1. Digital Literacy: Computer Labs at Schools and Colleges

Situation during the lockdown made everyone to go online in almost all aspects of life and we understood the advantages of advanced technology. We learnt how important it is to be computer literate. As a part of the Digital Literacy, effort of MyLittleBit Foundation, we've been working for the last decade, focusing on the underprivileged section in setting up Computer labs and extending computer education at government and aided schools and colleges.

Proud Moments:

Though schools were closed till October 2021, We continued our efforts in providing **Digital literacy to First Grade College** students.

Now the Computer lab at **Dharmasagara College is set up with 25 systems with an additional contribution of 5 Systems from MyLittleBit.**

As the new NEP introduced Digital Fluency to fist grade colleges, we continued to teach students at **SVP College** and **Government First Grade College, Domlur** addressing around **150 students**.

We are happy to be back in action, as we restarted our Digital literacy classes at **Renuka High School** for 8th to 10th grade kids and at **Reddy PU College** for 11th and 12th graders from **October 2021** onwards. With the new look to labs and refurbished machines, currently we have put 15 Systems at each school and looking to add more systems, addressing **65** students at Reddy PU College and **283** students at Renuka High School.

Digital Literacy Annual Contest:

Interested candidates are formed in to groups and they have chosen one of the topics listed below. Each student will be evaluated based on their presentation, topic coverage and slide preparation. Every participant will receive a participation certification and a trophy will be given for 1st, 2nd and 3rd place winners. The contest will enable students on group activity, team work leadership capabilities, Presentation's skills and improves their language capability. This year students were made to present online which gave an added advantage to the latest trend of online learning.

Topics for Reddy PU Collge	Topics for Renuka High School
1. Global Warming 2. Global Technology 3. Online Education 4. Farmer and Army, the backbone of our country 5. Impact of Covid 19 on economy 6. World after Covid 19 7. Problem facing teenager today 8. I am proud of my nation 9. Health v/s Money	1. Outdoor v/s Indoor games 2. Environmental problems 3. Girls are under more pressure in high school 4. Students don't spend enough time in reading books 5. Private schools are not better than Govt-schools 6. Cyber crimes 7. Untidy handwriting is a sign of intelligence 8. Student's interest will change in high school

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Annual Participants and Winners List:

School/College	Participants	Winners
Reddy PU	43	17
Renuka high School	64	20

Computer labs:

Computer Labs

@ Reddy PU College

@ Renuka High School

@ Darmasagara College

Registration No. AAMTS6699DE20215 from AY 2022-23 to AY 2026-2027

@SVP College

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Students in Action:
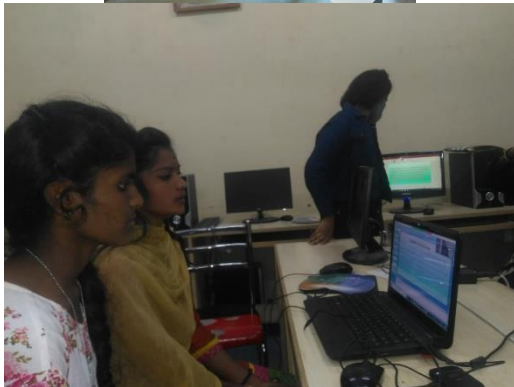
2. Scholarships for Girls – Supporting Higher Education

All the girls in the Govt schools come from an extremely poor background and a scholarship goes a long way to gain commitment from the family to support them. These girls need just a little bit of our support to help their dreams shape into reality. Our aim is to encourage girls to pursue higher education and not fall into the pressures to start contributing to the household income by earning from an early job.

We extend our warm greetings to the residents of Ranka Heights, an apartment in Bangalore, for their generous support by participating in **Annual Charity Run**. We are glad to say that this is our 7th **year** in to this activity and we could support the girls from different streams of graduation. The girls were guided through personal career counseling and it has been heartening to see the progress of some of these girls.

We also encouraged and supported girls who chose to continue their **post-graduation and placement assistance** was provided to graduates who wished to get in to the workforce.

