dhvani Mehta is an entrepreneur and has his HRMS in a few companies. He gave training on this software and gave hands-on experience to students by providing logins to students. It was decided that the trainer will provide assignments at the end of the workshop and students who get 60% and above will be given the certificate. Students got a good understanding of HRMS. All the students cleared the test and got the certificate.

**Date of the activity:** 10th August to 24th August 2017

**Duration of the Workshop:** 10 hrs (2 hrs each day)

**Name & Designation of Speaker:** Mr. Dhvani Mehta - Director Opportune Technologies

**Number of students enrolled:** 23

**Outcomes** – Students got awareness about:

1. Introduction to HR Automation
  - a. Importance of Automation in the HR
  - b. In the HRMS, the Employee Life cycle management & maintaining their records, useful to them while on the job.
2. Live working/hands-on experience on the HRM Platform
3. Introduction to the HR process design & how to automate
4. The test was taken post the above training & certificates were issued

**Photos:**



**Mr. Dhvani Mehta - Director Opportune Technologies conducted HRMS Automation Certificate Training 10th August to 24th August 2017**

### **3. Training Topic: Upskilling students for HR Theories - Online Video Training from Bahrain**

**Objective – To give an overview of HR Theories relating to industry perspective.**

**Summary:** This session was conducted by our Alumina through video conferencing from Bahrain. She is an experienced HR Professional in Bahrain. This session was conducted for 2<sup>nd</sup> year HR students. She emphasized HR theories to achieve two primary outcomes: more efficient and effective job performance and increased worker motivation or commitment. She also explained the four functions of management: planning, organizing, leading and controlling, emerging from this theory. Students liked the session.

**Date of the activity:** 11th August 2017

**Name & Designation of Speaker:** Sheril D'souza - Director - Ace Performance Consultant

**Number of students enrolled:** 23

**Outcomes –** Students got a revision of HR Theories. It was a desired session as they studied this in 1<sup>st</sup> year and with the perspective of interviews for final placement, many questions are asked from this topic. They also learned the correlation of these theories in HR jobs.

**Photos:**



**Ms. Sheril D'Souza, conducting the session from Bahrain through video conferencing for HR students on 11th August 2017**

#### **4. Training Topic: Upskilling students in the field of Derivatives**

**Objective** – This training was planned to provide students with a good understanding of how the futures and options markets work and the functions of the clearinghouse.

**Summary:** Mr. Purv Shah is a freelance Financial Market Trainer & Content Developer. He trained students on future & Options in Derivatives markets. He explained the types of exchanges, membership structure and the mechanics of trading.

**Date of the activity:** 31st August and 1st September 2017

**Name & Designation of Speaker:** Mr. Purv Shah - Freelance Trainer

**Number of students enrolled:** 87

#### **Outcomes – Students got an overview of the following**

1. Operations of the Exchanges
2. Main exchange-traded products
3. Calculating the margining system for futures and options
4. Understanding different futures and options are priced and valued
5. Explored the use and applications of futures and options

#### **Photos:**



**Mr. Purv Shah: Session on Future & Options - Aug 31 & Sept 1 2017**

## **5. Training Topic: Upskilling students for Balance sheet reading & equity in global markets by conducting a Financial Workshop**

**Objective** – The objective of conducting this training is to give students an overview of the Balance sheet and teach them the techniques of reading and analyzing it. Also, to share knowledge with students about equity as these are the core requirement of a few companies for finance students while selecting them for final placement

**Summary:** The training was conducted for 2nd-year students of finance. The professional Trainer Mr. Rishi Chourasia had conducted the training for all Finance students. The duration of the training was 4 hours.

The students were asked to get a sample balance sheet for better understanding. It was an interactive session. Mr. Rishi explained to them all the terminology and taught them the Balance Sheet.

**Date of the activity:** 15th September and 16th September 2017

**Name & Designation of Speaker:** Mr. Rishi Chourasia- Director Online Vikalp Education

**Number of students enrolled:** 87

**Outcomes** – Students learned how to analyze a company's balance sheet and clarify financial concepts in equity, which helped them in the selection process of companies viz. Insync Analytics, CMIE, Transparent Value etc.

**Photo:**



**Mr. Rishi Chourasia Conducting the session on Financial Workshop - Balance sheet reading & equity, global markets on 15<sup>th</sup> & 16<sup>th</sup> September 2017**



**6. Training Topic: Developing Financial Skills, Marketing Skills and HR Skills to Make Students Corporate ready. Event: Alumni Connect**

**Objective: It is a hand-holding event of alumni and current 1<sup>st</sup>&2<sup>nd</sup> year students having mentioned training objectives.**

1. To guide the current 2nd-year students on industry trends, job profiles and preparation for the selection process by the senior alumni members based on their experience with the industry.
2. Clarification of students' queries on placement process/industry sectors etc., by Alumni members.
3. Networking between Students & Alumni and Alumni & Alumni

**Summary:** The relevant alumni are identified based on their experience and invited from various industry sectors for mentoring. Alumnus mentors a small group of students where they have expertise. Alumni Connect for 1<sup>st</sup>-year students is in the class / and alumni members from each specialization speak to them and handle all the students' queries.

**Date of the activity:** 7th October and 14th October 2017

**Name & Designation of Speaker:** Senior Alumni Members from all specializations

**Number of students enrolled:** 181

**Outcomes –** This activity helps students understand the industry trends and network with their senior alumni members. The students ask their doubts about job profiles and the preparation required for the selection process. This event also benefits alumni members as they can network with the other alumni members.

**Photos:**



**Alumni connect – Guidance on Industry sector, various job profiles and preparation for selection process 7th October and 14th October 2017**

## **7. Resume Building - A skill to craft a Professional Resume**

**Objective – How to write a professional resume in college format with correct alignment**

**Summary:** This Training was given to the students to understand the general rules of crafting a professional resume. The fresher and experienced students were advised accordingly. The session was done in the IT laboratory. The 4C concept was explained to students to keep in mind while designing a resume, i.e., critical thinking, communication, collaboration and competency.

**Date of the activity:** 24th October and 27th October 2017

**Name & Designation of Speaker:** Ms. Sangeeta Varma and Ms. Navika Pednekar - CMC Dept.

**Number of students enrolled:** 181

**Outcomes –** Students learned to design a professional resume for the final placement purposes. They also learned the 4Cs concept to keep in mind while developing their CV, i.e., critical thinking, communication, collaboration and competency

**Photos:**



**Ms. Sangeeta Varma and Ms. Navika Pednekar - CMC Dept. conducted Resume Building Session 24th October and 27th October 2017**

## **8. Training Topic: Business Communication Skills- Email Writing**

**Objective – To train students on writing an email professionally.**

**Summary:** The training was organized on two days as a finance and no-finance batch of students. Ms. Bhuvaneshwari N. Venkatesh conducted the training. She is a passionate and enthusiastic trainer with more than a decade's experience spanning various industry verticals. Her areas of expertise include English language development, Business Communications and behavioural & soft skills. She covered from the subject line till the closing of an email in a professional way. The trainer gave a class assignment too and discussed a few samples in the class and how they can be written more effectively.

**Date of the activity:** 31st October and 3rd November 2017

**Name & Designation of Speaker:** Ms. Bhuvaneshwari Venkatesh  
Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** 181

**Outcomes:** The students learned to write a professional email and understood the following parts of an email.

1. Subject
2. Receiver's Address: To, Cc, Bcc
3. Salutation
4. Opening
5. Body (Paragraphs)
6. Closing
7. Enclosing Attachments
8. Signature

### **Photos:**



**Ms. Bhuvaneshwari N. V. conducting a session on email writing 31st October and 3rd November 2017**



## **9. Training Topic: Personal Interview Skills**

**Objective – To train students on experiencing personal interviews before the Placement season and raise their confidence level by giving them constructive feedback.**

**Summary:** Career Management Centre organizes this training for second-year students to build up and raise their confidence level during the selection process of the companies. Identified Senior Alumni members and corporate representatives are invited for the same. The interviews are conducted for HR and Technical rounds. The evaluation sheet is shared with interviewers by CMC and after the formal round of interviews, the student is given feedback for improvement by the interviewers. It is beneficial and helps students to improve immensely. For weaker students, more rounds of mock interviews are conducted by faculty and CMC.

**Date of the activity:** 18th November 2017

**Name & Designation of Speaker:** Alumni Members & Corporates

**Number of students enrolled:** 181

**Outcomes –** This Training helped students understand the improvement areas in the technical fields and their appearance, body language, and CV rectifications as per the individual's experience and projects. Constructive feedback was given by the interviewers that helped students to perform better.

