



Savitribai Phule Pune University
Internal Quality Assurance Cell (IQAC)

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Ref. No. : IQAC / 318

Date : 18/01/2023

प्रति,
मा. प्राचार्य/प्राचार्या,
संलग्नित महाविद्यालये,
सावित्रीबाई फुले पुणे विद्यापीठ,
पुणे-४११००७.

विषय :- 'डॉ. एम. आर. जयकर रोजगारक्षम कौशल्य कार्यक्रम'
योजने अंतर्गत ऑनलाईन पध्दतीने प्रस्ताव सादर करणेबाबत...

महोदय/महोदया,

सावित्रीबाई फुले पुणे विद्यापीठाशी संलग्नित महाविद्यालयातील विशेषतः ग्रामीण भागातील तसेच आर्थिक व सामाजिकदृष्ट्या मागासवर्गातील विद्यार्थ्यांच्या गरजा लक्षात घेऊन डॉ. एम. आर. जयकर रोजगारक्षम कौशल्य कार्यक्रम सन २०१८-१९ पासून सुरू केलेला आहे.

शैक्षणिक वर्ष २०२२-२३ साठी सदर योजनेअंतर्गत मार्गदर्शक तत्वानुसार ऑनलाईन पध्दतीने प्रस्ताव मागविण्यात येत असून त्याची लिंक खालीलप्रमाणे.

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सदरचे प्रस्ताव हे फक्त ऑनलाईन पध्दतीने सादर करण्याची अंतिम मुदत बुधवार, दिनांक १५ फेब्रुवारी, २०२३ पर्यंत आहे.

अधिक माहितीसाठी डॉ. रवि अहुजा, समन्वयक (सहायक प्राध्यापक) कौशल्य विकास केंद्र, सावित्रीबाई फुले, पुणे विद्यापीठ यांचेशी खालीलप्रमाणे नमूद केलेल्या फोन आणि ईमेलद्वारे संपर्क साधावा.

संपर्क क्र. ०२०-२५६२२००७, ईमेल - raviahuja1984@gmail.com & iqac@unipune.ac.in

कळावे,

आपला

प्रा. (डॉ.) संजय ढोले
संचालक

अंतर्गत गुणवत्ता सिध्दता कक्ष

सोबत :- मार्गदर्शकतत्वे

डॉ. एम. आर. जयकर रोजगारकक्ष कौशल्य कार्यक्रम योजनेची मार्गदर्शकतत्वे

सावित्रीबाई फुले पुणे विद्यापीठातील संलग्नित महाविद्यालयातील विशेषतः ग्रामीण भागातील तसेच आर्थिक व सामाजिकदृष्ट्या मागासवर्गातील विद्यार्थ्यांच्या गरजा लक्षात घेऊन डॉ. एम. आर. जयकर रोजगार कौशल्य कार्यक्रम सन २०१८-१९ पासून सुरू केलेला आहे. सदर योजना अधिक प्रभावीपणे राबविण्याच्या दृष्टीने अस्तित्वात असलेल्या मार्गदर्शकतत्वांमध्ये शैक्षणिक वर्ष २०१९-२० पासून खालीलप्रमाणे सुधारणा करण्यात आलेल्या आहेत.

१. डॉ. एम. आर. जयकर रोजगारकक्ष कौशल्य कार्यक्रम फक्त तृतीय वर्ष कला, वाणिज्य व विज्ञान शाखेच्या नियमित विद्यार्थ्यांसाठी राहिल.
२. सदर उपक्रम राष्ट्रीय कौशल्य विकास महामंडळ, भारत सरकार यांच्या रोजगार व उद्योगक्षमता या अभ्यासक्रमावर आधारित आहे.
३. सदर कार्यक्रमांमध्ये २० तास तज्ज्ञांद्वारे वैयक्तिक प्रशिक्षण व ४० तास ई-लर्निंग असा एकूण ६० तासांचा समावेश आहे.
४. सदरच्या कार्यक्रमांत दिवसांत किमान १ व कमाल २ वैयक्तिक प्रशिक्षण आयोजन करावे. वैयक्तिक प्रशिक्षण १ तासचे असावे.
५. प्रत्येक तज्ज्ञाला कमाल मर्यादा २ तास एवढी राहिल.
६. या कार्यक्रमात सहभागी होणाऱ्या संलग्न महाविद्यालयांना ई-लर्निंगची सुविधा उपलब्ध करून देण्यासाठी प्रस्तुत विद्यापीठामार्फत महाविद्यालयाच्या बी.ओ.डी. लॉगिनमध्ये राष्ट्रीय कौशल्य विकास महामंडळामार्फत तीन भाषांमध्ये (मराठी, हिंदी, इंग्रजी) उपलब्ध करून देण्यात आलेले ई-बुकची सुविधा सहभागी विद्यार्थ्यांना देण्यात येईल.
७. ई-लर्निंग व वैयक्तिक प्रशिक्षण यांचे गुणोत्तर २: १ असेल.
८. प्रत्येक गटामध्ये (Batch) ६० विद्यार्थी असावेत. त्यापैकी ५० % विद्यार्थीनी (किमान ३०) असाव्यात. (विद्यार्थीनींची संख्या निर्धारित संख्येपेक्षा कमी असल्यास विद्यापीठाच्या पूर्व मान्यतेने विद्यार्थ्यांना सहभागी करून घेता येईल.)
९. संबंधित महाविद्यालयांना शैक्षणिक वर्षातून जास्तीत जास्त दोन विद्यार्थी गटांसाठी (Batch) अर्ज करता येईल.
१०. सदर कार्यक्रमाचे अर्ज विद्यापीठ संकेतस्थळावर बी.ओ.डी. लॉगिनमधून ऑनलाईन पध्दतीने सादर करता येतील.
११. विद्यार्थ्यांचा प्रत्याभरण (Student Feedback) खालीलप्रमाणे तीन टप्प्यांमध्ये अपेक्षित आहे.
विद्यार्थ्यांचा प्रत्याभरण (Student Feedback)