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List of Students: Support extended @Reddy PU College

	Sl. No.	Student Name	Course & Class	% In Previous Year	Studying In	Amount Sanctioned	Family Income Per Year	Father Occupation	Mother Occupation	Interest
New Batch	1	ROHINI P	B.SC 1 YEAR	87%	NRUPATUNGA UNIVERSITY	9,250.00	35,000	Merchant	House wife	Yet to choose
	2	BIBIJAN AKKHIVALLI	B.SC 1 YEAR	83%	NRUPATUNGA UNIVERSITY	9,250.00	30,000	centring work	House maid	Yet to choose
	3	SHIRISHA B	B.SC 1 YEAR	76%	GOVT. SCIENCE COLLEGE	9,250.00	50,000	Hotel Manager	House wife	Yet to choose
	4	SANGEETHA V N	BA 1 YEAR	72%	GOVT.FIRST GRADE COLLEGE DOMLUR	3,500.00	35,000	Driver	House wife	Yet to choose
	5	VARALAKSHMI V	BA 1 YEAR	70.50%	LOYOLA COLLEGE BANNERGHATTA	2,500.00	25,000	Driver	House maid	Yet to choose
	6	DEEPIKA G C	B.COM 1 YEAR	74%	MAHARAANI COLLEGE	5,500.00	15,000	No	House maid	Yet to choose
	7	DIVYA R	B.COM 1 YEAR	72%	GOVT.FIRST GRADE COLLEGE DOMLUR	3,750.00	18,000	House Keeping	House maid	Yet to choose
	8	BHAVANA B	B.Sc. 2 YEAR	77.08% (2nd PU)	NRUPATUNGA UNIVERSITY	4,000.00	50,000	No	Computer Teacher	MSC/Exams related to Govt
Previous Batch	9	DAKSHAYINI S	B.COM 2 YEAR	87.33	GOVT.FIRST GRADE COLLEGE DOMLUR	2,500.00	35,000	Daily wage worker	House wife	Want to do CA
	10	KAVYA S	B.COM 2 YEAR	86.66	GOVT.FIRST GRADE COLLEGE DOMLUR	2,500.00	30,000	NO	House maid	Working in bank or company
	11	ARATHI S	B.COM 1 YEAR	83.83	GOVT.FIRST GRADE COLLEGE DOMLUR	2,500.00	40,000	Daily wage worker	House maid	Working in bank or company
	12	YASHODA K	B.COM 2 YEAR	81.5	GOVT.FIRST GRADE COLLEGE DOMLUR	2,500.00				
	13	MEGHANA L	BA 2 YEAR	76	KALAA COLLEGE MEJESTIC	2,500.00	20,000	working in furniture shop	House maid	Want to do B.ED
	14	BHARATHI J	B.COM 2YEAR	74	KALAA COLLEGE MEJESTIC	2,500.00	15,000	Daily wage worker	House maid	Working in bank or company
	15	PRIYA P	B.COM 2 YEAR	73.33	GOVT.FIRST GRADE COLLEGE DOMLUR	2,500.00	18,000	NO	House maid	Want to continue M.com,Working in bank or company
	16	SHIRISHA S	BA 2 YEAR	68.66	GOVT.FIRST GRADE COLLEGE DOMLUR	2,500.00	35,000	Waiter in club	House wife	Want to do IAS

Registration No. AAMTS6699DE20215 from AY 2022-23 to AY 2026-2027

17	DODDAMMA	BA 2 YEAR	68.5	R.C. COLLEGE MEJESTIC	3,750.00	30,000	Farmer	House maid	Want become Teacher
18	PREETHI K B	B.SC 2 YEAR	60.33	MAHARANI COLLEGE	2,000.00	40,000	Supervisor	House wife	want to do M.sc
19	NETHRAVATHI	B.COM 3 YEAR	73.50%	MAHARANI COLLEGE	3,750.00	12,000	PAINTING	House maid	Working in bank or company

3. Special Classes for Subjects:

Maths and Science are the subjects that every person finds it difficult to study, but we all know that bit of focus makes it easy to understand and one can score better with more practice.

An initiative started in the academic year 2016-2017 at **Renuka High School, Kaikondarahalli, Bangalore**, a government undertaken school. The activity aims at providing special classes for a small group of 8 to 10 girls, who are good in their academics, and are keen towards pursuing their education in Science stream. These girls come from an economically weaker section and cannot afford to take special tuitions either at private tutorials nor home tuitions.

