



2017-18

Internal Quality Assurance Cell(IQAC)

Minutes of Meeting

Kohinoor Business School

KBS

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MINUTES OF MEETING FOR IQAC MEETING 14TH MAY 2018

Dr. Abbasi Attarwala	Director In charge, Chairperson
Monica Eyles	Member
Dr. Bharati Deshpande	Member, Program Head
Prof Sandeep Sawant	Member
Prof Hemal Thakker	IQAC coordinator
Parag Raje	Invitee
Prof. Sandhya Tewari	Member
Rishab Sharma	Student Member
Manali Kinare	Student Member

AGENDA

- 1) Welcome
- 2) Leave of Absence
- 3) ISO Audit Status
- 4) Placement Status
- 5) ISO 9001: 2015
- 6) Preparation for NAAC
- 7) Student feedback
- 8) Academic Calendar
- 9) Presentation by program heads
- 10) Entrepreneurship Cell
- 11) Student Mentorship
- 12) Faculty Manual
- 13) MMS Program Specific Objectives

MINUTES OF THE MEETING

Agenda 1. Welcome

- Dr. Attarwala welcomed the members of IQAC and requested to start the meeting

Agenda 2. Leave of Absence

- Leave of Absence was granted to Students

Agenda 3. ISO Audit Status and Training

- Dr.. Sandeep mentioned that ISO audit was carried out as per the guidelines on 12th March 2018
- Dr.. Sandeep and Dr.. Hemal conducted the training for all the employees

Agenda 4. Placement Status

- Ms. Kavita Joshi informed the members that 117 students out of 204 (Batch 2016-18) have been placed.

Agenda 5. ISO 9001:2015

- Dr.. Sandeep informed the members that Kohinoor Education Trust and Kohinoor Business School have been certified by LRQA for 9001:2015 standards on 18th of April 2018.
- Members congratulated Dr.. Sandeep and Dr.. Hemal

Agenda 6. Preparation for NAAC

- Dr. Attarwala informed the member that the management has decided to apply for NAAC accreditation targeting the window from November 1st – December 31st
- He requested the member to suggest the names for the steering and sub committees
- After discussion the following committees were constituted
 - Steering committee
 - 1. Dr.. Hemal Thakker (Coordinator)
 - 2. Dr.. Manish Kumar Rai
 - 3. Prof. Prabhat Varma
- The following sub-committees have been formed for the seven criteria that serve as the basis of NAAC assessment procedures:

Sr. No.	Criteria	Sub-Committee Leader	Sub-Committee Members
1.	Curricular Aspects	Dr.. Hemal Thakker	Dr.. Hemal Thakker will seek information and guidance from both the Program Heads as and when required
2.	Teaching-Learning and Evaluation	Ms. Jayashri Mawale	Ms. Shraddha Joshi; Mr. Vivek Kharat; Ms. Snehal Khedkar; Prof. Hardeep Kaur and Prof. Prabhat Varma
3.	Research, Innovations and Extension	Prof. C. S. Balasubramaniam	Dr. Manish Kumar Rai; Prof. Hardeep Kaur and Prof. Sunil Saxena
4.	Infrastructure and Learning Resources	Mr. Parag Raje	Ms. Jayashri Mawale; Mr. Nitin Dixit and Mr. Amol Ghadi
5.	Student Support and Progression	Prof. Sandhya Tewari	Prof. Pranob Kumar Mishra; Ms. Kavita Joshi and Ms. Paskaline Jerin
6.	Governance, Leadership and Management	Prof. Pranob Kumar Mishra	Dr. Hemal Thakker; Dr. Manish Kumar Rai and Prof. Prabhat Varma
7.	Institutional Values and Best Practices	Prof. Pranob Kumar Mishra	Dr. Hemal Thakker; Dr. Manish Kumar Rai and Prof. Prabhat Varma

- o Dr. Attarwala requested Ms Monica Eyles to inform the faculties about their new responsibility

- Dr. Attarwala requested the NAAC team to provide the faculties with the NAAC manual and prepare an action plan for preparation of the self-study report.