| प्रशिक्षणपूर्व | प्रशिक्षण दरम्यान | प्रशिक्षणोत्तर |
|----------------|-------------------|----------------|
|----------------|-------------------|----------------|

१२. महाविद्यालयाच्या कार्यक्रम समन्वयकाने विद्यार्थ्यांकडून प्रशिक्षणपूर्व प्रत्याभरण आणि त्यांच्या अपेक्षा जाणून घेण्याकरिता भरून घ्यावेत.
१३. विद्यापीठ समन्वयक यांच्यामार्फत विद्यार्थ्यांकडून प्रशिक्षणा दरम्यान प्रत्याभरण (Feedback) घेतले जाईल.
१४. प्रशिक्षण पूर्ण झाल्यानंतर प्रत्याभरण घेण्यासाठी विद्यापीठातर्फे स्वतंत्रपणे यंत्रणा राबविली जाईल व त्याद्वारे कार्यक्रमाची निष्पत्ती व परिणामकारकता यांचे विश्लेषण करण्यात येईल.

विद्यापीठाकडून देण्यात येणारे अर्थसहाय्य:-

| एका गटाकरीता (Batch) | | दोन गटांकरिता (Batch) | |
|--|---------------|--|---------------|
| तपशील | रक्कम (रूपये) | तपशील | रक्कम (रूपये) |
| तज्ज्ञांचे मानधन (प्रति तास रू. १००० प्रमाणे) | २०,०००/- | तज्ज्ञांचे मानधन (प्रति तास रू. १००० प्रमाणे) | ४०,०००/- |

सर्वसाधारण मार्गदर्शक सूचना:-

१. सदर कार्यक्रमात सहभागी होणाऱ्या महाविद्यालयांच्या मा. प्राचार्यांनी कार्यक्रमाकरिता एका पूर्ण वेळ मान्यताप्राप्त अध्यापकाची 'समन्वयक' म्हणून नियुक्ती करावी.
२. महाविद्यालयांच्या समन्वयकाने मा. प्राचार्यांशी व इतर संबंधित घटकांशी चर्चा करून विद्यार्थ्यां प्रशिक्षणार्थीची निवड करावी व कार्यक्रमाचे आयोजन हे प्रस्तुत विद्यापीठाशी संलग्नित महाविद्यालयातच करावे.
३. सदर कार्यक्रम महाविद्यालयाने स्वतः आयोजित करावयाचा असून बाहेरील इतर कोणत्याही संस्थेला पूर्णतः किंवा अंशतः कार्यक्रम हस्तांतरित करता येणार नाही.
४. सदर उपक्रम राबविण्यास विद्यापीठाच्या समन्वयक यांची पुर्व परवानगी घेणे अनिवार्य आहे.
५. उपक्रमामध्ये सहभागी मा. तज्ज्ञांचे मानधन हे त्यांच्या बँक खात्यामध्ये विद्यापीठामार्फत विहित प्रक्रियेनुसार जमा करण्यात येईल.
६. महाविद्यालय कार्यक्रम समन्वयक यांनी तज्ज्ञांची वैयक्तिक व बँक खात्याची माहिती रद्द केलेल्या चेकची प्रत तज्ज्ञांचे विद्यार्थी प्रशिक्षण घेतानाचे दोन फोटो (वेळ, ठिकाण व दिनांकासह) तसेच सहभागी विद्यार्थ्यांचे स्वाक्षरी असलेले मूळ हजेरीपत्रक व मा. तज्ज्ञांचा प्रशिक्षण अहवाल यासह विद्यापीठ पोर्टलवर अपलोड करण्यात यावे.
७. प्रत्येक महिन्याच्या एक तारखेला व १६ तारखेला संबंधित मा. तज्ज्ञांच्या मानधनाचे क्लेम रिपोर्ट तयार करून पुढील कार्यवाहीस्तव पाठविण्यात येतील.