We identified the teaching faculty from the same institution to ensure there is no change in approach to the studies for the selected students. The classes are handled 1 hour 30 minutes in the morning and evening, typically before and after school hours, by ensuring the students are attending their regular classes as well. Parents of the selected students are counselled in seeking support at home so that the girls are allowed for their extra classes and efforts.

We appreciate the School Principal and Teaching Faculty for their continued effort in making the students reach their highest potential.

As per the Government instructions due to the pandemic COVID-19, classes were partly suspended for the academic year 2020-2021 but it was heartening to see the students sailing through rough phase of their life. We are proud to say that these girls started to attend the special classes voluntarily during their 9th grade itself and that extra preparation helped them to do well in their 10th as well.

Progressive Report @ Renuka School:

Selected Students and their scores

Progressive Score Card

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4. Uniform Drive:

As we know, every year, the school uniforms and shoes get wasted with hardly any avenue to get them utilized or recycled. However, there are a lot of tribal and remote schools (bridge schools/ tent schools) which have children coming in from extremely poor background and not supported by the Government. We help collecting the uniform & shoes from the Private Schools, which are further distributed to the underprivileged children.

The uniforms and shoes will be distributed through **RK Foundation**, a renowned organization for charitable action for clothes donation "**VASTHRAVITHARANE**" to schools in and around Bangalore and interior rural areas of Karnataka.

This was **initiated in 2016** with NPS Koramangala and has now scaled to **16 schools** in Bengaluru. We are extremely grateful to the wonderful support that we receive from Kumarans Schools, The Foundation School, Gopalan International, Shishu Griha, Whitefield Global School, Bethany, Greenwood High, NPS Indiranagar, NPS Rajajinagar, Inventure , Amaatra, Euro School, Deens Academy, VIBGYOR and others.

From **2017**, we also did a donation drive in the apartments and received an overwhelming response. **10 apartments** - Mantri, Embassy, Ranka Heights, Embassy Tranquil, Tata Sherwood, Elan and others.

What started as a collection of 500 uniforms from one school in Year 1 in 2016, went up-to **more than 35,000 uniform sets and 4000 shoes in 2019**. We distributed the uniforms to **more than 40 schools in Karnataka**– Govt School Clusters in Thoralakki, Mudgal, Kolar, Aalahalli, DN Dodli, Rao Gudlu, Hospet, Gidadapaalya, Shishu Mandir, etc

Every year **Uniform Donation Drive** activity is initiated in the month of December for that academic year and collection closes by April. RK Foundation will distribute the Uniforms and school related items to rural and tribal schools by the start of next academic year.

Sample of E-brochure sent to Apartments and Schools for the Drive:

2021 -2022:

Though it was small turnout, we appreciate the efforts by NPS Indiranagar, Kumarans School and Divyashree Elan Homes for their contribution.

5. Dreams Unlimited - Girls in the Workforce:

For the last few years, we've been driving various initiatives in the continuum towards empowering girls through education. We started with Computer Literacy in 2011, initiated special classes for Math and Science in 10th grade in 2016, Scholarships for girls for higher education simultaneously and we've been monitoring the impact in the journey.

In the process we realized that post the graduation, we significantly see a high proportion of girls dropping out of the mainstream. In our experience,

- 15% get married and drop off.
- 65% drop off due to lack of skills, opportunities and mentorship
- 10% get into post-graduation
- **It is just 10% who get into the workforce** and typically, they fall into the zone of going into factories and very low paying jobs.

To empower the girl child and bring about a substantial change with respect to the demographic dividend, educating underprivileged girls need to be prioritized. The key intent to focus on this critical area arose because of a few fundamental beliefs.

- With women participating in the economy, the entire society benefits
- When you invest in a girl, you're investing in a generation in rural India
- Empowering the girls to live up to their dreams

There was a need towards creating a Bridge for the underprivileged girls to enter the workforce

We identified a gap with industry required skills and skill set of girls coming out of the college along with the support provided by the family and society for the underprivileged girls. To fill the gap, MyLittleBit is delivering an Integrated Skill Development Program (ISDP) through service providers.