**Photos:**



**The mock interview conducted by Alumni and Corporates on 18th November 2017**



## 10. Training Topic: Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternate Investment Industry.

**Objective** – The objective of conducting this training is to make 2<sup>nd</sup>-year Finance students eligible to participate in the placement process of the renowned company SS&C GlobeOp under the corporate onboarding program. This is a certification program imparting knowledge in Hedge funds, Derivatives, etc., and help students while appearing for other company's placement processes.

**Summary:** SFIMAR initiated the Corporate Onboarding Program with its first company SS&C GlobeOp in 2014. Since then the company visits to campus with a defined program for campus recruitment. During this program, the company representatives train students on various profiles available for recruitment purposes at the company. SS&C GlobeOp has a structured syllabus and launched it at SFIMAR as a certification program.

The students who can clear the company's assessment become eligible and the company recruits them as management trainees based on their clearing of the technical interview round.

The training was conducted for 2nd-year students of finance.

**Date of the activity:** 4th December to 13th December 2017

**Name & Designation of Speaker:** SS&C GlobeOp Managers

**Number of students enrolled:** 66

**Outcomes** – This Training helped students understand the various profiles in the core finance field available in the company and got their knowledge enhancement in Hedge Funds, Financial operations, Derivatives, etc. 11 students got selected in SS&C GlobeOp this year.

### Photos:



**Global Head HR: Mr. Devrajan  
Launching the CAII program**



**Sasmit Ghodke & Willis D'Cunha –HR  
Associate introducing the trainer**



**Certificate Distribution of CAII Program**



**SS&C GlobeOp HR round In Campus**

## **11. Training Topic: Upskilling students in the field of Mutual Funds**

**Objective – To give students an insight into mutual funds and their types**

**Summary:** It was a guest lecture by Mr. Parth Parikh. He is an Entrepreneur and a Professional Trainer in Finance domain. He conducts various offline/online sessions and workshops related to different topics in finance for renowned institutions. He shared insights with students on mutual funds and their four major types.

Date of the activity: 15th December 2017

**Name & Designation of Speaker:** Mr. Parth Parikh- FinShiksha

**Number of students enrolled:** 87

**Outcomes –** Students learned about four broad types of mutual funds: Equity (stocks), fixed-income (bonds), money market funds (short-term debt), or both stocks and bonds (balanced or hybrid funds).

## **12. Training Topic: Upskilling students on Aptitude Test**

**Objective – To train students on how to solve Aptitude Tests conducted by financial companies during Final Placement Selection Process.**

**Summary:** It was observed that students find it difficult to clear the aptitude Test conducted by Financial companies, including more mathematical questions. Hence, this training was arranged explicitly for Finance students. Professor Col Venkat Raman is an in-house faculty member and was good at conducting such tests; therefore, he was requested to train the students. Col. Venkat taught many formulas and quicker ways of solving such tests.

**Date of the activity:** Jan 2018 to Feb 2018

**Name & Designation of Speaker:** Prof. Col. Venkat Raman

**Number of students enrolled:** 87

**Outcomes –** The training was practical and was continued as a regular CMC session. The students learned the formulae and got the tips of solving numerical quickly.



**Upskilling students on Aptitude Test by Prof. Col. Venkat Raman from Jan 2018 to Feb 2018**

## SSDP for AY 2018- 19

### List of Training Programs Conducted for the students of MMS & PGDM

Sr. No.	Name of the capability enhancement program
1	Upskilling students on MS -Excel
2	Enhancing Students' Public Speaking Skills
3	Resume Building - Skilling students to craft a Professional Resume
4	Business Communication Skills- E-mail Writing
5	Project Management Skills
6	Enhancing Students' Skills as per the Industry Trends & Placement Process - Event: ALUMNI CONNECT
7	Personal Interviews Skills
8	Financial Modelling Workshop- Skill enhancement in understanding various financial models. - (Certificate Training)
9	Upskilling students for Sales Techniques and Reports
10	Workshop on: "Internet of Things (IOT)"- Upskilling students on Internet skills
11	Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternate Investment Industry.
12	Enhancing Personal Interview (PI) Skills.
13.	Upskilling Non-Verbal Communication, I.e., Body Language & GD Etiquettes & Assessment.
14	Individual Mock Interview: Enhancing students Personal Interview skills
15	Enhancing Aptitude Test Skills: Logical & Critical Reasoning, Data Interpretation & Decision Making, Verbal Reasoning-1 Non-Verbal Reasoning -2, Numerical Reasoning- Part-1, Numerical Reasoning- Part-2
16	Verbal & Written Communication Skills
17	Elevator Pitch: Upskilling Students for Personal Branding

## Report of Training Programs Conducted in Academic Year 2018-19

### 1. Training Topic: Upskilling students on MS -Excel

Spreadsheets are an essential business and accounting tool. To make students learn to organize and categorize data into a logical format. Once this data is entered into the spreadsheet, students can use it to help manage and grow the business by analyzing the information. To give them the understanding to use different types of formulae and functions.

**Summary:** This training was conducted based on HR feedback and industry requirements. The students were not comfortable with excel at work. Also, a few companies were conducting an Excel test during the selection process and our students were facing problems. Hence, it was discussed with management and decided to impart Excel training to the students. Our Alumnus, Mr. Vaibhav Shah, was identified for the same. His feedback was excellent. The students were told about the assignment at the end of the training and awarded certificates to those who got 60% and above marks in the test.

#### **Date of the activity:**

28th July to 6th October 2018 (Vaibhav Shah)

3rd, 4th, 5th, 8th, ninth 10th, 11th, 12th, 15th & 16th April 2019 (Abhishek Salecha)

**Name & Designation of Speaker:** Mr. Vaibhav Shah - Analyst BNP Paribas/ Mr.Abhisek Salecha - Co-Founder - ForeVision

**Number of students enrolled:** 179 PGDM II & 60 PGDM I (Abhishek Salecha)

**Outcomes** – The students learned basic Excel and Finance students were trained on Advance Excel too. The students learned to format data and cells and construct formulas, including built-in functions and relative and absolute references. Create and modify charts. Preview and print worksheets. Better selection results during placement. Students were confident while appearing for Excel Tests.

#### **Photos:**



**Advance excel training session conducted by Vaibhav Shah 28th July to 6th October & Excel training session conducted 3<sup>rd</sup> to 16th April 2019 by Abhishek Salecha**



## **2. Training Topic: Enhancing Students' Public Speaking Skills**

**Objective** – This training was organized to raise the confidence level of the students during personal interviews and help them come out of the stage fear.

**Summary:** This activity was conducted for students of 1<sup>st</sup> year by professional and experienced trainers Mr. Vishal Bhojani and Mr. Prathmesh Velling from Magic Institute of Excellence. The trainers conducted this in the form of a workshop. Students were allowed to choose a topic and were encouraged to speak individually, and improvement points were discussed at the end.

**Date of the activity:** 11th and 18th August 2018

**Name & Designation of Speaker:** Mr. Vishal Bhojani & Prathmesh Veling

Founder & Director - Magic Institute of Excellence

**Number of students enrolled:** 179

**Outcomes** – The training improved their **speaking** skills, helped them be more critical thinkers, fine-tuned their verbal and nonverbal communication skills, and helped them overcome **public speaking** anxiety.

**Photos:**



**Public Speaking session by Mr. Vishal Bhojani & Mr. Prathmesh Veling 11 & 18 Aug. 2018**

### **3. Resume Building - A skill to craft a Professional Resume**

**Objective – How to write a professional resume in college format with correct alignment**

**Summary:** This Training was given to the students to understand the general rules of crafting a professional resume. The fresher and experienced students were advised accordingly. The session was done in the IT laboratory. The 4C concept was explained to students to keep in mind while designing a resume, i.e., critical thinking, communication, collaboration and competency.