➤ Go to <http://unipune.ac.in>

SAVITRIBAI PHULE PUNE UNIVERSITY
 सावित्रीबाई फुले पुणे विद्यापीठ

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Research Publications (2011- Onwards)

| Publications | Teachers | Departments |
|-------------------------|----------------------------|---|
| Journal Articles (6394) | Jagtap Shweta Dilip | Centre for Advanced Studies in Sanskrit |
| Books (432) | Sharma Shilpy Kewal | Environmental Sciences |
| Book Chapters(711) | Kamble Swapnil Chhatrapati | Microbiology |
| Conference (933) | | |

UNIVERSITY RANKING
 QS WORLD UNIVERSITY RANKINGS #541-550
 THE WORLD UNIVERSITY RANKINGS
 Savitribai Phule Pune University has been ranked **No 2** among the universities in India
 NAAC RE-ACCREDITED AT 'A+' LEVEL
 Status of University with Potential for excellence by UGC, Delhi
 DST-PURSE Sponsored University

FROM CHANCELLOR'S DESK
 "The Governor as Chancellor plays a very constructive role in the administration of the Universities. The Chancellor being the Governor can help to insulate the Universities from unnecessary governmental interference and safeguard their autonomy."
 Shri. Bhagat Singh Koshyari
 Chancellor

FROM VC'S DESK
 The Savitribai Phule Pune University has been diligently pursuing the mission of the University Conservation, Creation, Advancement and Dissemination of knowledge through its 18 schools consisting of 58 departments and centres. Referred to as the Oxford of the East the University has been
 Prof.(Dr.) Karbhari Vishwanath Kale
 Vice Chancellor

FROM PRO - VC'S DESK
 "Education embedded with information and communication technology paves the robust way for creating a just and equitable society. Ultimately, quality of life of the people is dependent on education they receive."
 Dr.Sanjeev A. Sonawane
 Pro-Vice Chancellor

FROM REGISTRAR'S DESK
 Savitribai Phule Pune University is one of the premier Institutes of Higher Learning and Research. It is believed that the Academic flourishes with support of efficient and transparent administration. Student centric education approach will empower the upcoming generations. More>>>
 Dr. Prafulla A. Pawar
 Registrar

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 विद्यापीठ विविध शिष्यवृत्ती २०२१-२२
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Recruitment Online Module
CBCS SPPU Rules & Regulation
Human Rights Education
Introduction to Constitution

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School of Open Learning (Distance Education Program)
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Study Material SPPU
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Avishkar 2022-23 SPPU
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 Short-term Podcast Production Workshop by Department of Communication and Journalism.
 Implementation of NEP- Opportunities and Challenges in Commerce Education
 Extension for Eligibility Date for the Academic Year 2022-2023.
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Screen Shot 1: UNIPUNE Home Page

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Click on Login

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॥ यः क्रियावान् स पण्डितः ॥

BODOnline
Board of Deans

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Prof. (Dr.) Karbhari V. Kale
Vice Chancellor
The education which does not help the common mass of people to equip themselves for the struggle for life, which does not bring out strength of character, a spirit of philanthropy, and the courage of a lion— . [read more...](#)

Dr. Sanjeev A. Sonawane
Pro-Vice-Chancellor
Savitribai Phule Pune University believes that education and technology are excellent equalizers. As we all are aware, Maharashtra has a glorious legacy and tradition of educationists and.. [read more...](#)

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पाठ्यक्रम/ संशोधन अभ्यासक्रम
(एम.फिल., पीएच.डी.) इ. टप्प्या-टप्प्याने
बंद करणे (Progressive Closure) अथवा
विद्यार्थी संख्येत घट करण्याकरिता
ऑनलाईन पद्धतीने प्रस्ताव सादर
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Board of Deans

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Dean-Faculty of Science
& Technology

Dr. Parag Kalkar
Dean-Faculty of
Commerce &
Management

Dr. Vijay Khare
Dean-Faculty of
Humanities

Dr. Deepak Mane
Dean-Faculty of Inter-
Disciplinary Studies

Prof. Sanjay Dhole
Director, IIL & Member
Secretary

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- Certificate Online

Screen Shot 2: BOD Home Page

- Enter Your College Login ID and Password, click on Login button.

SAVITRIBAI PHULE PUNE UNIVERSITY
सावित्रीबाई फुले पुणे विद्यापीठ
॥ सः विद्यया नृणां ऋणः ॥

BOD Online
Board of Deans

Web Mail

For College Users
FOR AFFILIATION , ELIGIBILITY

For Teachers
FOR TEACHERS

For University Departments
FOR UNIVERSITY DEPARTMENT

Welcome Users

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✉ collegesupport@pun.unipune.ac.in
☎ 020-71533633

For University & College Teachers
✉ teachersupport@pun.unipune.ac.in
☎ 020-71533633

For University Department Users
✉ collegesupport@pun.unipune.ac.in

testeng

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Login

For Teacher - Forgot Password?
For Existing College - Forgot Password?

Screen Shot 3: BOD Login

- **Home Page** - College basic details are shown here like Name of the college, address, principal information, etc.

Online Services

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Affiliation

Annual Report

Approval Online

Autonomous New College

Certificate Course Online

Eligibility

Filled Teacher Details

NSS

PHD Tracking

Planning & Development

Pro Rata Online

Scholarships Online

Student's Development

Teacher Profile

A.I.S.H.E & M.I.S NOC

Dr. M. R. JAYAKAR
Employability Skills
Program

Nomination of Senior Supervisor / Squad

Location Details

18°33'1...
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Buddha Vi

Aniket Canteen
अनिकेत कॅटीन

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Screen Shot 4: College Home

➤ DR. M R Jaykar Employability Skills Program Dashboard

In **Menu**, Click on **Program Co-ordinator** to Add or Delete program co-ordinator information.



Screenshot 5 Dashboard (Main Menu)

➤ Add Program Co-Ordinator

Program Co-ordinator should be fulltime approved faculty of the college. All fulltime approved teachers list of your college will shown in dropdown list. Select Teachers name for Program Co-ordinator nomination and click on submit button.

