

Anekant Education Society's

**Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati.  
(Autonomous)**

**Department of Mathematics**

Day and Date	Activity	Academic Year
16/03/2024(Saturday) 18/03/2024 (Monday)	Three Days Employability Training Program	2023-24

**Place: Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati.**

**5.1.3 Three Days Employability Training Program  
Permission Letter**

S. R. Puranik      S. P. Chordiya  
Dept. of Mathematics      Dept. of Zoology  
Date: 12 March 24

To,  
The Principal,  
Tuljaram Chaturchand College,  
Baramati.

Subject: Proposal for Employability Skills Training Program.

Dear Sir,

I am writing to propose an Employability Skills Training Program in collaboration with Aspiring Careers, Pune, aimed at enhancing the professional readiness of our students.

**Program Overview:**

- Title: Employability Skills Training
- Duration: 18 Hours (3 Days)
- Target Audience: 100 students

**Objectives:**

- Equip students with essential soft skills.
- Foster a sense of community and mutual support.
- Enhance students' employability.

**Logistics:**

- College will provide infrastructure.
- Trainer expenses borne by college.
- Program fee per student: Rs. 500 (Sarathi Foundation will cover Rs. 250)

To implement this program, we require a grant of Rs. 25,000 (Rs. 12,500/- for Mathematics Dept. and Rs. 12,500/- for Zoology Dept.) under the ED cell. Enclosed are further details regarding the program.

Thank you for considering this. I look forward to your response.

Yours faithfully

S. R. Puranik  
Head  
Dept. of Maths

S. P. Chordiya  
Head,  
Dept. of Zoology

Recommended  
to organize  
activity jointly under ED cell  
S. R. Puranik  
13/3/24

Approved  
13/03/24

## Report of the Workshop

S. R. Puranik                      S. P. Chordiya  
Dept. of Mathematics          Dept. of Zoology  
Date: 19 March 24

To,  
The Principal,  
Tuljaram Chaturchand College,  
Baramati.

Subject: Training Program Report-Employability Training Program

Dear Sir,

The Employability Training Program conducted from March 16 to 18, 2024, was a resounding success, thanks to the collaborative efforts of Aspiring Careers Pune, Sarathi Social Foundation Pune, and our college.

The Employability Training Program aimed to equip undergraduate and postgraduate students from the Mathematics and Zoology departments with essential skills to enhance their employability prospects. The program focused on various aspects such as body language, effective listening, time management, negotiating skills, creating presentations, and delivering presentations to an audience.

A total of 100 students from the Mathematics and Zoology departments, along with 8 teachers, actively participated in the program. The diverse group of participants contributed to a rich learning environment, fostering collaboration and knowledge sharing.

Ms. Sakshi Sood, an experienced soft skills trainer, covered a wide range of topics essential for professional growth. The sessions included:

1. Body Language: Understanding the significance of non-verbal communication and its impact on interpersonal interactions.
2. Effective Listening: Techniques to improve listening skills and enhance understanding in various contexts.
3. Time Management: Strategies for efficient utilization of time and prioritizing tasks to achieve goals effectively.
4. Negotiating Skills: Learning effective negotiation techniques to navigate professional situations and reach mutually beneficial agreements.
5. Creating a Presentation: Guidelines for designing engaging and informative presentations to effectively convey ideas.
6. Presenting to an Audience: Tips and techniques for delivering presentations confidently and engaging the audience effectively.

Feedback from the participants indicated a high level of satisfaction with the training program. Many students expressed that their confidence levels had significantly improved, along with enhancements in their communication skills and stage daring.

A contribution fund of Rs. 25,000 (Rs. 12,500 from the Mathematics Department ED Cell Fund and Rs. 12,500 from the Zoology Department ED Cell Fund) has been allocated by the college to support this program. We kindly request permission to credit this amount to the designated bank account details attached with this report.

We extend our heartfelt thanks to you for your support and for granting permission to conduct this program. Your encouragement and endorsement have been instrumental in the success of this endeavour, and we are grateful for your continued guidance and leadership.

Noted  
QAC  
19/03/24

S. R. Puranik  
19/3/24  
Head  
Dept of Maths

S. P. Chordiya  
Head  
Dept of Zoology

# Payment Voucher for Sarathi Foundation

Anekant Education Society's  
Tuljaram Chaturchand College of  
of Arts Science and Commerce, Baramati  
Autonomous

## Payment Voucher

Name :- Sarathi Social Foundation Date:- 20/03/2024  
Address:- Sweta D1, D2 & E Flat No. 14, Sahakari Sanstha Parvati,  
Pune

Head of Exps on account of:-

Particulars of Payment	Honorarium	Other	Total
Employability Skill Training		25000/-	25000/-
Aspiring Careers, Pune.			
under ED cell fund			
(Matric Dept - 12500/- + Zoology Dept: 12500/-)			
Total Rs.		25000/-	25000/-
Rupees in Words:- <u>Twenty five thousand only</u>			
Name of Payee:-	<u>Sarathi Social Foundation</u>		
Name of Bank	<u>Cosmos Co. Op. Bank</u>		
Account No.	<u>9160501082475</u>		
Branch Name	<u>Ambeegaon Bk. Pune</u>		
IFSC Code	<u>COSB0000916</u>		

For Account Use Only

Checked & Found Correct recommended for Payment

Account Clerk

Office Superintendent

Registrar

Allowed & Pay/ Not Pay

Co-ordinator  
ED cell

Principal

Received with thanks from The Principal, Tuljaram Chaturchand College, Baramati

S. Khurshi  
S. Khurshi

Signature



**SARATHI SOCIAL FOUNDATION**  
Reg- MAH. F-45566/PUNE

TO:  
The Principal  
Tuljaram Chaturchand College,  
Baramati, Pune (MS)

INVOICE-ACFS-102  
DATE: 20.03.2024

FROM:-  
**SARATHI SOCIAL FOUNDATION**  
Sweta D1, D2 & E Flat No. 14 Sahakari  
Sanstha Parvati, Pune Maharashtra  
Mob- 8976892242  
Email- Operations@sarathisocial.in

DISCRPTION	TOTAL CANDIDATES	UNIT PRICE	TOTAL
Employability Skill Training	100	250	25000
Total in Word- Twenty Five Thousand Only.			
		Total	25000.00

PAN No. :- AANAS2301Q  
Bank Details  
Bank Name:- COSMOS CO. OP. BANK  
Account no:- 9160501082475  
IFSC Code:- COSB0000916  
Branch- AMBEGAON BK. PUNE

**SARATHI SOCIAL FOUNDATION**

Authorized Signatory  
Authorized Signatory



## Geo-Tag Photos of Workshop

### Employability Training Program

#### Inauguration



#### Photos between the program



#### Valedictory