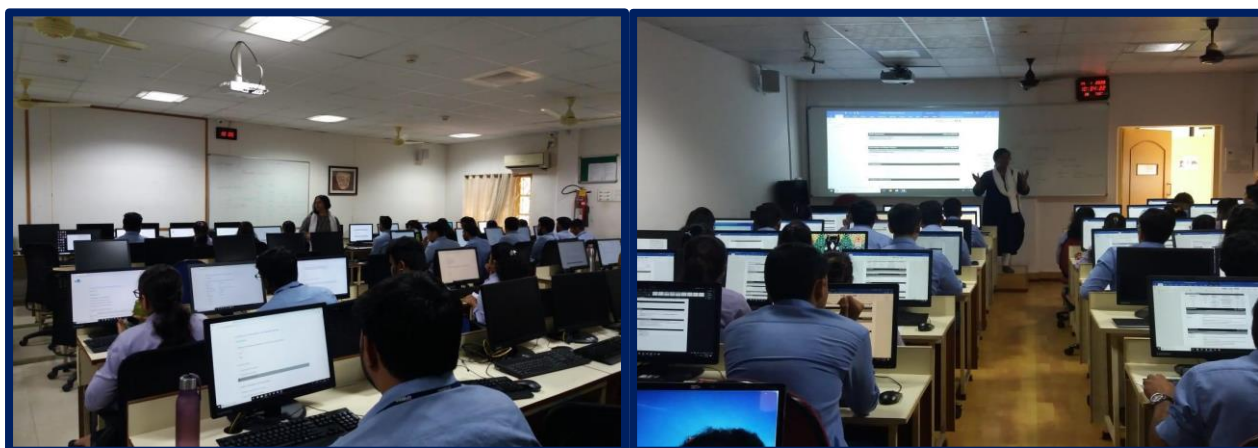
**Date of the activity:** 14th September 2018

**Name & Designation of Speaker:** Ms. Sangeeta Varma and Ms. Navika Pednekar

**Number of students enrolled:** 179

**Outcomes –** Students learned to design a professional resume for the final placement purposes. They also learned the 4Cs concept to keep in mind while designing their CV, i.e., critical thinking, communication, collaboration and competency

**Photos:**



**Resume Building sessions conducted by Ms. Sangeeta Varma & Ms. Navika Pednekar on 14th September 2018**

#### 4. Training Topic: Business Communication Skills- Email Writing

**Objective:** Email communication is an essential type of written communication. Today, communications are conducted among business firms, organizations and companies primarily via emails. This training aims to train students on the etiquette of writing an email following the business norms.

**Summary:** Email provides the most authentic and secure means of communication. The records of past emails can be retrieved very easily in moments. Hence, to write an email meeting purpose of business communication in a specific way is the need of the hour.

Ms. Bhuvaneshwari Venkatesh is a professional trainer and has taught the students to write an email professionally by following the tips given during the session.

**Date of the activity:** 30th October 2018

**Name & Designation of Speaker:** Ms. Bhuvaneshwari Venkatesh  
Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** 87

**Outcomes** – This training gave the students a clear idea about writing a professional email by being specific, choosing the right subject line and using formal language.

**Photos:**



**Ms. Bhuvaneshwari V. conducted Business Communication Skills- Email Writing on 30th October 2018**

## 5. Training Topic: Project Management Skills

**Objective – Project management training** was conducted for students to understand the importance of time and set their goals and objectives by using the available resources and needs of the company. This could be in the form of time, money or manpower.

**Summary:** This training was conducted for all IT & operations students and other students were informed if they would like to attend. The training was conducted by the professional trainer and in the form of a four days' workshop.

**Date of the activity:** 21st, 22nd, 24th and 25th September 2018

**Name & Designation of Speaker:** Mr. Rajeev Andharia, Consultant & Trainer on Digital Risk & Benefit Optimization, BTP

**Number of students enrolled:** 12 (Interested)

**Outcomes –** Students got an understanding of Project management terminology and its application in the real-time scenario. The training was effective. The trainer gave the assignment, and everyone cleared the assignment and received a certificate from the trainer.

### Photos:



**Mr. Rajeev Andharia conducted Project Management Skills sessions on 21st, 22nd, 24th & 25th September 2018**



## 6. Training Topic: Enhancing Students' Skills as per the Industry Trends & Placement Process Event – Alumni Connect

**Objective:** It is a hand-holding event of alumni and current 1<sup>st</sup> & 2<sup>nd</sup>-year students having mentioned training objectives.

1. To guide the current 2<sup>nd</sup>-year students on industry trends, job profiles and preparation for the selection process by the senior alumni members based on their experience with the industry.
2. Clarification of students' queries about placement process/industry sectors etc., by Alumni members.
3. Networking between Students & Alumni and Alumni & Alumni

**Summary:** The relevant alumni are identified based on their experience and invited from various industry sectors for mentoring. Alumnus mentors a small group of students where they have expertise. Alumni Connect for 1<sup>st</sup>-year students are in the class / and alumni members from each specialization speak to them and handle all their queries.

**Date of the activity:** – 20th October 2018

**Name & Designation of Speaker:** Alumni Members

**Number of students enrolled:** 179

**Outcomes** – This activity helps students understand the industry trends and network with their senior alumni members. The students ask their doubts about job profiles and the preparation required for the selection process.

This event also benefits alumni members as they can network with the other alumni members.

**Photos:**



**Enhancing Students' Skills as per the Industry Trends & Placement Process Conducted by Alumni's - Alumni Connect 20th October 2018**

## 7. Training Topic: Personal Interview Skills

**Objective** – This training aims to make 2<sup>nd</sup>-year students confident to face Interviews during the placement process.

**Summary:** Career Management Centre organizes this training for second-year students to build up and raise their confidence level during the selection process of the companies. Senior Alumni members and corporate representatives are invited for the same. The interviews are conducted for HR and Technical rounds. The evaluation sheet is shared with interviewers by CMC and after the formal round of interviews, the student is given feedback for improvement by the interviewers. It is extremely useful training and helps students to improve immensely. For weaker students, more rounds of mock interviews are conducted by faculty and CMC.

**Date of the activity:** Sept 27, 29th September, Oct 20, Nov 3, Nov 24, 2018, Dec 14, 2018

**Name & Designation of Speaker:** Alumni Members & Corporates

**Number of students enrolled:** 179

**Outcomes** – This Training helped students understand the improvement areas in the technical fields and their appearance, body language, and CV rectifications as per the individual's experience and projects. Students' confidence and feedback have helped them perform actual confidently in company interviews during the placement process.

**Photos:**



**Training on Personal Interview (Mock) conducted by Alumni 27th September 29th September 20th October, 3rd November, 24th November 2018 & 14th December 2018**

**8. Training Topic: Financial Modelling Workshop- Skill enhancement in understanding various financial models.**

**Objective – To Train students on financial modelling core concepts and their application in the actual job.**

**Summary:** This is an essential topic in finance and was a part of the syllabus in MMS. Nevertheless, during the revision of the syllabus, this topic was removed. Since it is a very relevant topic and asked by most financial companies doing campus placement, we decided to cover this module with a professional Trainer. He conducted a 20 hours course and covered essential topics, e.g., Budgeting and forecasting (planning for the years ahead), Capital allocation, Valuing a business and Financial statement analysis /ratio analysis.

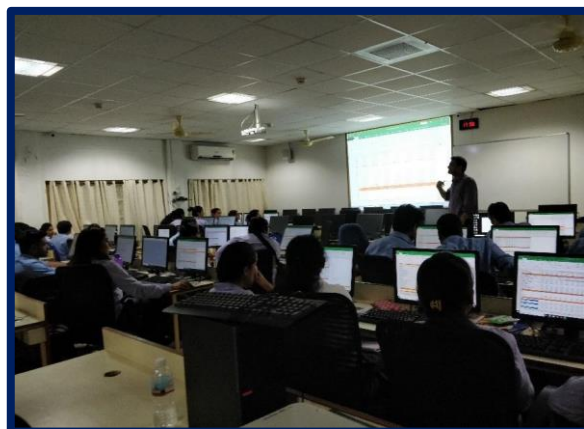
**Date of the activity:** 8th, 9th, 10th, 11th, 12th, 13th, 17th October 2018 and 1st, 2nd and 14th November 2018

**Name & Designation of Speaker:** Mr. Abhisek Salecha Co-Founder - ForeVision

**Number of students enrolled:** 92

**Outcomes –** Learnt the formulas and technical functions of FM, Its Application in Industry cases.

**Photos:**



**Workshop on Financial Modelling conducted by Mr. Abhisek Salecha 8th, 9th, 10th, 11th, 12th, 13th, 17th October 2018 and 1st, second and 14th November 2018**

## **9. Training Topic: Upskilling students for Sales Techniques and Reports**

**Objective – To give an insight about Sales as a profile and its prospects as a career!**

**Summary:** These sessions were conducted as guest speaker's sessions. The trainer was by a highly experienced professional from Corporate having expertise in the sales field. He conducted the sessions on two consecutive Saturdays. The training program included topics related to client relationship management, better understanding customers' needs, enhancing communication with clients, providing effective feedback to clients, and improving client interaction

**Date of the activity:** 3rd November 2018

**Name & Designation of Speaker:** Mr. Vishal Sriwastava - VP Sales Zicom

**Number of students enrolled:** 53

**Outcomes –** Students got clarity on sales aspects and could relate the theoretical concepts with practical industry jobs. They also got motivated to take up sales as a career.