The screenshot shows the 'Add Program Co-ordinator' form. At the top, there is the Savitribai Phule Pune University logo and the program name. Below this is a navigation menu with options: Dashboard, Program Co-ordinator, and Application List. A red callout box points to the 'Program Co-ordinator' option with the text 'Click here to Add or Delete program Co-ordinator'. To the right of the menu, there are user profile links: 'Welcome testasc!', 'Account Settings', and 'Logout'. The main content area is titled 'Program Co-ordinator' and contains a form with the following fields:

| | |
|------------------------------|-----------------------|
| Select Teacher : | Test Test Test |
| Teacher Name (in English) : | Test Test Test |
| Mobile No.(E.g.9632587412) : | 3333333333 |
| Email : | test.t1@gmail.com |
| Pan No : | BGKPS7787K |
| Name On the Bank Account : | Ashok Kale |
| Name of the Bank : | Bharati Sahakari Bank |
| Branch : | Chakan |
| Address : | Chakan |
| Bank Account No. : | 520101251315297 |
| IFSC Code : | CORP0001159 |

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. The footer contains copyright information: 'Copyright © 2018 University of Pune. All rights reserved | Disclaimer | Site map'.

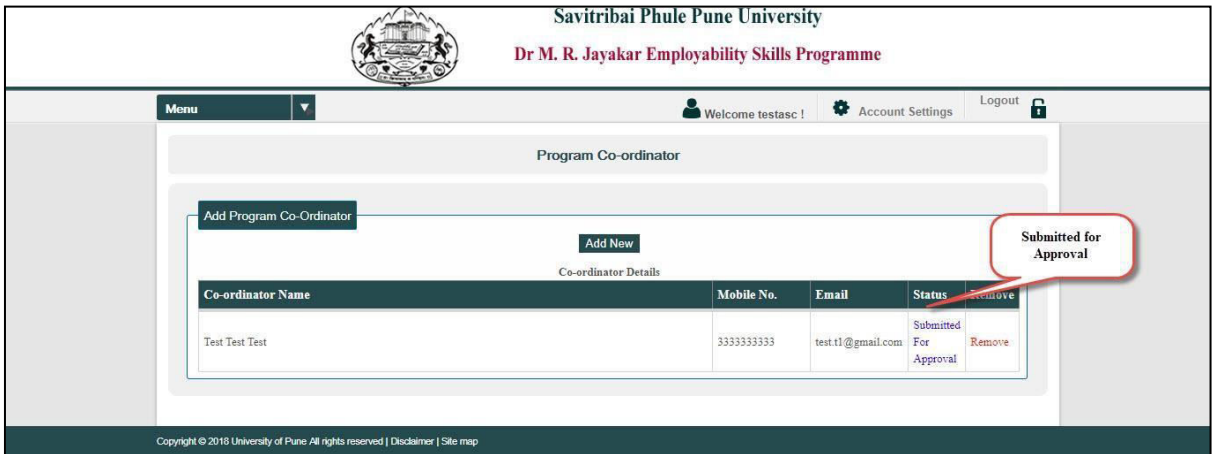
Screenshot 6 Add Program Co-ordinator

After Clicking on Submit button you will see the table as shown in below (Screenshot 7).

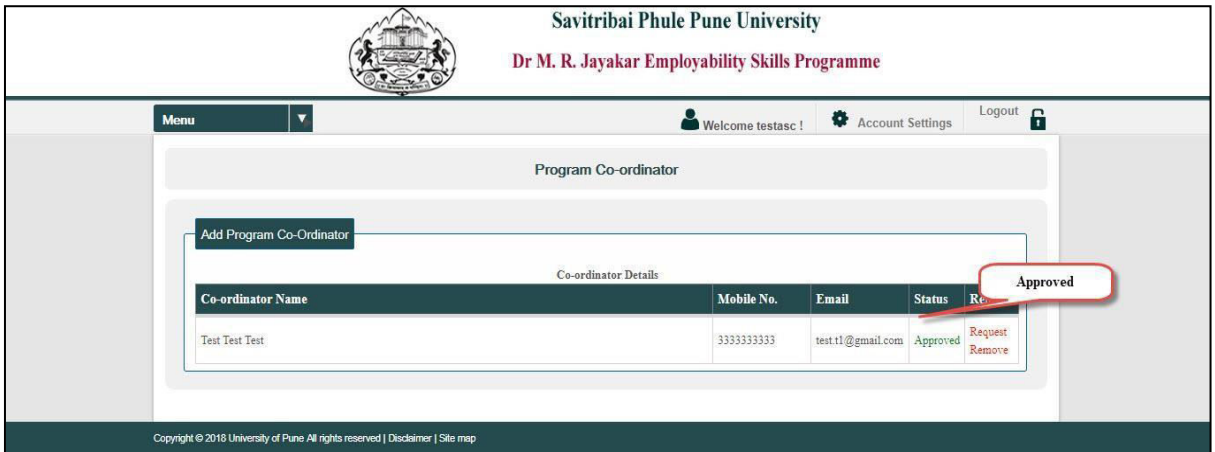
Please click on **Submit for Approval** button. Request will be generated for approval of Program Co-ordinator. SPPU Coordinator will approve your request and send you the acknowledgement of approval and also reflected in the system as shown in Screenshot 8



Screenshot 7 After Added Co-ordinator Details



Screenshot 8 After Submitted for Approval



Screenshot 9 After approval

You cannot create application for DR. M R Jaykar Employability Skills program before getting approval to Program Co-ordinator.
You can add only one Program Co-ordinator, irrespective of number of batches.