Agenda 7. Student feedback

- Ms Monica Eyles shared the faculty feedback with the members, it was observed that
 - Few Visiting faculties were not performing as per requirements
 - The feedback of many Visiting faculties were below the previous years, although student rated the faculties high on Subject knowledge, their feedback on delivery was poor
 - The students appreciated the teaching style and knowledge level of most faculties
- Dr. Bharati Deshpande informed the members that the many New Visiting faculties were added to the course that had industry experience and good domain knowledge but they may have fallen short in course delivery.
- She further informed the members that she is working with Dr. Sandeep Sawant to study the faculty feedback
- Dr. Sandeep Sawant informed the members that Visiting faculties who could not connect with the students will be replaced, he further informed that they are preparing a list of probable visiting faculty for the coming academic year
- Dr. Attarwala instructed the program heads to prepare the new list of visiting faculties by 15th of June and confirm their availability

Agenda 8. Academic Calendar

- Dr. Bharati Deshpande presented the academic calendar for the year 2018-19
- The Members made a note of the same

Agenda 9. Presentation by program heads

- Dr. Bharati Deshpande gave a presentation on the following
 - Work Load of faculties
 - Plan for student committee
 - Performance of students in examination

Agenda 10. Entrepreneurship Cell

- Dr. Hemal Thakker informed the members that he had an interaction with the students regarding the creation of entrepreneurship cell at KBS.
- After detailed discussion Dr. Attarwala suggested about National Entrepreneurship Network (NEN), an entrepreneurship network having offices in India and Abroad.
- Dr. Hemal agreed to get in touch with NEN and revert

Agenda 11. Student Mentorship

- Dr. Attarwala informed the member about having a formalized structure of Mentor and Mentee. he shared his experience with the members.
- Dr. Bharati Deshpande agreed to design and develop the mentor mentee structure and present the same in the next meeting
- Member made a note of the same

Agenda 12. Faculty Manual

- Dr.. Hemal Thakker made a presentation about the faculty manual-Student attendance and record of class work. Its a complete document and captures areas such as
 - faculty profile
 - teaching learning plan
 - content beyond syllabus
 - assignments
 - attendance record of students etc.
- Copy of the documents is attached

Agenda 13. MMS Program Specific Objectives

- Dr. Bharati Deshpande informed that the committee has finalized Program Specific objective in functional areas as well as general management. After discussion these were approved
- Copy Attached

For Kohinoor Business School


Director



Certificate of Approval

This is to certify that the Management System of:

Kohinoor Education Trust

Kohinoor City, Kiroli Road, Off L.B.S. Marg, Kurla (W), Mumbai, 400070, Maharashtra, India

has been approved by LRQA to the following standards:

ISO 9001:2015



Basem Obaid - Area Operations Manager

Issued By: Lloyd's Register Quality Assurance Limited

This certificate is valid only in association with the certificate schedule bearing the same number on which the locations applicable to this approval are listed.

Current Issue Date: 16 April 2018
Expiry Date: 14 April 2021
Certificate Identity Number: 10074020

Original Approvals:
ISO 9001 – 15 April 2015

Approval Number(s): ISO 9001 – 0052681

The scope of this approval is applicable to:

The provision of the following Business Management and Hospitality Management courses: • Design and development of post graduate programs approved by the All India Council of Technical Education, leading to the award of Post Graduate Diploma in Management (PGDM) by the Institute • Post graduate programs approved by the All India Council for Technical Education, leading to the award of Master of Management Studies (MMS) degrees by the University of Mumbai • Executive Education Management Programs for industry. • Graduate program leading to the award of Bachelor of Science- Hospitality Studies and Catering Services (B.Sc.- HSCS) degree by Yashwantrao Chavan Maharashtra Open University.



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Certificate Schedule

Certificate Identity Number: 10074020

Location	Activities
Kohinoor City, Kirol Road, Off L.B.S. Marg, Kurla (W), Mumbai, 400070, Maharashtra, India	<p>ISO 9001:2015</p> <p>The provision of the following Business Management and Hospitality Management courses:</p> <p>Design and development of post graduate programs approved by the All India Council for Technical Education (AICTE) New Delhi, leading to the award of Post Graduate Diploma in Management (PGDM) by the Institute Post graduate programs approved by the All India Council for Technical Education (ACTIE) New Delhi, Directorate of Technical Education (DTE) Mumbai, leading to the award of Master of Management Studies (MMS) degree by the University of Mumbai</p> <p>Executive Education Management Programs for industry.</p> <p>Graduate program leading to the award of Bachelor of Science- Hospitality Studies and Catering Services (B.Sc.- HSCS) degree by Yashwantrao Chavan Maharashtra Open University (YCMOU).</p>
Kohinoor Business School, Kohinoor City, Kirol Road, Off L.B.S Marg, Kurla (W), Mumbai, 400070, Maharashtra, India	<p>ISO 9001:2015</p> <p>The provision of the following Business Management courses:</p> <p>Design and development of post graduate programs approved by the All India Council of Technical Education (AICTE) New Delhi, leading to the award of Post Graduate Diploma in Management (PGDM) by the Institute Post graduate programs approved by the All India Council for Technical Education (ACTIE) New Delhi, Directorate of Technical Education (DTE) Mumbai, leading to the award of Master of Management Studies (MMS) degree by the University of Mumbai</p> <p>Executive Education Management Programs for industry.</p>



