



**PLACEMENT & SKILL DEVELOPMENT CELL**  
**CAREER COUNSELLING CELL**  
**BUNIADPUR MAHAVIDYALAYA**

Selimabad, P.O.: Buniadpur, P.S.: Banshihari,  
Dakshin Dinajpur, West Bengal, India- 733 121.  
(Affiliated to the University of Gour Banga)

To,  
The Chairman  
IQAC  
Buniadpur Mahavidyalaya  
Buniadpur  
Dakshin Dinajpur-733121

Dated: Buniadpur  
13 February 2023

Through,  
The IQAC Coordinator  
Buniadpur Mahavidyalaya  
Buniadpur  
Dakshin Dinajpur-733121

Subject: Request for Permission to Introduce 100 Hours' "Youth Employability Programme" by Tata Consultancy Services for the non-engineering-background students as an Add-on Course

Dear Sir,

I hope this letter finds you in good health and spirits. I am writing to seek your permission to introduce the implementation of the 100 Hours' Youth Employability Programme by Tata Consultancy Services (TCS) as an add-on course for non-engineering background students at our esteemed institution, Buniadpur Mahavidyalaya.

As you may recall, we received communication from Mr. Bhaskar Purakayastha of TCS (enclosed) on 11/12/2022 expressing their interest in collaborating with our college for this initiative. The proposed add-on course aims to provide valuable skills and training to our students, enhancing their employability and career prospects in various sectors. Given permission, the Career Counselling Cell of Buniadpur Mahavidyalaya, in collaboration with TCS, will be organizing and overseeing the implementation of this programme at our college. The course will be scheduled to commence on 10/04/2023 and will span a duration of 100 hours.

In light of the above, I kindly request your approval for the introduction of the 100 Hours' Youth Employability Programme by Tata Consultancy Services as an add-on course at Buniadpur Mahavidyalaya. Your support and guidance in this matter would be greatly appreciated.

Thank you for considering our request. I look forward to your favourable response.

Sincerely yours,

(Dr. Tanima Dutta)  
Coordinator  
Career Counselling Cell  
Buniadpur Mahavidyalaya  
Buniadpur  
Dakshin Dinajpur-733121

Approved  
by  
J. Gu

Principal  
Buniadpur Mahavidyalaya  
D / Dinajpur

Enclosed: As stated above.



## Implementation of TCS YEP training at Buniadpur College, Buniadpur

1 message

**Bhaskar Purkayastha** <bhaskar.purkayastha@hotmail.com>

Sun, 11 Dec, 2022 at 8:57 pm

To: jiteshchaki@yahoo.com <jiteshchaki@yahoo.com>

Cc: toni.d.balurghat@gmail.com <toni.d.balurghat@gmail.com>, BHASKAR PURKAYASTHA <bhaskar.purkayastha@tcs.com>

Dear Sir Principal  
Buniadpur College, Buniadpur

Greetings from TCS!

Sharing some information w. r. t the mobilization of students and implementation of the TCS Youth Employment Program (YEP).

Also, PFA two templates for necessary action at your end.

### Training Program details

YEP training will be of about 100 hours (90+10), covering standard modules prepared by TCS on Business Skills, Communication Skills, Quantitative Aptitude, Logical Reasoning, Interview Skills, Resume Writing to name a few. This would be followed by trainings on specific domains. Additionally, trainees will also be guided to take up Free Self-Learning Courses such as those offered by TCS iON portal.

### Cost of Training

Free / None

### Training Duration and Mode

Training can be delivered in these modes:

- Digital: 45 working days, 2 hours/day, Mon – Sat.
- Physical: 15-23 working days, 4 to 6 hours/day, Mon – Sat.

### Prerequisites to commence the training program

Training Batch Count: Minimum of 50 students per batch

Training Batch composition:

- Socially Weaker Section: Minimum 50% of the batch (SC/ST)
- Economically weaker section: Annual family income less than 6 Lakh per annum
- Person with Disability
- Female Candidates

### Eligibility

- Any non-engineering graduate fresher from arts, commerce, or science backgrounds (BTech and BE are not eligible)
- Age: Should not exceed 28 years of age
- Mode of Education: Regular. Distance Education is not allowed
- Year of Passing: 2021, 2022, 2023
- Those pursuing/completed masters in full time mode are Not Eligible
- Availability of Smartphone/Tablet/Laptop/Desktop with proper internet connectivity for digital training

### Certificate

Beneficiaries will receive a training completion certificate on having the requisite attendance and assessment scores.