➤ Remove Program Co-Ordinator

If you want to remove Program Co-ordinator, please generate remove request by clicking on **Request Remove**.

The screenshot shows the 'Program Co-ordinator' management interface. At the top, there is a header for Savitribai Phule Pune University and the Dr. M. R. Jayakar Employability Skills Programme. Below the header, there is a navigation menu, a user profile section with 'Welcome testasc!', and links for 'Account Settings' and 'Logout'. The main content area is titled 'Program Co-ordinator' and contains an 'Add Program Co-Ordinator' button and a table of co-ordinators. The table has columns for 'Co-ordinator Name', 'Mobile No.', 'Email', 'Status', and 'Remove'. A single entry is shown with the name 'Test Test Test', mobile number '3333333333', email 'test.t1@gmail.com', and status 'Approved'. The 'Remove' column for this entry contains a 'Request Remove' button, which is highlighted by a red callout box labeled 'Remove Request'.

| Co-ordinator Name | Mobile No. | Email | Status | Remove |
|-------------------|------------|-------------------|----------|----------------|
| Test Test Test | 3333333333 | test.t1@gmail.com | Approved | Request Remove |

Screenshot 10 Request Remove

Request will be generated and processed by SPPU Coordinator. After request process by SPPU Coordinator you can add new Co-ordinator details.

➤ Create New Application For DR M R Jaykar Employability Skills Programme

You have to create separate application for each batch of the programme. Only two batches are allowed throughout academic year.

Dashboard

List of applications are shown here (if applied before). You can apply by clicking on Create New Application.

The screenshot shows the 'Application List' dashboard. At the top, there is a header for Savitribai Phule Pune University and the Dr. M. R. Jayakar Employability Skills Programme. Below the header, there is a navigation menu, a user profile section with 'Welcome testasc!', and links for 'Account Settings' and 'Logout'. The main content area is titled 'Application List' and contains a 'Create New Application' button, which is highlighted by a red callout box labeled 'Click Here to Create new Application'.

Screenshot 11 Dashboard

1. College Details

College basic details fetched from affiliation data and shown here like Puncode, Name and Address of the College, Email, and Telephone.

You should enter program start date in DD/MM/YYYY format. End date auto calculated by the system.

Select Program Co-ordinator from the shown list, details of Program Co-ordinator should be appear after selection.

Select courses from which students are interested to attend the program. (Only TY BA, TY B.COM, TY B.Sc. students are allowed).

Savitribai Phule Pune University
Dr M. R. Jayakar Employability Skills Programme

Welcome testasc! Account Settings Logout

College details

College Details

PUNCODE : testasc
 College Name and Address : Testing Organization test college of artscommerce science Addr: Gat No 167 Bhukum Mulshi Rd Pune Tal: Pune (corporation Area)
 Email ID : testmailhop@rediffmail.com
 Telephone : 020-42042020
 Principal Name : X Y Z
 Principal Mob. No. : 1111111111
 Principal Email Id : test@test.test

Program Details

Program Start Date : 10/08/2018
 Program End Date : 09/09/2018
 Co-ordinator : Test Test Test
 Mobile No. : 3333333333
 Email : test.tl@gmail.com
 Courses : B. Com B. Sc.

College Bank Details

Select Bank Account : Student Development Board
 Pan No : BYRPK4302B
 Name On the Bank Account : Ashok Kale
 Name of the Bank : Corporation Bank
 Branch : Chakan
 Bank Account No. : 620101251316297
 IFSC Code : CORP0001169

Save and Next Cancel

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Screenshot 12 College Details

2. Topics Details

| | | |
|---|----|--|
| Life Skills (Any Five topics) | 1 | Health and Hygiene |
| | 2 | Goal Setting |
| | 3 | Time , Stress and Anger Management |
| | 4 | Communication Skills: Listening and Speaking |
| | 5 | Interview Skills |
| | 6 | Creating Effective Resume |
| | 7 | Ethics and Honesty |
| | 8 | Innovation and Creativity |
| | 9 | Leadership and Teamwork |
| | 10 | Problem Solving and Negotiation Skills |
| | 11 | Self-Awareness and SWOT Analysis |
| Entrepreneurship (Any Five topics) | 1 | Business Plan: Concept and Elements of Business Plan |
| | 2 | Entrepreneurship : Concept Introduction, Characteristics of Entrepreneurs |
| | 3 | Success and Failure's in Entrepreneurship |
| | 4 | Government and Bank Schemes for Entrepreneurship. |
| | 5 | Bank Finance- Concept and Formalities. |
| | 6 | Government of India Schemes for promoting entrepreneurship. |
| Digital Literacy (Any Two topics) | 1 | National Academic Depository, SWAYAM, e-PG Pathshala, Swayam Prabha |
| | 2 | Searching Data over Internet |
| | 3 | Information / Cyber Security |
| Financial Literacy (All topics compulsory) | 1 | Concept of Money and Savings |
| | 2 | Investment, Insurance and Taxes |
| | 3 | Online Banking: NEFT, RTGS, IMPS, Net Banking, BHIM Application, UPI, Aadhar Enabled Payment Systems, USSD. |
| | 4 | Safe Banking Tips and Guidelines. |
| Liberty Topics (Four) | | As per Local Needs of students and Soft Skills College Advisory Committee. Topic/s should not be repeated that is/are already covered above. |