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Lloyd's
Register

Certificate Schedule

Certificate Identity Number: 10074020

Location

Kohinoor International Management Institute,
Kohinoor Global Campus, Sub Division CST No.
627, Old Pune Mumbai Highway, Khandala, Dist.
Pune, 410301, India

Activities

ISO 9001:2015

The provision of the following Hospitality
Management courses:
Graduate program leading to the award of
Bachelor of Science- Hospitality Studies and
Catering Services (B.Sc.- HSCS) degree by
Yashwantrao Chavan Maharashtra Open
University.

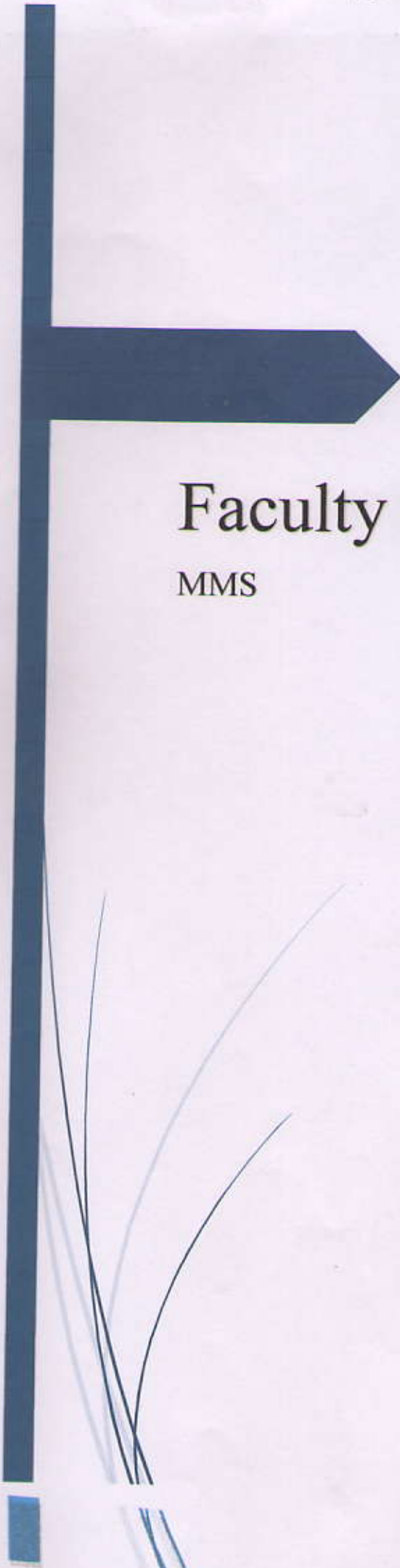


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14th May 2018

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Faculty Manual

MMS

Kohinoor Business School

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FACULTY MANUAL

STUDENT'S ATTENDANCE & RECORD OF CLASSWORK

Name of the Faculty	
Program	

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Table of Contents

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Vision

To develop socially sensitive leaders with global perspective

Mission

- To achieve academic excellence through innovative pedagogy and global curriculum.
- To create responsible leaders through value based education and mentoring
- To build quality network with the Industry, educationists and the society for exchanging knowledge.

