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Ref No.:-GRACE/P32

Date:-02/11/2023

Memorandum of Understanding

To,

Principal

Dr.P.V.Rasal,

MVP, GMD Arts BW Commerce and Science College Sinnar,Nashik

**Sub: - 1) Skill Training in Generic Skills for Employability and office management for
Postgraduate students.**

2) Entrepreneurship Development Programme

Respected Sir,

This Memorandum of Understanding Is signed between Principal of **MVP, GMD arts BW commerce and science college Sinnar,Nashik** (Here in Party No.1) and Grace Edunet, Plot No.I-24,

Irrigation Colony,Tatya Tope Nagar,Nagpur - 440025 (Here in Party No.2) on 02/11/2023 and witness at under that

1)That Party No.2 agreed to extend all necessary assistance to the bonafied students of Party No.1 such as entrepreneurship Development Programme,Interview techniques etc.

We as a Grace Edunet are the Industry cum Implementation Partner of MEPSC (Management & Entrepreneurship and Professional Skill Council of India)

MEPSC - MEPSC is a horizontal Sector Skill Council (SSC) under the tutelage of the Ministry of Skill Development and Entrepreneurship (MSDE) Govt. of India

A huge percentage of Indian graduates are unemployable due to a lack of skills both technical and generic expected by employers. While a maximum of the applicants gets hired on the grounds of their technical skills and often get fired due to lack of generic skills. It is the set of Generic/Behavioral/Soft/Employability Skills that creates diversity to the potency of the individual.

MEPSC in association with MAHAJYOTI (Mahatma Jyotiba Phule Research and Training Institute) an independent institute working under Bahujan Vikas Mantralaya of Govt. of Maharashtra) has curated a customized special training program for free of cost to enhance the employability and develop the persona of undergraduate students belonging to OBC, VJ/NT and SBC students of Maharashtra state.

Name of the Training Program - Generic Skills for Employability and Office Management

Target Audience - Postgraduate students (First year to Final Year) from OBC, VJ/NT and SBC

Training fees – Nil (Free)

Duration - One Month

Training Module -

1. Corporate communication skills
2. Corporate behavioral etiquettes
3. Team building and team management
4. Problem solving office and task related
5. Task management setting priorities and time management
6. Goal setting and career development
7. Interview technics, resume building, presentation etiquettes
8. Essential email and communication etiquettes
9. Leadership skills and emotional intelligence
10. Financial management
11. Essential digital skills
12. SWOT analysis
13. Project management basics
14. Document management
15. Career exploration

Mode of Delivery –

Program will be conducted in physical mode instructor led orientation at college premises

Final Outcome –

Participating students will be assessed by MEPSC and will be awarded with industry recognized certificate from MEPSC.

Batch Size –

50 students per batch

Admission Process –

To enroll for the above mentioned program students need to submit duly filled admission form and attached following documents (True Copies)

1. Passport size photo
2. Adhar card
3. Cast certificate
4. Last qualification mark sheet
5. Non creamy layer certificate

Looking forward for great and positive response in benefit of students from your end!

Thanks and Regards

Grace Edunet

Party No.1:- **MVP, GMD arts BW commerce and science college**

Sign-

Sinnar,Nashik

Party No.2:- Grace Edunet

Tatya Tope Nagar,Nagpur.

Sign:-