Table 1: Topics

Savitribai Phule Pune University
Dr M. R. Jayakar Employability Skills Programme

Welcome testasc t Account Settings Logout

Topic details

Select Topics

Life Skills (Any Five Topics)

Health and Hygiene
 Goal Setting
 Time, Stress and Anger Management
 Communication Skills: Listening and Speaking
 Interview Skills
 Creating Effective Resume
 Ethics and Honesty
 Innovation and Creativity
 Leadership and Teamwork
 Problem Solving and Negotiation Skills
 Self-Awareness and SWOT Analysis

Entrepreneurship (Any Five Topics)

Business Plan: Concept and Elements of Business Plan
 Entrepreneurship: Concept Introduction, Characteristics of Entrepreneurs
 Success and Failure's in Entrepreneurship
 Government and Bank Schemes for Entrepreneurship
 Bank Finance: Concept and Formalities
 Government of India Schemes for promoting entrepreneurship.

Digital Literacy (Any Two Topics)

National Academic Depository, SWAYAM, e-PG Pathshala, Swayam Prabha
 Searching Data over Internet
 Information / Cyber Security

Financial Literacy (All topics compulsory)

Concept of Money and Savings
 Investment, Insurance and Taxes
 Online Banking: NEFT, RTGS, IMPS, Net Banking, BHIM Application, UPI, Aadhar Enabled Payment Systems, USSD.
 Safe Banking Tips and Guidelines.

Select Topic:

As per Local Needs of students and Soft Skills College Advisory Committee.
Topic's should not be repeated that is are already covered above.

1. Topic 1
 2. Topic 2
 3. Topic 3
 4. Topic 4

Submit

Screenshot 13 Topic Details

3. Upload Student Details

After Selection of topics you have to upload student list. Student list should be uploaded using provided excel sheet on portal. Download excel sheet and fill necessary details of student like Eligibility Number (Eligibility No. should be correct, it will be verified against Eligibility System), Student Name (LastName FirstName MiddleName), Mobile Number and Email ID. Minimum 60 students are allowed in a single batch.

When you are uploading student list, all records of students will be saved if correct. Otherwise you have to correct details and upload it again. Once you upload students list, you can't able to change student details. Please refer following Screenshots.

Savitribai Phule Pune University
Dr M. R. Jayakar Employability Skills Programme

Press F11 to exit full screen

Welcome testasc t Account Settings Logout

Upload Student List

Upload Student List: Choose file | No file chosen

Read File

Total Uploaded Records: 5

| Sr.No. | Eligibility Number | Student Name | Email ID | Mobile No | IsError |
|--------|--------------------|-------------------------|---------------|------------|---------|
| 1 | 12017255509 | PAGARE MANISHA VIJAY | abc@gmail.com | 1234567891 | 0 |
| 2 | 12017255510 | BHAGWAT HUBHAM RAJENDRA | efg@gmail.com | 1234567890 | 0 |
| 3 | 12017255511 | DEBAPATI KALYANI KANWAR | hij@gmail.com | 9876543210 | 0 |

Save All Records

Choose Excel sheet

Total no. of records uploaded

Save all record if Correct, otherwise discard records

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Screenshot 14 Upload Students List (Correct Record)

Savitribai Phule Pune University
Dr. M. R. Jayakar Employability Skills Programme

Welcome testasc! Account Settings Logout

Upload Student List

Upload Student List : Choose file No file chosen

Read File

Total Uploaded Records : 5

| Sr.No. | Eligibility Number | Student Name | Email ID | Mobile No | IsError |
|--------|--------------------|-------------------------|---------------|------------|---------|
| 1 | 12017255509 | PAGARE MANISHA VIJAY | abc@gmail.com | 1234567891 | 0 |
| 2 | 12017255510 | BHAGWAT HUBHAM RAJENDRA | efg@gmail.com | 1234567890 | 0 |
| 3 | 12017255511 | HEMBADE KALYANIMADHAV | hij@gmail.com | 1234567891 | 0 |
| 4 | 12017255512 | MAHALE GORAKH DHARMA | pqr@gmail.com | 454545454 | 1 |

Discard All Records

Correct record

Incorrect record

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Screenshot 15 Upload Students List (Incorrect Record)

4. Confirm

After uploading student list, you have to confirm the application. Before confirm you can delete application. Once you confirm, you can't delete it.

Savitribai Phule Pune University
Dr. M. R. Jayakar Employability Skills Programme

Menu Welcome testasc! Account Settings Logout

Please Click here to Download Excel File

Application List

Create New Application


| Application ID | Academic Year | Batch Start Date | Batch End Date | Principal Name | Co-ordinator Name | Application Date | Status | | Remove |
|----------------|---------------|------------------|----------------|----------------|-------------------|------------------|--------|---------|--------|
| 180800001 | 2018-2019 | 10/06/2018 | 09/09/2018 | X Y Z | Test Test Test | 01/08/2018 | 3 | Confirm | Remove |

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Screenshot 16 Upload Students List (Incorrect Record)

5. Print

After confirming the application you will be able to take print.