### Employment Opportunity

**All YEP candidates will get at least two opportunities:**

- Apply for TCS job through TCS TAG enabled test
- Apply for jobs in other companies and TCS through TCS National Qualifier Test (NQT)
- Other recruitment drives

### New Training Tracker

**Please fill in the details of the columns marked with YELLOW ie from column A to AD.**

Please do not edit/delete/add any column or row. If there is any wrong entry, please do a CLEAR CONTENT (Home-->Editing----> Clear content)

Please use drop-down menu wherever available.

Whatever is entered in the Excel sheet by you will be treated as final, hence please see that all the criteria for YEP training are met.

The password will be shared.

After the student details have been filled, please mail me the tracker to validate. Once validated, you need to share the tracker with the allocated trainer.

**I'd like to request you to kindly connect with other stakeholders as well, to take this forward.** If there are any other processes required to be initiated for mobilization and implementation, please inform me.

**Looking forward to working with you in enabling the program. Please join us in this great journey.**

Warm regards

Bhaskar Purkayastha  
Youth Employment Program  
Corporate Social Responsibility  
Phone : +91 9830375621  
Mail : bhaskar.purkayastha@tcs.com

Verified & digitally signed (DSC) by  
Principal, Buniadpur Mahavidyalaya



# PLACEMENT & SKILL DEVELOPMENT CELL CAREER COUNSELLING CELL BUNIADPUR MAHAVIDYALAYA

Selimabad, P.O.: Buniadpur, P.S.: Banshihari,  
Dakshin Dinajpur, West Bengal, India- 733 121.  
(Affiliated to the University of Gour Banga)

## NOTICE

### “100 Hours’ Add-on Course on Youth Employability Programme”

Date: 16/03/2023

This is for the attention of all the final year students of Buniadpur Mahavidyalaya, that the Career Counselling Cell of the college in collaboration with Tata Consultancy Services (TCS) is going to introduce a “100 Hours’ Youth Employability Programme as an add-on course” at our institution. This programme aims to provide valuable skills and training to enhance your employability and career prospects.

To register for the course, please fill up the Google form through the following link:  
<https://forms.gle/U3TVEC1efNr2TwFSA>

Registration must be completed by 25/03/2023.

Don’t miss this opportunity to boost your career prospects with valuable training from TCS.

For any queries, please contact Dr. Tanima Dutta, the Co-ordinator of the Career Counselling Cell, strictly within the office hours.

  
(Dr. Tanima Dutta)

Coordinator  
Career Counselling Cell  
Buniadpur Mahavidyalaya  
Buniadpur  
Dakshin Dinajpur-733121

# BROCHURE



## *Brochure for 100 Hours' Add-on Course on "Youth Employability Programme"*



To be organized by:

**The Career Counselling Cell of Buniadpur Mahavidyalaya**

in collaboration with

**Tata Consultancy Services**

**Dates: 10/04/2023 to 04/05/2023**

**Venue: Buniadpur Mahavidyalaya**

**Course Coordinator:**

**Dr. Tanima Dutta**

**Coordinator, Career Counselling Cell,**

**Buniadpur Mahavidyalaya**

**Trainer:**

**Mr. Suman Chatterjee**

**Consultant, YEP, TCS**

### **Introduction:**

The Career Counselling Cell of Buniadpur Mahavidyalaya, in collaboration with Tata Consultancy Services (TCS) has planned to organize a 100 Hours' Add-on Course on "Youth Employability Programme" from 10/04/2023-04/05/2023 for the students of non-engineering background. This free-of-cost course is aimed to equip students of Buniadpur Mahavidyalaya with essential employability skills to enhance their job readiness and career prospects.

### **Objective:**

The primary objective of the course was to provide students of non-engineering background with comprehensive training in employability skills, including communication, teamwork, problem-solving, professionalism, and technical proficiency, over a 100-hour period to prepare them for the challenges of the job market.