Values

- Ethical Business Practices:
- Customer Focus:
- Employee Empowerment:
- Instant and Accurate Decision Making:
- Continuous Learning:
- Creativity and Innovation:
- Result Orientation:

Faculty Profile

Name:

Address:

Contact No:

Email Id:

Qualification:

Experience:

Academic:

Industry:

SUBJECTS / COURSES PLANNED FOR SEM / TRI	DIVISION/SPE CIALIZATION	SESSIONS NO. OF HOURS)	TOTAL (NO. OF HOURS)	REMARK
1. NOTE: KINDLY MENTION COURSE NAME AS PER GIVEN IN THE UNIVERSITY OR INSTITUTION'S SYLLABUS COPY				

Session Schedule: TLP(Teaching Learning Plan)

Faculty Attendance		
Name of Faculty:		
Academic Year – 2019-20	Attendance from Jun to Dec / Tri	Program: Semester / Trimester :
Subject:	Total hours planned:	Total hours actual:

Session No.	Topics	Date	From	To	No. of hours	Signature of Faculty
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Signature of Program Head:- _____

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Learning outcomes & Teaching Pedagogy

ESSENTIAL READING:

SUGGESTED READING:

WEBSITE / GOOGLE / ANY OTHER:

(Session-wise reading to be incorporated)

Teaching pedagogy:

Evaluation:

Faculty to choose minimum 2 parameter out of 6 (3 to 8)

Sr. No.	Parameters	Percentage Evaluation
1	Attendance and class participation	10
2	Mid term Test (Min 1)	10
3	Group Presentations	
4	Role Plays	
5	Case Studies	
6	Assignments	
7	Projects	
8	Quizzes	
	Total	40

Total hours approved

Total Hours Actual:

CO-CURRICULAR ACTIVITY RECORD

(Related to subject)
(Industrial visit, Guest Lectures, Seminar, Workshop)

Sr. No	Name of Person	Details About Activity	Day/Date /Time of conduction
1			
2			
3			
4			

CONTENT BEYOND SYLLABUS / ADD ON PRACTICES / VALUE ADDED COURSES

Sr.no	Date	Details about content / activity	Theory/ Practical	Reference Details
1				
2				
3				
4				

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Monthly Schedule

**To submitted by the faculty (End of Month)
to the Program Head**

Month	Date of Session planned	Date of Session Conducted	Deviation (days)	Faculty Initials	Program Head	Director

<p>No. of sessions planned: No. of sessions completed: No. of students in class: No. of weak students:</p>	<p>No. of Assignments given: No. of tests conducted: No. of Students failed in internals No. of students' lack of attendance:</p>
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Verified that this record of class work is complete in all respect.

Faculty	Program Head	Director
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Assignments

Unit	Topic	Announced Date	Submission Date	Returned Date
1				
2				
3				

Tests / Tutorials / Quizzes

Sr. No.	Internal Assessment	Announced Date	Submission Date	Returned Date
1				
2				
3				
4				
5				
6				
7				
8				
9				

Faculty participation in Conference and Symposia

	International Level	National Level	State Level	Previous Semester/Year	Total
Attended Seminar/Workshop					
Presented Papers					
Paper Published					
Books Written					
Resource Person					



Program Specific Outcome

MMS

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Program Specific Outcome

General Management

- To Develop critical thinking in identifying ethical, global and diversity issues in planning, organising, control and leading functions of an organisation
- To understand that citizenship involves taking conscious steps for societal advancement at individual level and organizational level
- To understand the essentials of communications in maintaining human as well as business relations
- To Develop IT skills
- To provide perspectives in international management
- To inculcate entrepreneurial skills through value based initiatives

Marketing Specialization

- To appreciate the role of Strategic thinking in changing business environment, Strategy Formulation, Implementation & Evaluation
- To Develop a strategic marketing plan that addresses the business environment of a firm.
- To understand the role of sales and marketing in an organisation
- To appreciate the role of services in marketing
- To familiarise the students with the concept of product management and brand management
- To understand the role of marketing communication in a changing environment
- To understand the importance of marketing in digital area

Finance Specialization

- To understand different components of the Financial system, Financial Markets, Financial Institutions and Financial Instruments
- To Understand methods of Company Valuations

- To analyze the factors affecting the prices of Capital assets
- To Understand the process of portfolio creation, Revision, Monitoring, Hedging through Derivatives and performance analysis
- To understand Financial Modeling using Excel
- To understand the concepts and fundamentals of Commercial Banking,

Human Resources Management (HRM) Specialization

- To understand the importance of HR in an organisation including employee recruitment, selection, and retention
- To understand the concept of compensation and factors influencing compensation
- To study the concept of competency and competency based HR practices.
- To study the importance of Labour Laws with IR Implications
- To understand the importance of Organization design and change management
- To Understand the role of training in an organization