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Dr M. R. Jayakar Employability Skills Programme

Menu Welcome testasc ! Account Settings Logout

[Please Click here to Download Excel File](#)

Application List [Create New Application](#)

| Application ID | Academic Year | Batch Start Date | Batch End Date | Principal Name | Co-ordinator Name | Application Date | Status | Upload | Print | Remove |
|----------------|---------------|------------------|----------------|----------------|-------------------|------------------|--------|--------|-------|--------|
| 180800001 | 2018-2019 | 10/06/2018 | 09/09/2018 | X Y Z | Test Test Test | 01/08/2018 | 4 | Upload | Print | |

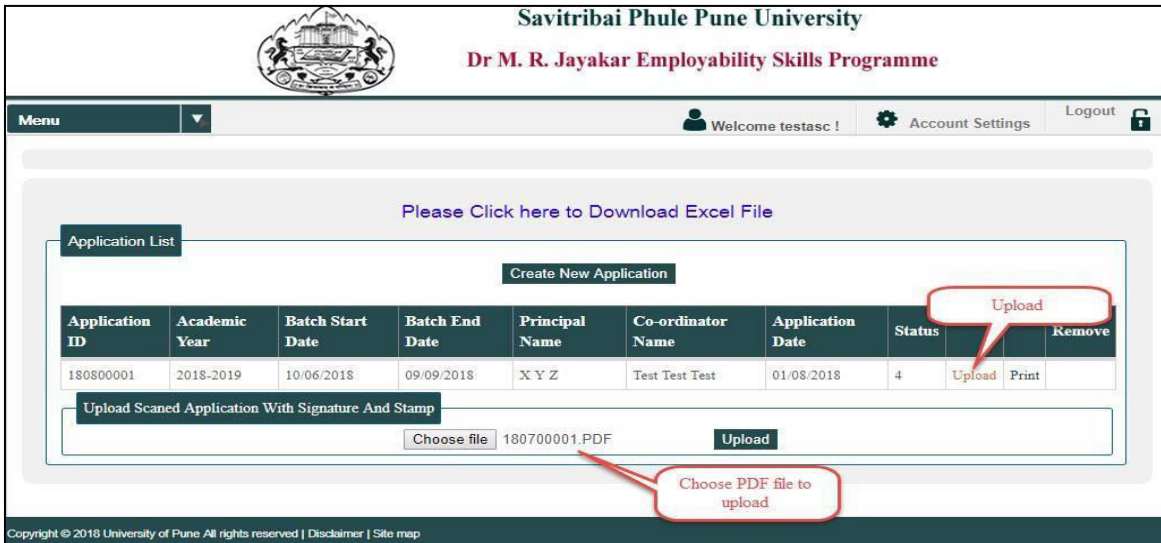
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Screenshot 17 Upload Students List (Incorrect Record)

6. Upload Application print with signature and Stamp

Take print of the application. Take college stamp, signature of principal and program co-ordinator and upload it. **File should be .PDF and Size should be within 1MB**

Application should be submitted to approval form the SPPU Coordinator. You will get a notification after processing application from the university department.



Savitribai Phule Pune University
Dr M. R. Jayakar Employability Skills Programme

Menu Welcome testasc ! Account Settings Logout

[Please Click here to Download Excel File](#)

Application List [Create New Application](#)

| Application ID | Academic Year | Batch Start Date | Batch End Date | Principal Name | Co-ordinator Name | Application Date | Status | Upload | Print | Remove |
|----------------|---------------|------------------|----------------|----------------|-------------------|------------------|--------|--------|-------|--------|
| 180800001 | 2018-2019 | 10/06/2018 | 09/09/2018 | X Y Z | Test Test Test | 01/08/2018 | 4 | Upload | Print | |

Upload Scanned Application With Signature And Stamp

Choose file [Upload](#)

Choose PDF file to upload

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Screenshot 18 Upload Application with signature and stamp

7. Add Trainer

Click on Add Trainer then add your trainer.

Savitribai Phule Pune University
Dr. M. R. Jayakar Employability Skills Programme

Welcome testasc! Account Settings Logout

Menu
Dashboard
Program Co-ordinator
Content

Click Menu and Click dashboard

Please Click here to Download Excel File
Dr. MR Jayakar Employability Skills Program User Manual - Please Click here

Application List

Academic Year: 2019-2020

| Application ID | Principal Name | Co-ordinator Name | Batch Start Date | Batch End Date | Status | Add Trainer | Print | Print Approval | Remove |
|----------------|----------------|-----------------------------|------------------|----------------|------------------------|-------------|-------|----------------|--------|
| 190600002 | X Y Z | Bagga Ashwinikumar Rajendra | 24/03/2018 | 23/06/2018 | Approved | Add Trainer | Print | Print Approval | |
| 190600003 | X Y Z | Mohanty Suchismita | 10/10/2017 | 09/01/2018 | Submitted For Approval | | Print | | |