**10. Training Topic: Workshop on "Internet of Things (IOT) - Upskilling students on Internet skills**

**Objective** – The training was organized to give an overview of IoT to students and it may benefit the students in current scenario/job opportunities of embedded industries.

**Summary: IoT** is a new revolution of the internet. The Internet of Things (IoT) is a system of interrelated computing devices, mechanical and digital machines, objects, animals or people that are provided with unique identifiers and the ability to transfer data over a network without requiring human-to-human or human-to-computer interaction."

**The trainer emphasized the following modules, followed by the Test/Practical Exam**

- Sensors & Actuators
- Cloud Computing
- Protocols Used in IoT
- Mini Computer – Raspberry Pi Circuit
- Applications of Raspberry Pi

**Date of the activity:** 28th August to 16th October 2018

**Name & Designation of Speaker:** Prof. Vasudha Rao

**Number of students enrolled:** 87

**Outcomes** – The students got an overview of IoT and devices using IoT. They also understood the critical features of IoT, e.g., connectivity, data, communication, intelligence, action & ecosystem etc.

**11. Training Topic: Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternate Investment Industry.**

**Objective** – The objective of conducting this training is to make 2<sup>nd</sup>-year Finance students eligible to participate in the placement process of the renowned company SS&C GlobeOp under the corporate onboarding program. This certification program imparts knowledge in Hedge funds, Derivatives, etc. and helps students appear for other companies' placement processes.

**Summary:** SFIMAR initiated the Corporate Onboarding Program with its first company SS&C GlobeOp in 2014. Since then the company visits to campus with a defined program for campus recruitment. During this program, the company representatives train students on various profiles available for recruitment purposes at the company. SS&C GlobeOp has a structured syllabus and launched it at SFIMAR as a certification program.

The students who can clear the company's assessment become eligible and the company recruits them as management trainees based on their clearing of the technical interview round.

The training was conducted for 2nd-year students of finance.

**Date of the activity:** February to March 2019

**Name & Designation of Speaker:** GlobeOp Financial Services

**Number of students enrolled:** 64

**Outcomes** – This Training helped students understand the various profiles in the core finance field available in the company and got their knowledge enhancement in Hedge Funds, Financial operations, Derivatives etc. 24 students got selected in SS&C GlobeOp this year.

**Photos:**



**Certificate Course in Alternative Investment Industry (CAII) conducted by GlobeOp Financial Services February to March 2019**

## **12. Training Topic:Enhancing Personal Interview (PI) Skills**

**Objective – To train students for personal interviews during campus placements.**

**Summary:** The students were trained on PI skills by professional trainers. This training was conducted before summers for PGDM students under Student Skill Development Programme. The students also experienced mock rounds of Interviews and received suggestions for improvement.

**Date of the activity: 1st April 2019**

**Name & Designation of Speaker:** Ms. Bhuvaneshwari Venkatesh

Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** 60 PGDM students

**Outcomes –** Students got an understanding of HR's expectations while taking an interview. They also learned a professional way of facing interviews. This training has raised the confidence level of students.

**Photos:**



**Enhancing Personal Interview (PI) Skills by Ms. Bhuvaneshwari Venkatesh on 1st April 2019**

### **13. Training Topic:Upskilling Non-Verbal Communication, I.e., Body Language & GD Etiquettes & Assessment**

**Objective** – This training was provided to observe the correct body language and etiquette in general and during group discussion during the selection process.

**Summary:** The Body Language Workshop trained participants in acquiring nonverbal communication skills. It covered Facial expressions, posture, gestures, eye contact etc. They also learned about negative body language, not to be used.

**Date of the activity:** 1st April 2019 & 2nd April 2019

**Name & Designation of Speaker:** Ms. Priyanka Parab - Alumni, Professional Trainer and former Sr. HR from LnT

**Number of students enrolled:** 60 PGDM students

**Outcomes** – Students learned about the correct body language and Group discussion etiquette. This training proved very useful when students appeared for the selection process of companies.

**Photos:**



**Body Language & GD Etiquettes conducted by Ms. Priyanka Parab  
on Apr 1 2019 & Apr 2 2019**



#### **14. Training Topic:** Individual Mock Interview: Enhancing students Personal Interview skills

**Objective** – The objective of conducting this training is to make 1st-year students confident to face Interviews during the placement process.

**Summary:** Career Management Centre organizes this training for students to build up and raise their confidence level during the selection process of the companies. Senior Alumni members and corporate representatives are invited for the same. The interviews are conducted for HR and Technical rounds. The evaluation sheet is shared with interviewers by CMC and after the formal round of interviews, the student is given feedback for improvement by the interviewers. It is extremely useful training and helps students to improve immensely. For weaker students, more rounds of mock interviews are conducted by faculty and CMC.

**Date of the activity:** 2nd April 2019 & 3rd April 2019

#### **Name & Designation of Speaker:**

Ms. Bhuvaneshwari Venkatesh

Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

Ms. Sheril D'souza - Director - Ace Performance Consultant

**Number of students enrolled:** 60 PGDM (ALL)

**Outcomes** – This Training helped students understand the improvement areas in the technical fields and their appearance, body language, and CV rectifications as per the individual's experience and projects. Students got confidence, and interviewers' feedback helped them perform confidently in company interviews during the placement process.

#### **Photos:**



**Training on Personal Interview (Mock) conducted by Ms. Bhuvaneshwari Venkatesh & Ms. Sheril Dsouza 2nd April 2019 & 3rd April 2019**

## 15. Training Topic: Enhancing Aptitude Training Skills

Aptitude Tests

1. Logical & Critical Reasoning
2. Data Interpretation
3. Decision Making
4. Verbal Reasoning

**Objective** – To train students to succeed in the Aptitude tests conducted by the companies recruiting from campus.

**Summary:** Aptitude Tests are an integral part of the selection process of most companies. The training was conducted by in-house faculty members who had the expertise of the same. They taught students various quick methods of solving aptitude Tests and gave them tips to solve the sums quicker.

### **Date of the activity:**

Apr 4 2019, Apr 5 2019, Apr 8 2019  
Apr 9 2019, Apr 10 2019 & Apr 11 2019

**Name & Designation of Speaker:** Col. Venkat Raman & Prof. S.C. Kalia

**Number of students enrolled:** 60 PGDM students

**Outcomes** – This training has taught students to solve various types of aptitude tests. They also learned the tips of cracking in a lesser time. The students got clarity as the trainers solved their many queries. The assignments given by the training faculty raised their confidence level and improved the proficiency level of solving aptitude tests.

### **Photos:**



**Aptitude Session conducted by Col. Venkat Raman & Prof. S.C. Kalia**  
**4th April 2019, 5th April 2019, 8th April 2019**  
**Apr 9 2019, Apr 10 2019 & Apr 11, 2019**

## 16. Training Topic: Business Communication Skills: Verbal & Written

**Objective:** To train students to make a good impression in general, especially during interviews, by practicing correct body language and the proper use of words while communicating.

**Summary:** The students are trained by a professional soft skill trainer Ms. Bhuvaneshwari Venkatesh on verbal and non-verbal communication. The training included facial expressions, body movement, gestures and posture in non-verbal communication. **Verbal communication** included language, both written and spoken.

**Date of the activity:** 12th, 13th, 15th, 16th & 17th April 2019

**Name & Designation of Speaker:** Ms. Bhuvaneshwari Venkatesh  
Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** 60 PGDM students

**Outcomes** – – Students got confident after this training and gained awareness about the usage of the correct body language and verbal communication, which extremely helpful to them during the selection process of companies and in everyday use of language in assignments etc.

**Photos:**



**Enhancing Business Communication Skills Verbal & Written conducted by Ms. Bhuvaneshwari Venkatesh on 12th to 17th April 2019**

## 17. Training Topic:Elevator Pitch: Upskilling Students for Personal Branding

**Objective** – To prepare students for the most asked question in the personal interviews.

**Summary:** The students were trained to answer the most common question, i.e., "Tell me something about yourself." The expectation of an employer from students' replies and the sequence of information.

**Date of the activity:** 17th April 2019

**Name & Designation of Speaker:** Sheril D'Souza - Director - Ace Performance Consultant

**Number of students enrolled:** 60 PGDM students

**Outcomes** – This training raised the confidence level to face the personal interview. The students got the clarity to answer the commonly asked question almost in each interview: i.e., "Tell me something about Yourself" They prepared the information flow in the advised format for a quick reference and practice.