Program Details:
Program Details:

As one of the activities of **MyLittleBit Foundation,** a Philanthropic foundation, we introduced a project "Dreams Unlimited" a year ago, for underprivileged girls. Program aims to ensure the girls enter the work force.

Objective:

The objective of the program is to create a progressive *Integrated Skill Development Program (ISDP)* within the Academic Curriculum of the college for the students who are studying in BA, BCom, BSc, addressing all the 3 years and to see the girls are empowered to get in to the workforce.

College Selection process:

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Colleges are shortlisted based on the recommendations either through references or contacts where the fee structure is maximum of 30K per annum. The program is well appreciated by the principals and immediately they were happy to accommodate us by allocating 2 to 3 hours a day, 5 days a week.

Curriculum Coverage:

With the support of Principal and our service providers like **TeamLease**, **JV Global,** we created the curriculum which was inserted in their regular schedule to get them industry ready. Curriculum is tailor made to cover the practical aspects of domain and functional skills including creating PO, Invoice, Vendor development, Customer Service, Digital Marketing, etc

- Spoken English
- Digital Literacy
- Numerical Aptitude
- Verbal aptitude
- Functional Skills
- Domain Skills
- Soft Skills

The course delivery is more focused on the aptitude skill development and this assessed student's speed and accuracy, which is the crux to clear the first round of the interview.

Program Details: Academic Year 2021 – 2022

Because of the extension of restrictions due to Pandemic in Bangalore, ISDP curriculum was tailor made to ensure that the students are made industry ready and get placed in their aspiring jobs, a Hybrid model is introduced where the students sit in the AV Room of their college and session delivery is through online for Soft skill, Numerical & Verbal Aptitude and IT Skills at the college lab.

Shortlisted colleges for the current academic year:

    a. **St. Philomina's First Grade College, off Sarjapur Road – BCom**
    b. **Dharmasagara First Grade College, Off Sarjapur road – BCom**
    c. **SVP First Grade College, Sarjapur – BCom**
    d. **SVP Firs Grade College, Sarjapur – BA**
    e. **Govt First Grade College, Domlur – BA**
    f. **Govt First Grade College, Domlur – BCom**
    g. **Soundarya Institutions, Hesaraghatta – BCom**
    h. **Soundarya Institutions, Hesaraghatta – BA + BBA**
    i. **Soundarya Institutions, Hesaraghatta – BSc +BCA**

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Delivery for the Period of October 2021 – Feb 2022 (for 1ˢᵗ, 3ʳᵈ and 5ᵗʰ Semester)

Hybrid Model:

a. **St. Philomina's First Grade College, off Sarjapur Road – BCom**
b. **Dharmasagara First Grade College, Off Sarjapur road – BCom**
c. **SVP First Grade College, Sarjapur – BCom**
d. **SVP Firs Grade College, Sarjapur – BA**
e. **Govt First Grade College, Domlur – BA**
f. **Govt First Grade College, Domlur – BCom**

Offline Model:

a. **Soundarya Institutions, Hesaraghatta – BCom**
b. **Soundarya Institutions, Hesaraghatta – BA + BBA**
c. **Soundarya Institutions, Hesaraghatta – BSc +BCA**
d. **Course Delivery:**
e. **Offline**: Digital Literacy in the respective College Labs. We conducted basic computing skills and trained the students in **MS Word, MS Excel and Power Point presentations**. We are happy to inform that, we were able to conduct this in small batches while maintaining social distancing and taking care of all the measures to safe guard students and trainers from COVID. In our Computer Lab we conducted a Power Point contest and was wonderful to see the students come and present on topics including- Covid 19 and beyond, Effect of social media and the Impact of Internet. It surely went a few steps forward to get them to first learn the tool and then present in English.
f. **Online**: Because of the extension of lockdown due to the 2ⁿᵈ wave of Pandemic in Bangalore, and as the aspiring students were going to complete their graduation in few months, ISDP curriculum was tailor made to ensure that the students are made industry ready and get placed in their aspiring jobs. We delivered ISDP Aptitude training and delivered it online while the students could connect from their mobile phones in the comfort of their home.
g. **Hybrid**: Because of the extension of restrictions due to Pandemic in Bangalore, ISDP curriculum is tailor made to ensure that the students are made industry ready and get placed in their aspiring jobs, a Hybrid model is introduced where the students sit in the AV Room of their college and session delivery is through online for soft skill, Numerical & Verbal Aptitude and continued our Digital Literacy at the college lab where ever possible. With the change in NEP, we are working towards covering the new curriculum for all 1ˢᵗ year students of First Grade Colleges.
h.
i. **Placement Assistance:**
j. With the support of our service providers who are pioneers in bulk recruitments and with our personal contacts, we put our efforts to place the girls who have been mentored and trained under our initiatives at different organizations on **Retainership/ Internship/Trainee** basis leading to Permanent roles.