Operations Specialization

- To Familiarize with the basic concepts of Operations management such as transportations, Quality Control, Supply Chain management, Business Process Reengineering
- To familiarize with the knowledge of quantitative methods used in operations
- To Understand the Importance of Materials Management covering Financial Aspects, Documentation, Purchase Procedures and inventory management
- To understand the aligning of operations strategy to corporate strategy
- To study the importance of technology in operations management
- Knowledge of ethics in business operations

IT Specialiazations

- To understand the importance of IT in management education
- To study the various IT based models such as database management
- To study the importance of Big Data and Business Analytics and its applications
- To understand the importance of various software development processes

MINUTES OF MEETING FOR IQAC MEETING 12TH FEBRUARY 2018

MINUTES OF THE MEETING

Members Present

Dr. Abbasi Attarwala	Director In charge, Chairperson
Monica Eyles	Member
Dr. Bharati Deshpande	Member, Program Head
Prof Sandeep Sawant	Member
Prof Hemal Thakker	IQAC coordinator
Parag Raje	Invitee
Prof. Sandhya Tewari	Member
Rishab Sharma	Student Member
Manali Kinare	Student Member

AGENDA

- 1) Welcome
- 2) Leave of Absence
- 3) ISO Audit Status
- 4) Fest mania 2018
- 5) Employee Sport Day
- 6) Convocation
- 7) Alumni Meet
- 8)

MINUTES OF THE MEETING

Agenda 1. Welcome

- Dr. Attarwala welcomed the members of IQAC and requested to start the meeting

Agenda 2. Leave of Absence

- Leave of Absence was granted to Shraddha Joshi

Agenda 3. ISO Audit Status

- Dr. Hemal Thakker informed the members that audit was conducted on 4th December 2017 and no non conformity was found
- Dr. Sandeep Sawant informed the members that the internal audit will be conducted on 12th of March 2018 by Prof Sanjeev Pal (Principal KIMI) and Team
- The following processes will be audited
 - Placement Process, Examination process, Marketing Process, MMS Academics, Human Resource Process, Library Process, Facility Management and MDP Process
- Dr. Attarwala instructed Dr. Sandeep Sawant and Dr. Hemal Thakker to conduct an Internal Training for ISO 9001:2015 on 8th March 2018 for Faculty and Staff

Agenda 4. Fest mania 2018

- Dr. Attarwala informed the members that the annual fest "FEST-O-MANIA 2018: HOLA AMIGO" was conducted on Friday, January 19th 2018
- He informed that around 60 collages and more than 700 students participated in the event
- Members made a note of the same

Agenda 5. Employee Sport Day

- Ms Monica Elyes informed the members that Our Annual Sports Day will be conducted on Thursday, 22nd February 2018 and Friday, 23rd February 2018. This event would comprise of both indoor & outdoor games like Carrom, Chess, Table Tennis, Badminton & Box Cricket.
- The Member made a note of the same

Agenda 6. Convocation

- Dr. Attarwala informed the members that the convocation for PGDM and MMS batch 2015-17 will be held on Saturday, 24th March, 2018
- He further instructed the program Heads to make necessary arrangements for the same
- He also informed the members that Hon'ble Dr. Uday Nirgudkar Group Editor Regional (West) - Network18 has given his kind consent to deliver the Convocation address.
- Members made a note of the same

Agenda 7. Alumni Meet

- Prof P.K Mishra informed the members that the alumni meet will be held on 24th March 2018
- He informed the member that we are expecting 200 plus students to join us.
- Dr. Attarwala instructed Prof P.K Mishra in coordination with Mr. Parag Raje to make necessary arrangements for the same

Since there is was no other agenda, the meeting ended with thanks to chair

MINUTES OF MEETING FOR IQAC MEETING 7TH NOVEMBER 2017

MEMBERS PRESENT

Dr. Abbasi Attarwala	Director In charge, Chairperson
Monica Eyles	Member
Dr. Bharati Deshpande	Member, Program Head
Prof Sandeep Sawant	Member
Prof Hemal Thakker	IQAC coordinator
Kavita Joshi	Invitee
Shraddha Joshi	Member
Prof. Sandhya Tewari	Member
Rishab Sharma	Student Member
Manali Kinare	Student Member