**Photos:**



**Alumna Ms. SherilD'souza - Upskilling Students for Personal Branding by training them on Elevator Pitch: 17/04/2019**



## SSDP for AY 2019- 20

### List of Training Programs Conducted

<b>Sr. No.</b>	<b>Name of the capability enhancement program</b>
1	Enhancing Computing skills for MS-Excel
2	Email Writing Skill (MMS Non-Finance & Finance)
3	Resume Building - Developing skills to craft a Professional Resume
4.	Elevator Pitch: Upskilling Students for Personal Branding
5.	Skilling students to choose the right Specialization - Alumni Connect I
6	Financial Report Writing Skills
7	Verbal and Non-Verbal Communication Skills
8	Developing Group Discussion (GD)Skills, & Assessment through Mock GD
9	Financial Modelling Workshop- Upskilling students for understanding various financial models.
10	Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternate Investment Industry.
11	Skilling Students for Self -Analysis- A Date with Self
12	Enhancing Students' Skills as per the Industry Trends & Placement Process Event: ALUMNI CONNECT
13	Verbal Communication & Written Communication
14	Resume Building: A skill to craft a Professional Resume
15	Skilling students to identify their Goal: Razor Sharp Focus
16	Non-Verbal Communication Skills: Body Language
17	Developing Self Analysis skills: Identifying Strength & Weakness-1st Year - SWOT
18	Developing Skills to Face Personal Interviews

## Report of Training Programs Conducted in Academic Year 2019-20

### 1. **Training Topic:** Enhancing Computing skills for MS-Excel

**Objective:** Spreadsheets are an essential business and accounting tool. To make students learn to organize and categorize data into a logical format. Once this data is entered into the spreadsheet, students can use it to help manage and grow the business by analyzing the information. To give them the understanding to use different types of formulae and functions.

**Summary:** This training was conducted based on HR feedback and industry requirements. The students were not comfortable with excel at work. Also, a few companies were conducting an Excel test during the selection process and our students were facing problems. Hence, it was discussed with management and decided to impart Excel training to the students. Alumnus Mr. Vaibhav Shah was identified for the same. His feedback was excellent. The students were told about the assignment at the end of the training and awarded certificates to those who got 60% and above marks in the test.

#### **Dates of the activity:**

MMS II: 18th to 31st July 2019

MMS I: seventh & 14th March 2020

**Name & Designation of Speaker: MMS:** Advance Excel by Prof. Shilpa Peswani & Prof. Pushkar Parulekar

**MMS:** Basic Excel by Mr. Vaibhav Shah – Analyst with BNP Paribas

**Number of students enrolled:** 108

**Outcomes** – The students learned basic Excel and Finance students were trained on Advance Excel too. The students learned to format data and cells, construct formulas, and use built-in functions and relative and absolute references. Create and modify charts. Preview and print worksheets. Better selection results during placement. Students were confident while appearing for Excel Tests.

#### **Photos:**



**Advance Excel conducted by Prof. Shilpa Peswani & Prof. Pushkar Parulekar  
18th to 31st July 2019**

**Basic Excel conducted by Mr. Vaibhav Shah 7th & 14th March 2020**

## **2. Training Topic: Email Writing Skill (MMS Non-Finance & Finance)**

**Objective:** Email communications are an essential type of written communication. Today, communications are conducted among business firms, organizations and companies primarily via emails. This training aims to train students on the etiquette of writing an email following the business norms.

**Summary:** Email provides the most authentic and secure means of communication. The records of past emails can be retrieved very easily in moments. Hence, to write an email meeting purpose of business communication in a specific way is the need of the hour.

Ms. Bhuvaneshwari Venkatesh is a professional trainer and has taught the students to write an email professionally by following the tips given during the session.

**Date of the activity:** 30th July 2019, 9th August 2019

**Name & Designation of Speaker:** Ms. Bhuvaneshwari Venkatesh

Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** 121

**Outcomes** – This training gave the students a clear idea about writing a professional email by being precise, choosing the right subject line and using formal language.

**Photos:**



**Ms. Bhuvaneshwari Venkatesh conducted the Business Communication- EMAIL WRITING  
30th July 2019, 9th August 2019**

### **3. Resume Building - Developing skills to craft a Professional Resume**

**Objective – How to write a professional resume in college format with correct alignment**

**Summary:** This Training was given to the students to understand the general rules of crafting a professional resume. The fresher and experienced students were advised accordingly. The session was done in the IT laboratory. The 4C concept was explained to students to keep in mind while designing a resume, i.e., critical thinking, communication, collaboration and competency.

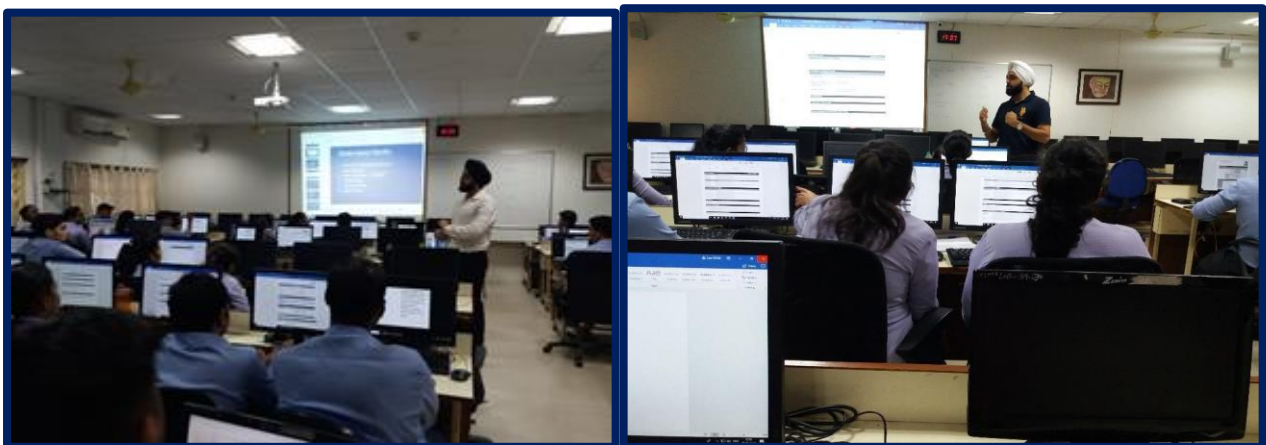
**Date of the activity:** 2nd August 2019 & 20th August 2019

**Name & Designation of Speaker:** Mr. Manmeet Singh Akali - CEO & Co-Founder, Klarity.

**Number of students enrolled:** 180

**Outcomes –** Students learned to design a professional resume for the final placement purposes. They also learned the 4Cs concept to keep in mind while designing their CV, i.e., critical thinking, communication, collaboration and competency

**Photos:**



**Resume Building session conducted by Mr. Manmeet Singh Akali  
Aug 2 2019 & Aug 20 2019**



#### **4. Training Topic:** Elevator Pitch: Upskilling Students for Personal Branding

**Objective – To prepare students for the most asked question in the personal interviews.**

**Summary:** The students were trained to answer the most common question, i.e., "Tell me something about yourself." The expectation of an employer from students' replies and the sequence of information.

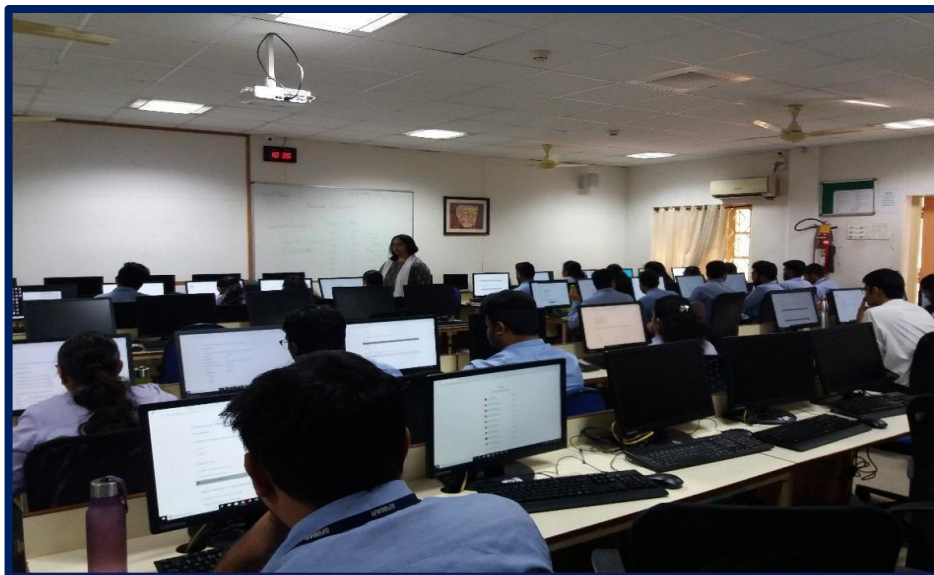
**Date of the activity:** 13th August & 23rd September 2019

**Name & Designation of Speaker:** Sangeeta Varma - CMC

**Number of students enrolled:** 175 students

**Outcomes –** This training raised the confidence level to face the personal interview. The students got the clarity to answer the commonly asked question almost in each interview: i.e., "Tell me something about Yourself" They prepared the information flow in the advised format for a quick reference and practice.