### **Course Module:**

#### **1. Soft Skills Development (30 Hours):**

- Effective communication skills
- Teamwork and collaboration techniques
- Time management and organizational strategies
- Adaptability and flexibility in the workplace

#### **2. Technical Skills Enhancement (40 Hours):**

- Basic to advanced computer proficiency
- Introduction to digital tools and technologies relevant to various industries
- Hands-on training in industry-specific skills and software

#### **3. Career Guidance and Preparation (30 Hours):**

- Resume writing techniques and best practices
- Interview skills and mock interview sessions
- Understanding job market trends and identifying career opportunities
- Networking strategies and job search techniques

### **About the programme:**

The "Youth Employability Programme" will provide participants with a structured curriculum delivered over a 100-hour duration, designed to bridge the gap between academic learning and industry requirements. The course will commence with an inaugural session and continue through a combination of theoretical sessions, practical exercises, real-world simulations, and interactive workshops, students will gain valuable insights and hands-on experience to succeed in today's competitive job market throughout almost one month, covering 100 Hours. All eligible students will receive e-certificates after the completion of the course from TCS. Also, all the students who will complete the course will be given course completion certificates from the Career Counselling Cell of Buniadpur Mahavidyalaya.

All interested students of Buniadpur Mahavidyalaya are requested to register themselves for the course through the following Google Form link within 25/03/2023:  
<https://forms.gle/U3TVEC1efNr2TwFSA>

Verified & digitally signed (DSC) by  
Principal, Buniadpur Mahavidyalaya

## **PARTICIPANTS**

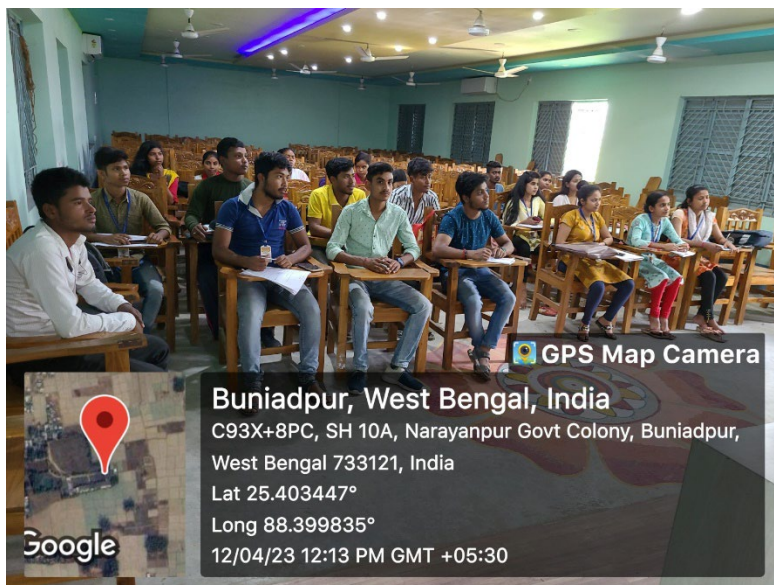
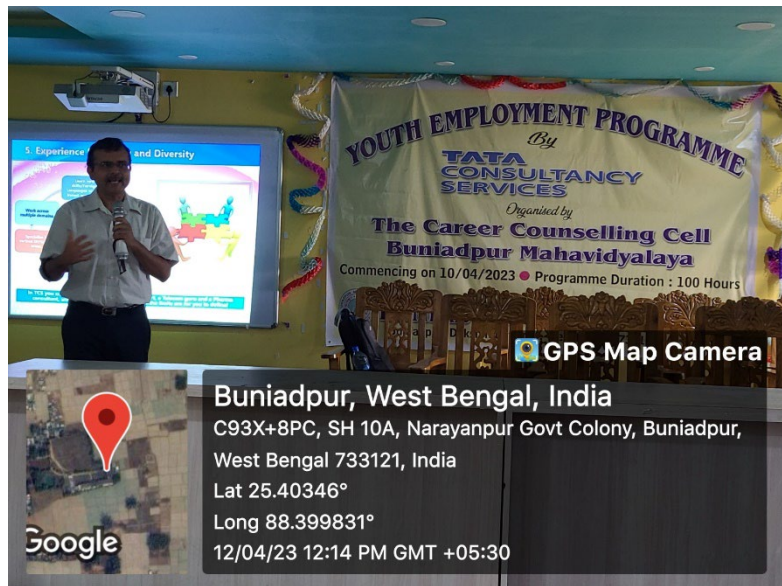
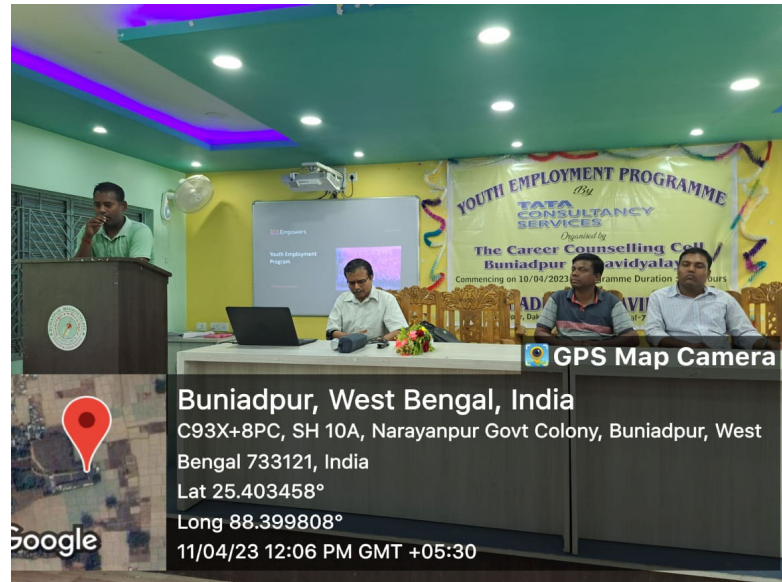
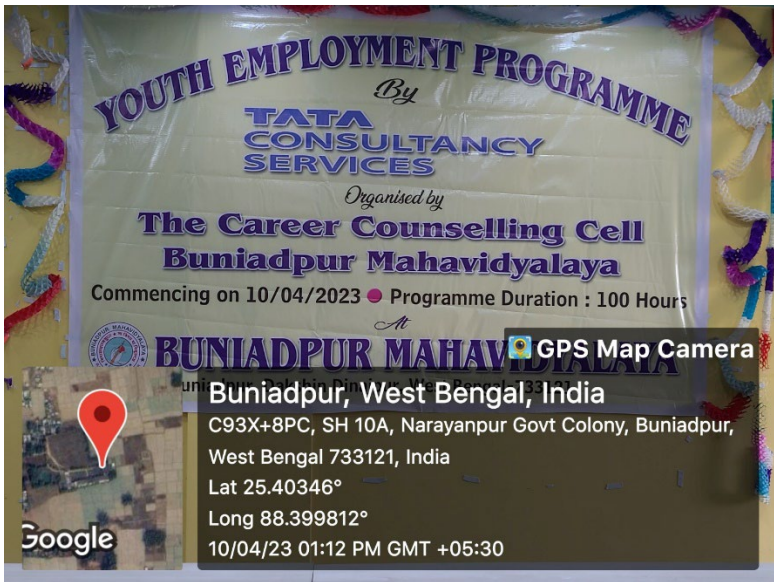
### **Registered Students:**