AGENDA

- 1) Welcome
- 2) Leave of Absence
- 3) Action taken
- 4) Internal Audit

MINUTES OF THE MEETING

Agenda 1. Welcome

- Dr. Attarwala welcomed the members

Agenda 2. Leave of Absence

- All members present

Agenda 3. Action taken

- Ms Kavita Joshi Informed the members that Mr. Rakesh Jambusaria and Vivek Sarda have conducted training programs for MMS students as under
 - 24th July to 28th July (Vivek Sarda)
 - 1st of August to 5th of August (Rakesh Jamusaria)
- Members noted with satisfaction

Agenda 4. Internal Audit

- Prof Sandeep Sawant informed that the internal audit is planned to be conducted on 4th of Dec 2017
- He further informed that the following processes will be audited
 - Examination Process
 - Quality Management System
 - HR Processes
- The members made a note of the same

For Kohineer Business School


Director



MINUTES OF MEETING FOR IQAC MEETING 14H AUGUST 2017

Members Present

Dr. Abbasi Attarwala	Director In charge, Chairperson
Monica Eyles	Member
Dr. Bharati Deshpande	Member, Program Head
Prof Sandeep Sawant	Member
Prof Hemal Thakker	IQAC coordinator
Kavita Joshi	Invitee
Shraddha Joshi	Member
Prof. Sandhya Tewari	Member
Rishab Sharma	Student Member
Manali Kinare	Student Member

AGENDA

- 1) Welcome
- 2) Leave of Absence
- 3) Examination Status
- 4) Implementation of Employability Readiness Program
- 5) Preparation for NAAC
- 6) Student Feedback

MINUTES OF THE MEETING

Agenda 1. Welcome

- Dr. Attarwala welcomed the members

Agenda 2. Leave of absence

- All members are present

Agenda 3. Examination Status

- Ms Shraddha Joshi informed the members that 82 out of 93 students have cleared the Sem III examination
- She further informed that the 10 students have applied for Revaluation
- Members noted the same

Agenda 4. Implementation of Employability Readiness Program

- Ms Kavita Joshi Informed the members that discussion are on with Mr. Rakesh Jambusaria of Career Transformation Company for conduct of GD and PI for the students
- She further mentioned that Mr. Rakesh Jambusaria was Asst. General Manager with a reputed private sector bank with more than 25 years of management experience
- Member gave in principal approval to engage the company and directed Ms Kavita Joshi to take necessary approvals

Agenda 5. Preparation for NAAC

- Dr. Attarwala suggested that we should start making an effort for NACC accreditation. He further added that it will enhance the KBS brand
- He Advised Hemal Thakker to go ahead with the process documentation for NAAC
- Members made a note of the same

Agenda 6. Student Feedback

- Prof Monica Eyles made a presented the student feedback on the following
 - Teaching Pedagogy

- Facilities
- Admission and Placements
- She informed the members that no major negative feedback is received. Students have given suggestion for improvement and the same will be communicated to the respective departments
- Members made a note of the same