**Photos:**



**Elevator Pitch session conducted by Ms. Sangeeta Varma  
on Aug 13 & Sept 23, 2019**

## 5. Training Topic: Skilling students to choose the right Specialization - Alumni Connect I

**Objective** – To Give Insights about various career options available post MBA in the field of Marketing, HR, IT & Operations and Finance

**Summary:** Sr. alumni members hold these sessions for the students of First-Year and guide them on the choice of specialization. They discuss various job profiles, the actual work scenario with them to give a clear idea of how these specializations help you get the desired shapes if they develop themselves accordingly

**Date of the activity:** 31st August 2019

**Name & Designation of Speaker:** Alumni Mentors:

1. Mr. Siddharth Dattani Deputy Manager, Piramal Housing FIN Limited, Batch 2012-14
2. Mr. Darshan J Shah - Sales Associate, Amazon India, Batch 2012-14
3. Ms. Priyanka Parab: Ex Sr. HR L & T Infotech & Professional Trader Batch 2006-08

**Number of students enrolled:** 60 PGDM students

**Outcomes** – Students got clarity on the specialization and job prospects in the industry, career options post-MBA program & skillset requirement for a specific specialization and their various related queries got solved.

**Photos:**



**GUIDANCE ON THE CHOICE OF SPECIALIZATION MMS- I ON 31<sup>ST</sup> AUG 2019**



**GUIDANCE ON THE CHOICE OF SPECIALIZATION PGDM - I ON 09<sup>TH</sup> JAN 2020**

## 6. Training Topic: Financial Report Writing Skills

**Objective** – To Train students on writing a financial report.

**Summary:** Financial statements are written records that convey the business activities and the financial performance of a company. Financial statements are often audited by government agencies, accountants, firms, etc., to ensure accuracy and for tax, financing, or investing purposes. Financial statements include a Balance sheet.

**Date of the activity:** 10th September 2019

**Name & Designation of Speaker:** Mr. Abhisek Salecha Co-Founder - ForeVision

**Number of students enrolled:** 78

**Outcomes** – Students learned the technical aspects of writing a financial report and all its steps.

Step 1: Making A Sales Forecast.

Step 2: Creating A Budget for Expenses

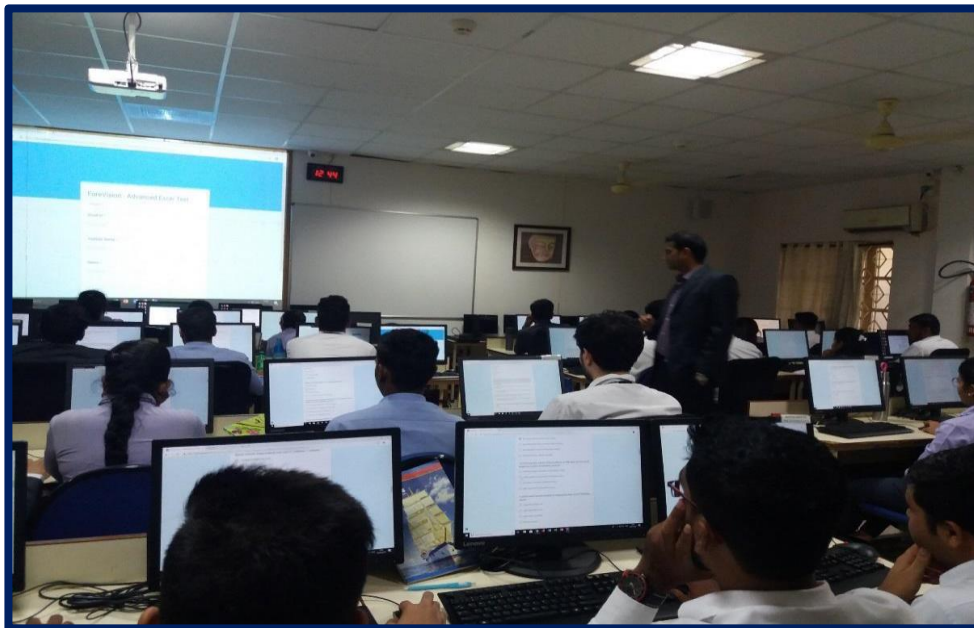
Step 3: Developing a Cash Flow Statement.

Step 4: Projecting Net Profit.

Step 5: Dealing with Assets and Liabilities.

Step 6: Find the Breakeven Point.

**Photos:**



**Financial Report Writing conducted by Mr. Abhisek Salecha on 10th September 2019**

## 7. Training Topic: Verbal and Non-Verbal Communication Skills

**Objective** – To Train students to make a good impression in general, especially during interviews, by practicing correct body language and the proper use of words while communicating.

**Summary:** The students are trained by a professional soft skill trainer Ms. Bhuvaneshwari Venkatesh on verbal and non-verbal communication. The training included facial expressions, body movement, gestures and posture in non-verbal communication. **Verbal communication** included language, both written and spoken.

**Date of the activity:** 24th September 2019 & 27th September 2019

**Name & Designation of Speaker:** Ms. Bhuvaneshwari Venkatesh  
Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** MMS- 128

**Outcomes** – Students got confident after this training and gained awareness about the usage of the correct body language and verbal communication, which extremely helpful to them during the selection process of companies and in everyday use of language in assignments etc.



**Verbal and Non-Verbal Communication conducted by Ms. Bhuvaneshwari 24th September 2019 & 27th September 2019**



## **8. Training Topic: Developing Group Discussion (GD) Skills, & Assessment through Mock GD**

**Objective – To train students on experiencing Group Discussion Process before the Placement season and raise their confidence level by giving them constructive feedback.**

**Summary:** Career Management Centre organizes this training for the students to build up and raise their confidence level during the selection process of the companies. Identified Senior Alumni members are invited for the same. HR Alumni conduct the GDs. The evaluation sheet is shared with interviewers by CMC and after the formal round of group discussion, the trainer gives the students feedback for improvement. It is extremely useful training and helps students to improve immensely.

### **Date of the activity:**

MMS II: Sept 30 2019, Oct 3 2019, Oct 7 2019 & Oct 9, 2019

MMS II 18<sup>th</sup> & 19th December 2019

MMS & PGDM II Feb 25 2020 & Mar 3 2020

### **Name & Designation of Speaker:**

Ms. Priyanka Parab - Ms. Priyanka Parab - Alumni, Professional Trainer and former Sr. HR from LnT

**Number of students enrolled: 180**

**Outcomes –** Students got a clear idea of the etiquettes to be observed while participating in a GD and they also got to know the various types of GDs and HR's expectations from the participants.

### **Photos:**



**Ms. Priyanka Parab conducted the Group Discussion Etiquette and Mock GD 30th September 2019, 3rd October 2019, 7th October 2019 & 9th October 2019, 25th February 2020 & 3rd March 2020**

**9. Training Topic: Financial Modelling Workshop- Skill enhancement in understanding various financial models.**

**Objective – To Train students on financial modelling core concepts and their application in the actual job.**

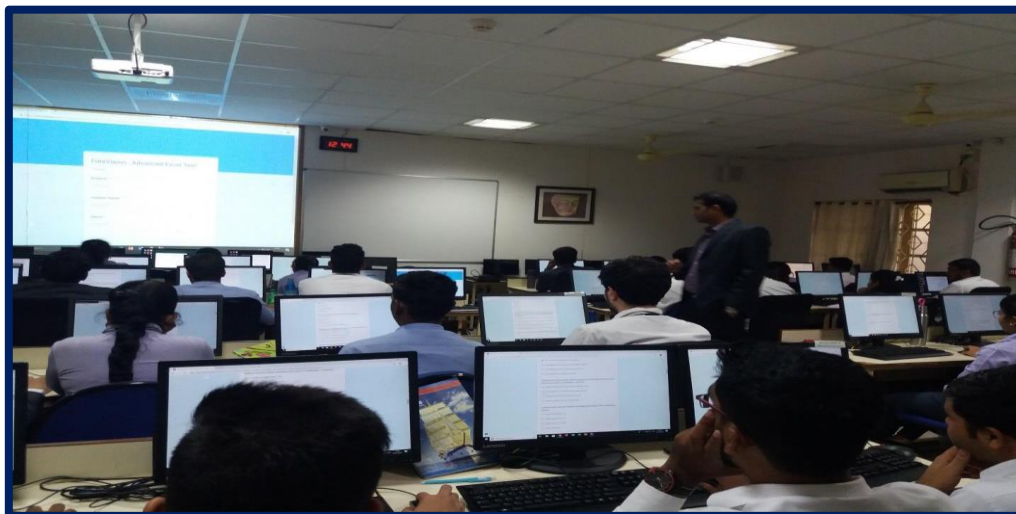
**Summary:** This is an essential topic in finance and was a part of the syllabus in MMS. However, during the revision of the syllabus, this topic was removed. Since it is a very relevant topic and asked by most financial companies doing campus placement, we decided to cover this module with a professional Trainer. He conducted a 20 hours course and covered essential topics, e.g., Budgeting and forecasting (planning for the years ahead), Capital allocation, Valuing a business and Financial statement analysis /ratio analysis.