- **Link (Institutional website) to Excel spreadsheet containing record of all students who had submitted registration forms (online) for the programme.**  
OR
- **Link (Institutional website) to PDF containing record of all students who had submitted registration forms (online) for the programme.**

### **Students who got enrolled and had completed the programme:**

- **Link (Institutional website) to Excel spreadsheet containing record of all students who had enrolled and completed the programme.**  
OR
- **Link (Institutional website) to PDF containing record of all students who had enrolled and completed the programme.**

# PHOTOGRAPHS



Verified & digitally signed (DSC) by  
Principal, Buniadpur Mahavidyalaya

# CERTIFICATE

## *Certificate of Completion*



*This is to certify that **Anita Murmu** of Buniadpur Mahavidyalaya has successfully completed a 100 Hours' Add-on Course on "Youth Employability Programme" organized by The Career Counselling Cell of Buniadpur Mahavidyalaya in collaboration with Tata Consultancy Services from 10/04/2023 to 04/05/2023 at Buniadpur Mahavidyalaya.*

*We wish her/him a successful career ahead.*

Dr. Tanima Dutta  
Coordinator, Career Counselling Cell,  
Buniadpur Mahavidyalaya

Dr. Jitesh Chandra Chaki  
Principal  
Buniadpur Mahavidyalaya

Verified & digitally signed (DSC) by  
Principal, Buniadpur Mahavidyalaya



# PLACEMENT & SKILL DEVELOPMENT CELL

## CAREER COUNSELLING CELL

# BUNIADPUR MAHAVIDYALAYA

Selimabad, P.O.: Buniadpur, P.S.: Banshihari,  
Dakshin Dinajpur, West Bengal, India- 733 121.  
(Affiliated to the University of Gour Banga)

