



Brochure
One Month Free Training Programme
On
Building Employability Skills among the Underprivileged Youth
Offered By
Dudhnoi College in association with Tata Consultancy Service

Dudhnoi college is a premier educational institution of Assam catering to the academic needs of thousands of students every year. It is also shouldering responsibilities for opening avenues for its students through which they can make a respectful living after graduation. It is with this intention in mind in general and also in response to advertisement of government of Assam to a large-scale employment opportunity in 3rd grade and 4th grade post in the coming few months in particular, **Career Guidance Cell** of Dudhnoi College is starting a training programme to build employability skills among the underprivileged youth of this locality. Started under Institutional Social Responsibility initiative, this endeavour will be supported by **Tata Consultancy Service** with their resources and manpower. Interested candidates are requested to attend this programme.

About the Training Programme:

The program aims at providing Free Employability Training for the SC/ST and other economically weaker candidates. The program also supports the youth for guiding them for internal and external opportunities for their jobs in different organisation including TCS. The training will be of about 100 hours, covering standard modules on **Business Skills, Communication Skills, Quantitative Aptitude, Logical Reasoning, Computers, Interview Skills, Resume Writing** to name a few. This would be followed by trainings on specific domains.


Objective of the Training Programme:

The training has following objectives:

1. Development of Skills and aptitude of the students.
2. Make the participants ready for competitive Examination (Specially for banking, police constable, 3rd grade and 4th grade post and other clerical position)
3. To increase the level of confidence of the students.
4. To provide self-employment opportunities.

Training Duration and Mode:

The training will be in both online and offline for 25-40 working days, Mon – Sat. (If its online, we have only 2 hours/day training)


Principal
Dudhnoi College



Who Can Attend this Programme:

1. Any non-engineering graduate fresher from arts, commerce, or science backgrounds
2. Age: Should not exceed 28 years of age.
3. Mode of Education: Regular. Distance Education is not allowed.
4. Year of Passing (Graduation): 2020, 2021 and Current Final Year students
5. Those pursuing/completed masters in full time mode are Not Eligible
6. Availability of Smartphone/Tablet/Laptop/Desktop with proper internet connectivity is necessary.

How to Join the Training Programme:

1. To Join the programme, every participant must register through a google form provided by the coordinator of the training programme.
2. The Registration will start from 1st July, 2022 (Tentatively)
3. The Training will start from 10 July, 2022 (Tentatively)

Whom to Contact:

To attend the programme and also to obtain related information, the following persons may kindly be approached:

Coordinator

Mr. Mridul Dutta

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Assistant Coordinator

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Advisor

(Dr. Lalit Ch. Rabha)

Principal, Dudhnoi College

Principal & Secretary
Dudhnoi College



Youth Employment Programme organised by Dudhnoi College in association with Tata Consultancy Services and ORBIT Institute of Corporate Services, Goalpara

A launching ceremony of the programme was organised by Dudhnoi College on 29th Aug 2022 in the college with great efforts by the Principal Dr. Lalit Ch. Rabha, Programme Co-ordinators Dr. Mridul Dutta and Ms. Linso Timungpi, IQAC Co-ordinator and Joint Co-ordinators. The ceremony was also graced by faculties of the college; TCS Trainer, Mrs. Sangkim Hansing; Proprietor of ORBIT Institute of Corporate Services, Mr. Shyamal Roy; some Non-Teaching staffs and around 50-60 students were also present during the ceremony.

The training focused on enhancing and improving the confidence level of the participants and hones their communication skills in English and analytical reasoning. This 100 hours training comprises of the following curriculum:

1. Communicative English
2. Corporate Etiquette and Soft Skills
3. Resume Building and Interview facing skills.
4. Mathematical and Analytical Skills
5. Computer Skills – MS Office and Internet Browsing


Official training started on the 30th August, 2022 with a total number of around 40 students and training duration amounting to 100 hours in entirety till the closing ceremony on 29th September, 2022. During the first week of the training, Pre-Assessment on English and Numerical Ability of the candidates was conducted to know the English and numerical capacity of the students. More focus was given to Maths, Analytical, English speaking and building their confidence by creating a lot of learning based activities for the students like group activity on solving maths and analytical problems, public speaking exercise on English with simple topics, etc.

Towards the last few weeks of the training, Post Assessment on English, Maths, Analytical and public speaking was again conducted. The trainer also shared a lot of tips and tricks for the students to be able to continue self learning by sharing a lot of links provided by TCS where a lot of free courses are available on topics like Communication skills, GST, Computer skills, Interview skills and so on. More stress was given to improve their English speaking skills which are a very important part towards getting selected for TCS.

The students of Dudhnoi College and also students from rural areas have a lot of skills hidden in them and through this programme the students have got the opportunity and exposure to build and enhance their different skills sets especially in the corporate sector. The students received a certificate of completion and appreciation which will increase their employability in the corporate world. They will also have the opportunity to be selected by TCS and other corporate companies within and outside the state.

Principal
Dudhnoi College




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