**Date of the activity:** 7th October to 18th October 2019

**Name & Designation of Speaker:** Mr. Abhisek Salecha Co-Founder - Fore Vision

**Number of students enrolled:** 78

**Outcomes –** Learnt the formulas and technical functions of FM, Its application concerning Industry cases.



**Financial Modelling Session conducted by Mr. Abhisek Salecha 7th October to 18th October 2019**

## **10. Training Topic: Certificate Course in Alternative Investment Industry (CAII) - Making students skilled in Alternate Investment Industry.**

**Objective** – The objective of conducting this training is to make 2<sup>nd</sup>-year Finance students eligible to participate in the placement process of the renowned company SS&C GlobeOp under the corporate onboarding program. This certification program imparts knowledge in Hedge funds, Derivatives, etc. and helps students appear for other companies' placement processes.

**Summary:** SFIMAR initiated the Corporate Onboarding Program with its first company SS&C GlobeOp in 2014. Since then, the company visits to campus with a defined program for campus recruitment. During this program, the company representatives train students on various profiles available for recruitment purposes at the company. SS&C GlobeOp has a structured syllabus and launched it at SFIMAR as a certification program.

The students who can clear the company's assessment become eligible and the company recruits them as management trainees based on their clearing of the technical interview round.

The training was conducted for 2nd-year students of finance.

**Date of the activity:** Nov to 19th December

**Name & Designation of Speaker:** GlobeOp Financial Services

**Number of students enrolled:** 68

**Outcomes** – This Training helped students understand the various profiles in the core finance field available in the company and got their knowledge enhancement in the area of Hedge Funds, Financial operations, Derivatives etc. 21 students got selected in SS&C GlobeOp this year. It was a year of a pandemic, but still, the company established many students from the Institute.

**Photo:**



**Certificate Course in Alternative Investment Industry (CAII) conducted by GlobeOp Financial Services Nov to 19th December**

## **11. Training Topic: Skilling Students to do Self Analysis- A Date with Self**

**Objective** – To understand their strength & weakness and how to build on weaknesses to become successful in life

**Summary:** Ms. Biji Tushar is a life designer, professional trainer and helps students build up their confidence level and raise their confidence level.

**Date of the activity:** 14th October 2019 & 16th October 2019

**Name & Designation of Speaker:** Ms. Biji Tushar - Founder at Management Me

**Number of students enrolled:** 115 students (MMS)

**Outcomes** – The students excitingly did their SWOT Analysis and learned to help themselves raise their confidence level by understanding its importance in life.

**Photo:**



**Date with Self -Founder of Management ME conducted by Ms. Biji Tushar 14th October 2019 & 16th October 2019**



**12. Training Topic: Enhancing Students' Skills as per the Industry Trends & Placement  
Process Event: ALUMNI CONNECT**

**Objective** – To Give Insights about various career options available post MBA in the field of Marketing, HR, IT & Operations and Finance

**Summary:** Sr. alumni members hold these sessions for the students of First-Year and guide them on the choice of specialization. They discuss various job profiles, the actual work scenario with them to give a clear idea of how these specializations help you get the desired shapes if they develop themselves accordingly

**Date of the activity:** 9th January 2020

**Name & Designation of Speaker:**

Ms. Priyanka Parab -HR – Former HR L&T & Now an Entrepreneur

Mr. Saurabh Oak - FIN - AVP at JP Morgan Chase

Ms. Nikeeta Kolte- MKT & OPRS - Key Account Executive - Parkson's Packaging

Ms. Alicia D'souza - FIN - Analyst at Blackrock

**Number of students enrolled:** 115 students (MMS)

**Outcomes** – Effective

**Photos:**



**Alumni Connect- Guidance on Choice of Specialization – MMS -I  
(Alumni Connect) conducted by alumni on 9th January 2020**

### 13. **Training Topic: Verbal Communication & Written Communication**

**Objective:** To Train, students to make a good impression in general and especially during interviews by practicing correct body language and proper use of words while communicating.

**Summary:** The students are trained by a professional soft skill trainer Ms. Bhuvaneshwari Venkatesh on verbal and non-verbal communication. The training included facial expressions, body movement, gestures and posture in non-verbal communication. **Verbal communication** included language, both written and spoken.

#### **Date of the activity:**

MMS: Jan 14 2020 & Jan 21 2020

MMS -Jan 28 2020 & Feb 4 2020

#### **Name & Designation of Speaker:**

Ms. Bhuvaneshwari Venkatesh

Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** 115 Students MMS

**Outcomes** – Students learned about the proper usage of words on a professional platform, verbal and written. This helped them immensely in the selection process of the companies and in general while communicating in everyday work. The trainer gave them role-plays during the workshop that helped to raise the confidence level of students.

#### **Photos:**



**Verbal Communication & Written Communication on 14<sup>th</sup>,21<sup>st</sup>, Jan 28<sup>th</sup>, 2020 & Feb 4<sup>th</sup> 2020**

#### **14. Resume Building - A skill to craft a Professional Resume**

**Objective – How to write a professional resume in college format with correct alignment**

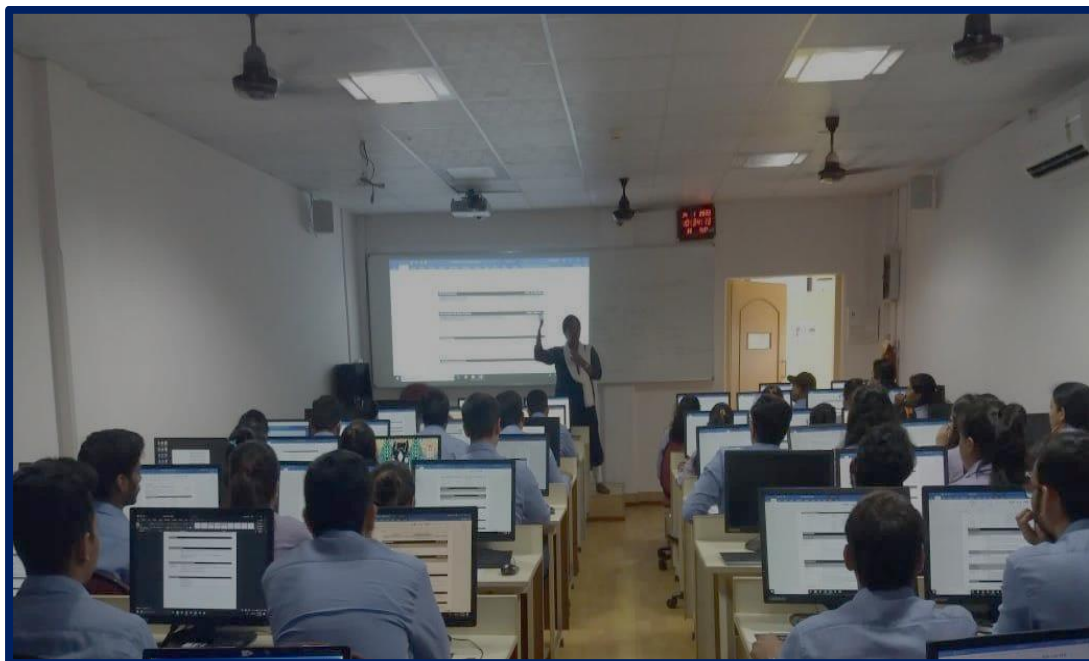
**Summary:** This Training was given to the students to understand the general rules of crafting a professional resume. The fresher and experienced students were advised accordingly. The session was done in the IT laboratory. The 4C concept was explained to students to keep in mind while designing a resume, i.e., critical thinking, communication, collaboration and competency.