Dated 10/05/2023

**Title: Report Summary of 100 Hours' Add-on Course on "Youth Employability Programme"**

**Course duration:** 100 Hours

**Organised by:** The Career Counselling Cell of Buniadpur Mahavidyalaya, in collaboration with Tata Consultancy Services (TCS)

**Course Coordinators:** Dr. Tanimma Dutta

**Course instructor:** Mr. Suman Chatterjee (Consultant, YEP, TCS), Contact No.: +91 9748744754

**No. of students enrolled:** Primarily registered 65, but finally enrolled 30.

**No. of students completed the Course:** 26

### Introduction:

The Career Counselling Cell of Buniadpur Mahavidyalaya, in collaboration with Tata Consultancy Services (TCS) has organized a 100 Hours' Add-on Course on "Youth Employability Programme" from 10/04/2023-04/05/2023 for the students of non-engineering background. This free-of-cost course aimed to equip students of Buniadpur Mahavidyalaya with essential employability skills to enhance their job readiness and career prospects.

### Objective:

The primary objective of the course was to provide students of non-engineering background with comprehensive training in employability skills, including communication, teamwork, problem-solving, professionalism, and technical proficiency, over a 100-hour period to prepare them for the challenges of the job market.

### Course Module:

1. Soft Skills Development (30 Hours):
  - Effective communication skills
  - Teamwork and collaboration techniques
  - Time management and organizational strategies
  - Adaptability and flexibility in the workplace
2. Technical Skills Enhancement (40 Hours):
  - Basic to advanced computer proficiency
  - Introduction to digital tools and technologies relevant to various industries
  - Hands-on training in industry-specific skills and software
3. Career Guidance and Preparation (30 Hours):
  - Resume writing techniques and best practices
  - Interview skills and mock interview sessions
  - Understanding job market trends and identifying career opportunities
  - Networking strategies and job search techniques

Verified & digitally signed (DSC) by  
Principal, Buniadpur Mahavidyalaya



### **About the programme:**

The “Youth Employability Programme” provided participants with a structured curriculum delivered over a 100-hour duration, designed to bridge the gap between academic learning and industry requirements. The course commenced with an inaugural session and continued through a combination of theoretical sessions, practical exercises, real-world simulations, and interactive workshops, students gained valuable insights and hands-on experience to succeed in today’s competitive job market throughout almost one month, covering 100 Hours. It ended with a valedictory programme by felicitation the course consultant Mr. Suman Chatterjee. All students received e-certificates after the completion of the course from TCS. Also, all the students who completed the course were given course completion certificates from the Career Counselling Cell of Buniadpur Mahavidyalaya.

### **Course Outcome:**

Upon completion of this 100 Hours’ Course, participants demonstrated proficiency in a range of employability skills essential for success in the workplace. They exhibited improved communication abilities, enhanced teamwork skills, and technical proficiency in using digital tools and technologies. Additionally, students gained confidence in presenting themselves professionally in job interviews and networking events, thereby increasing their employability and career prospects.

### **Challenges:**

Despite the success of the course, challenges were encountered in ensuring sustained engagement and active participation throughout the 100-hour duration. Additionally, addressing individual learning needs and providing ongoing support and guidance post-course completion were identified as areas requiring further attention to facilitate students' successful transition into the workforce. Besides, the sudden government-declared seven-day holidays due to heatwave conditions posed logistical challenges and disrupted the continuity of the course, highlighting the impact of external factors such as extreme weather conditions on programme delivery. Heat was a significant factor affecting participant attendance and engagement during the duration of the course.

In conclusion, the 100 Hours' Add-on Course on “Youth Employability Programme” was a significant initiative aimed at providing students with comprehensive training in essential employability skills to enhance their job readiness and career prospects. Through structured training and practical exercises, participants acquired valuable skills and knowledge to succeed in their careers and make meaningful contributions to the workforce.



(Dr. Tanima Dutta)

Coordinator

Career Counselling Cell

Buniadpur Mahavidyalaya

Buniadpur

Dakshin Dinajpur-733121

Verified & digitally signed (DSC) by  
Principal, Buniadpur Mahavidyalaya