For Kohinoor Business School

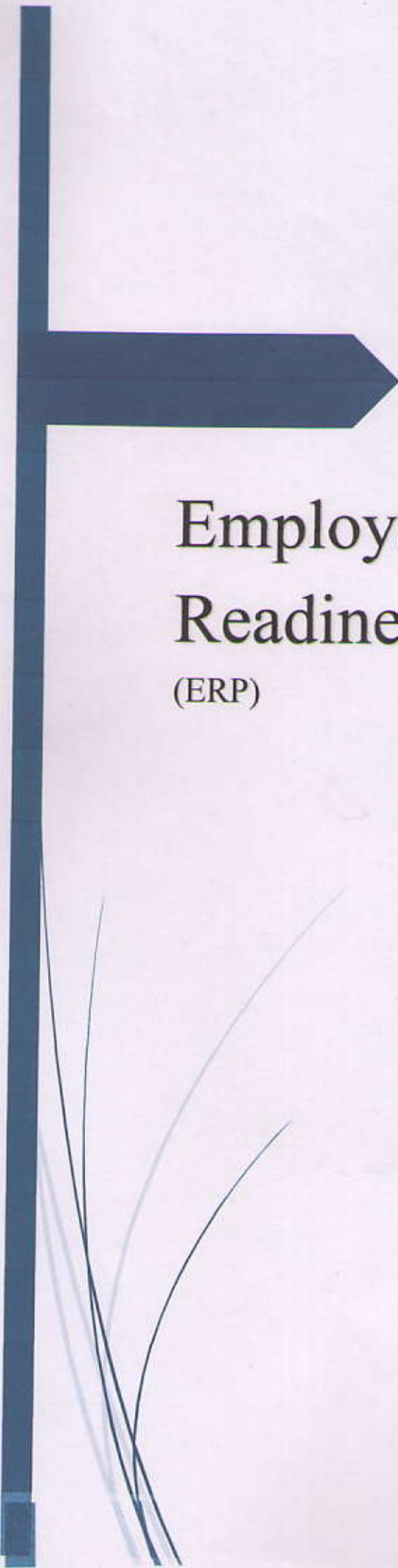

Director



AGENDA

- 1) Welcome
- 2) Terms of Reference
- 3) Introduction
- 4) Implementation of various projects
- 5) Presentation
- 6) Discussion

14th Aug 2017



Employability Readiness Program (ERP)

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Employability Readiness Program

Level of employability skills determine job readiness of a student as he or she completes education.

There is a critical need to develop employability readiness program which helps the institutions to prepare students across business or management sectors. Employability skills can be defined as the transferable skills needed by individuals to make himself or herself employable. Apart from the conceptual understanding and subject knowledge employers prefer a set of skills in an employee as these skills equip the employees perform their roles effectively.

Employability skills are soft skills (non-technical skills) and knowledge required for effective performance at work place. The soft skills are enabling skills or key competencies. Based on the studies the skills can be categorised into following areas:

- 1) Basic academic skill- Listening and Speaking skill
- 2) Higher order thinking skills- Reasoning, Problem solving, Creativity, Decision making skills and the ability to learn.
- 3) Interpersonal and Team skills- Negotiation and Conflict Resolution skill, Leadership skills and ability to work with others from diverse background.
- 4) Personal characteristics and attitudes- Self Esteem, Motivation and taking responsibility for own actions and growth.

It is also observed that some of the basic areas which are also required to be addressed are:

- 1) Communication skills: which includes verbal, non-verbal, written English language, business presentation, communicating orally one to one and in group situations
- 2) Adaptation and interpersonal skills: which includes areas like positive attitude, self-confidence, commitment, supervisory skills, ability to work independently and timely completion of the task
- 3) Leadership skills: which includes empathizing and understanding needs of others, positive response to constructive criticism, work delegation to peers and subordinates
- 4) Understanding organisations vision and development
- 5) Intellectual and technical skills

Process followed at Kohinoor Business School (KBS)

KBS was established in the year 2010 and offered two-year full time program MMS of University of Mumbai and AICTE approved PGDM program.

Over a period of 5 to 6 years the institute worked towards providing the necessary academic and soft skills to the students with focus on employability. During the year 2016-17, the institute realised that there is a need to have a structured Employability Readiness Program. With this in view Employability Readiness Program was initiated under Corporate Relations and Placement Cell with following members:

- 1) Ms. Kavita Joshi – Head Corporate Relations and Placement
- 2) Dr. Sandep Sawant – Program Head PGDM
- 3) Dr. Bharati Deshpande- Program Head MMS
- 4) Prof PK Mishra- Associate Professor
- 5) Dr. Hemal Thakker- Assistant Professor

In addition to the above, Corporate Relations and Placement Committee was formed with student representatives.

Objectives of the Corporate Relations and Placement Cell:

- 1) To interact with the students on regular basis
- 2) To collect and analyse sectorial data
- 3) To provide the required academic inputs and required skills
- 4) To provide the required mentoring

The members of the committee discussed and finalised the Employability Readiness Program. The Employability Readiness Program is broadly classified as under:

A: Technical/Conceptual understanding: these are related to academics and are provided by the faculty in charge.

B: Analytical and Reasoning skills: some of the areas included are

- a) Quantitative aptitude
- b) Logical reasoning
- c) Verbal ability and reasoning
- d) Data interpretation

C: Communication skills: with the help of language lab, course on English

D: Adaptation and interpersonal skills: with the help of group discussion, impromptu talk, case study discussion

E: Personal characteristics and attitudes: with the help of mock interviewing, case study discussion and role play

F: Soft skills and grooming: with the help of simulated office environment, dress code etc.

G: Preparedness for interview: with the help of group discussion and personal interview

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H: Understanding organisations Vision and development: orientation at the time of commencement of the course

The Employability Readiness Program will spread over a spread over a period of 3 semester covering the following

- Analytical and Reasoning skills
- Soft skills training
- GD and PI training

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