**Date of the activity:** 14th January 2020 & 21st January 2020

**Name & Designation of Speaker:** Ms. Navika Pednekar

**Number of students enrolled:** 115 MMS students

**Outcomes:** Students learned to design a professional resume for the final placement purposes. They also learned the 4Cs concept to keep in mind while designing their CV, i.e., critical thinking, communication, collaboration and competency



**Resume Building conducted by Ms. Navika Pednekar  
Jan 14 2020 & Jan 21, 2020**

## **15. Training Topic: Skilling students to identify their Goal: Razor Sharp Focus**

**Objective** – To Train students to remain focused during two years of MBA Program

**Summary:** This training helped students understand the goal of pursuing an MBA and remain focused on the critical areas to achieve their goals.

**Date of the activity:** 28th January 2020 & 4th February 2020

**Name & Designation of Speaker:** Ms. Priyanka Parab - Alumni, freelance trainer and Ex. LnT HR

**Number of students enrolled:** 115 MMS students

**Outcomes** – The students learned about the importance of the MBA Program, Time management, focused approach and expectation from themselves.

### **Photos**



**Ms. Priyanka Parab conducted razor Sharp Focus on 28th January 2020 & 4th February 2020**



## 16. Training Topic: Non-Verbal Communication Skills: Body Language

**Objective** – To Train students to make a good impression in general, especially during interviews, by practicing correct body language and the proper use of words while communicating.

**Summary:** The students are trained by a professional soft skill trainer Ms. Bhuvaneshwari Venkatesh on verbal and non-verbal communication. The training included facial expressions, body movement, gestures and posture in non-verbal communication. **Verbal communication** included language, both written and spoken.

**Date of the activity:** 11th & 18th February 2020

**Name & Designation of Speaker:** Ms. Bhuvaneshwari Venkatesh

Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** MMS- 115

**Outcomes** – Students got confident after this training and brought awareness about the usage of the correct body language and verbal communication, extremely helpful to them during the selection process of companies.

**Photos:**



**Verbal and Non-Verbal Communication conducted by Ms. Bhuvaneshwari  
11th & 18th February 2020**

17. **Training Topic: Developing Self Analysis skills: Identifying Strength & Weakness-1st Year -SWOT**

**Objective:** It is a self-awareness exercise to help students identify their strengths to strengthen further and weaknesses to work upon for improvement. Thus, preparing students to succeed in the selection process of companies during placements

**Summary:** Today, it is not easy to stand out; just because one has a good education or speaks multiple languages, it does not mean they will land a great job or even get an interview. Around 100 qualified candidates are aspiring for every job or position at every stage of their career. Every promotion must be earned. One needs to know what makes them excellent and strong and understand why you are known for what you do or have done. This activity aims to identify and appreciate our strengths and learn to use our *strengths* to help us with areas of *weakness*.

**Date of the activity:** 11th & 18th February 2020

**Name & Designation of Speaker:** Ms. Priyanka Parab - Alumni, freelance trainer and Ex. LnT-HR

**Number of students enrolled:** 115 MMS students

**Outcomes:** The students got awareness about their strengths and weaknesses through the activity done by the trainer. They also learned that weakness is not a problem if you are aware. During the selection process of companies, they could handle the interviews well.

**Photos:**



**Identifying Strength & Weakness by Ms. Priyanka Parab 11th & 18th February 2020**

## 18. **Training Topic:** Developing Skills to Face Personal Interviews

**Objective** – To train students for personal interviews during campus placements and on professional email writing skills

**Summary:** The students were trained on PI skills by professional trainers. This training was conducted before summers for PGDM students under Student Skill Development Programme. The students also experienced mock rounds of Interviews and received suggestions for improvement. The trainer also conducted a session on the professional way of email writing.

**Date of the activity:** 25th February & 3rd March 2020

**Name & Designation of Speaker:** Ms. Bhuvaneshwari Venkatesh

Freelance Trainer, Instructor & Facilitator. English Language, Soft Skills, Business Communication  
Founder, Engaging Minds 99

**Number of students enrolled:** 115 MMS students

**Outcomes** – Students got an understanding of HR's expectations while taking an interview.

**Photos:**



**Ms. Bhuvaneshwari Venkatesh conducted the Facing F2F Interviews  
Feb 25<sup>th</sup> & Mar 3<sup>rd</sup> ,2020**



# St. Francis Institute of Management and Research

## (SFIMAR)

### Report on the International Yoga Day

#### Introduction

The International Day of Yoga has been celebrated annually on 21 June its inception in the United Nations General Assembly in 2014. Yoga is a physical, mental and spiritual practice that originated in India. The Indian Prime Minister, Narendra Modi, in his UN address in 2014, had suggested the date of 21 June, as it is the longest day of the year in the Northern Hemisphere and shares a special significance in many parts of the world.

SFIMAR is celebrating International yoga day from the year 2016. A guiding session about Yoga along with practical yoga asanas was taught to all the participants.

#### Objectives

- To improve heart health.
- To manage stress

#### Outcomes

- Improves strength, balance and flexibility.
- Ease arthritis symptoms.
- Helps to manage stress.



**Academic Year – 2016 – 17**

**Date of the activity : 21 June 2017**  
**Topic Name : Yoga & Mind Power (Life Skills)**  
**Name & Designation of Speaker : Mr. Gautam Utekar, Yoga Trainer**  
**Number of Students attending : 18**



**Mr. Gautam Utekar performing Yoga on 21 June 2017**

**Academic Year – 2017 – 18**

**Date of the activity : 21 June 2018**  
**Topic Name : Yoga and Mind Power**  
**Name & Designation of Speaker : Mr. Gautam Utekar, Yoga Trainer**  
**Number of Students attending : 38**



**Mr. Gautam Utekar with the Organising Team and Participants on 21 June 2018**

**Academic Year – 2018-19**

**Date of the activity** : **21 June 2019**  
**Topic Name** : **Yoga and Mind Power**  
**Name & Designation of Speaker** : **Mr. Gautam Utekar, Yoga Trainer**  
**Number of Students attending** : **30**



**Director D Henry welcoming Mr. Gautam Utekar on 21 June 2019**



**Mr. Gautam Utekar performing Yoga on 21 June 2019**



Academic Year – 2019 - 20

Date of the activity : 21 June 2020  
Topic Name : Yoga to boost Immunity  
Name & Designation of Speaker : Mr. Gautam Utekar, Yoga Trainer  
Number of Students attending : 7



**ST.FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH (SFIMAR)**

Affiliated to the University of Mumbai.

Approved By AICTE, New Delhi & DTE, Maharashtra & NAAC "A" accredited  
(An ISO 9001:2015 Certified Institute)

Invites You All

# **International Yoga Day Celebration**

**Web session on**

**"YOGA TO BOOST IMMUNITY"**

**By : Mr. Gautam Utekar**

**Sunday, 21 st June, 2020 Time : 9.00am to 10.00am**





smita jesudasan &lt;smita@sfimar.org&gt;

**Fwd: Invitation for International Yoga Day Celebration on Sunday 21st June,2020**Sulbha Raorane <sulbha@sfimar.org>  
To: SFIMAR FAMILY <sfimartm@sfimar.org>

Fri, Jun 19, 2020 at 4:59 PM

Dear All,

SFIMAR is celebrating **International Yoga Day** on Sunday 21<sup>st</sup> June, 2020.All of you are invited to attend the websession on **'Yoga to boost Immunity'** by Yoga Expert **Mr. Gautam Utekar** from 9.00am to 10.00am.This web session will be on **ZOOM** app. Link for the same is as follows:<https://us02web.zoom.us/j/85917534982?pwd=SDlqWTBlb0hJT1VpSF0rVj5pcHozQT09>

Meeting ID: 859 1753 4982

Password: 952525

One tap mobile

+13126266799,,85917534982#,,,,0#,,952525# US (Chicago)

+13462487799,,85917534982#,,,,0#,,952525# US (Houston)

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Thanks &amp; Regards!

Prof. Dr. Sulbha S. Raorane

Professor &amp; Program Head (PGDM)

Address : St. Francis Institute of Management and Research (SFIMAR)

Gate no. 5, Mt. Painsur, S. V. P. Road,

Near Bhagwati Hospital,

Borivli (W), Mumbai - 400 103.

Office No. : 022 28917089, 022 28958403,
























Extn. No. 145, 146 &amp; 147,

Fax No. : 022 28906567

Mobile No. : 9619551840



**Mr. Gautam Utekar performing Yoga on 21 June 2020**

Close		Participants (15)	
KS	Karen Silveira		 >
S	SFIMAR		 >
	Sunil Saxena		 >
AJ	Akshay Junghare		 >
AP	AMAY PARKAR		 >
MG	Moto G (4)		 >
	Nisha Merai		 >
P	Pratik Rajkotia		 >
SV	Sangeeta Varma Mumbai		 >
S	Surekha		 >
N	Nitish Ray		>

**List of participants on 21 June 2020**