Trainer Status

Screenshot 19 Add Trainer

This is a Trainer Status list

| Sr.No | Trainer Name | Email Id | Mobile No | No Of Session | Status |
|-------|-------------------------------------|--------------------|------------|---------------|-------------------|
| 1 | Mr. Sen Nabin NS | sen@gmail.com | 7878789089 | 1 | Send For Approval |
| 2 | Mr. Sen Nabin NS | sen@gmail.com | 7878789089 | 1 | Payment Done |
| 3 | Mr. Gopale Nitesh R. | Nitesh@gmail.com | 7897989879 | 2 | Approve |
| 4 | Mr. Pawar Amol T | ugugo@gmail.com | 8978790897 | 1 | Approve |
| 5 | Mr. Pawar Amol T | ugugo@gmail.com | 8978790897 | 2 | Approve |
| 6 | Mr. Ahuja Ravi R | ravi@gmail.com | 8978977878 | 2 | Approve |
| 7 | Mr. Ahuja Ravi R | ravi@gmail.com | 8978977878 | 1 | Approve |
| 8 | Mrs. Khupase Poonam P | Poonam@gmail.com | 8978900900 | 2 | Payment Done |
| 9 | Mr. Ahuja Ravi S | ravi@gmail.com | 7877998998 | 1 | Payment Done |
| 10 | Mr. Gighe Yogesh A | Yogesh@gmail.com | 7908790808 | 2 | Payment Done |
| 11 | Mr. hg kjhj kjh | yujgbv@gmail.com | 8978978789 | 2 | Send For Approval |
| 12 | Mrs. Gundre Vishal A | Vishal@gmail.com | 8979789789 | 1 | Approve |
| 13 | Mr. Nikam Ganesh S | Ganesh@gmail.com | 8990789797 | 2 | Payment Done |
| 14 | Mr. Nikam Ganesh A | Ganesh12@gmail.com | 7889889898 | 2 | Send For Approval |
| 15 | Mr. gadhave Tanaji Sitaram | ve38@gmail.com | 7878978768 | 2 | Send For Approval |
| 16 | Smt. gadhave s Patil Tanaji Sitaram | ve38@gmail.com | 7878978768 | 2 | Send For Approval |
| 17 | Mr. gadhave Tanaji Sitaram | ve38@gmail.com | 8978998798 | 1 | Send For Approval |

Screenshot 20 Trainer Status list

8. Add Trainer details

Fill trainer details and submit

Savitribai Phule Pune University
Dr M. R. Jayakar Employability Skills Programme

Menu Welcome testasc! Account Settings Logout

Trainer Details

Add New Add New

Pan No. : AAAPL1238C
 Salutation : Mr.
 Last Name : Patil
 First Name : Ajit
 Middle Name : Umesh
 Permanent Address : At/Post-Karvenagar, Pune, 411052
 Email-Id : Ajit.Patil@gmail.com
 Mobile No. : 7878787878
 Name of the Bank : Andhara Bank
 Branch : Karvenagar
 Bank Account No : 919191919191919
 Confirm Account No : 919191919191919
 IFSC : BARB0SHIRSU

Screenshot 21 fill details

Fill trainer details and submit

IFSC : BARB0SHIRSU
 Session Date : 21/08/2019
 No of Session : 2
 Topic One : Topic One
 Topic Two : Topic Two

Upload Topic Photo

Note :- 1) Image size should be less than 300 KB
 2) Image type should be *.jpg,.jpeg only.
 3) Image should be time, date & place stamped
 4) Student Attendance List & Report should be .PDF only
 5) Student Attendance List & Report size should be less than 1 MB

Upload Photo One:
 Choose File No file chosen **Upload**

Upload Photo Two :
 Choose File No file chosen **Upload**

Student Attendance List : Choose File Student Atte...ce List.PDF

Screenshot 22 fill details

Fill trainer details and submit then send for approval

Student Attendance List : Student Attendance List.PDF

Report : Report.PDF

Save all record if correct, otherwise not save

Trainer List

| Application ID | Pan No | Trainer Name | Email Id | Mobile No | No Of Session | Select All |
|----------------|------------|--------------------------------|--------------------|------------|---------------|--------------------------|
| 190600002 | AAAPL1234F | Sen Nabin NS | sen@gmail.com | 7878789089 | 1 | <input type="checkbox"/> |
| 190600002 | AAAPL1238A | Nikam Ganesh A | Ganesh12@gmail.com | 7889889898 | 2 | <input type="checkbox"/> |
| 190600002 | AAAPL1238N | gadhave Tanaji Sitaram | @gmail.com | 7878978768 | 2 | <input type="checkbox"/> |
| 190600002 | AAAPL1238V | gadhave s Patil Tanaji Sitaram | @gmail.com | 7878978768 | 2 | <input type="checkbox"/> |
| 190600002 | AAAPL1238F | gadhave Tanaji Sitaram | @gmail.com | 8978998798 | 1 | <input type="checkbox"/> |

Select one or multiple trainer

Click here to send for Approval

Screenshot 23 fill details then submit and submit for approval

- In **Menu**, Click on **Content** and Click on **Please Click here any language Handbook**.

Savitribai Phule Pune University
Dr M. R. Jayakar Employability Skills Programme

Menu

Welcome testasc ! Account Settings Logout

Dashboard

Program Co-ordinator

Content

Click on Content

e-Content Handbook NSDC English - [Please Click here](#)

e-Content Handbook NSDC Marathi - [Please Click here](#)

e-Content Handbook NSDC Hindi - [Please Click here](#)

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Screenshot 24 click any language handbook then view