k. We are proud to say that we could place the student amidst COVID situation and we have gone to an extent of arranging the computers and internet for online assessment and interviews. It was heartening to see our girls perform so well in assessments and interviews.

l. It had indeed been a long journey from the inception of the idea to getting the ground level execution done. As always, any of these initiatives are only as good as the final outcome, which is getting jobs on hand. With uncertainties in the environment and avenues for jobs being unpredictable, it's been great seeing the girls getting their first jobs.

Program Updates:

With the supporting hand from respective colleges and in association with our Service provider **JV Global,** continued an Skill development program. **St Philomina and Dharmasagara** college continuing **Hybrid model** and **Soundarya College** switched over to **Online** during 3rd wave lockdown and Hijab controversy and switched over to Offline.

State Government announced closure of urban colleges and we continued our Online session to all the colleges except **Domlur First Grade College** and **SVP** College as students did not have either smart phone or feeble network connectivity in their residential areas.

We continued Digital Literacy classes at SVP and Domlur College. We had to call of ISDP training at Domlur college due to the lack of hours allocated and as the computer lab is shared with BCA students, computers were not available to address BA and BCom students and awaiting college to allot time slots once BCA students finish their practical classes.

Program Delivery:

1. Course is conducted by Industry experts to give the practical aspect of work environment.
2. The course concentrates more on the aptitude and this assesses the speed and accuracy, which is the crux to clear the first round of the interview.
3. Course helps to improve student's communication skills which would aid them to communicate better with their team mates and make them to settle in the office environment at ease.
4. Resume or CV is the first point of impression about any candidate attending the interview and the course covered the points on how to prepare an impressive resume
5. Mock interviews will conducted which aids in overcoming their fear to face any interview.
6. Every Participating student with **80% attendance** will receive a **digital-certificate** after completing the protocols assessed by the faculty.
7. Periodical tests will be conducted to ensure their preparedness. Attempting and excelling ensures to get their certificate.
8. Practice papers will be given to improve their aptitude and quickness
9. periodically the student's attendance sheet will be shared with their respective college coordinator.
10. **Classes are scheduled during college hours and our classes are integrated along with regular university curriculum, Monday to Saturday**

Curriculum Coverage:

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Period: May'21 – 6ᵗʰ Aug'21 & 9ᵗʰ Aug'21 – 1ˢᵗ Sept'21

Impact:

Number of Beneficiaries covered in between July 2021 to September 2021

118 for 50 Hours Training

150 students for 20 hour training

Placement:

Action	# Participants	# Shortlisted	# Attended	# Selected
Pre-placement by - JV Global	118		35	-
Mentoring Program by - AFH	118	60	60	-
Placement Drive by - Kids Chaoupal	118	60	60	5
Placement Drive by - Star bux	118	60	13	
Placement Drive by - DXC	118	60	7/14	4/6

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Hybrid ISDP Classes from JV Global:

For 1st, 2nd and 3rd Year Students from November 2021 – Jun 2022

College	Year	# Students	# Hours / Week	Numerical Aptitude	Verbal Aptitude	IT Skill
St. Philomina's First Grade College – BCom	1st Year	120				
	2nd Year	60				
	3rd Year	60				
Dharmasagara First Grade College – BCom	1st Year	86				
	2nd Year	48				
	3rd Year	76				
SVP First Grade College – BCom	1st Year	35/53				
	2nd Year	25/31				
	3rd Year	10/21				
SVP First Grade College – BA	1st Year	30/54				
	2nd Year	20/25				
	3rd Year	8/14				
Domlur First Grade College - BCom	1st Year	66				
	2nd Year	15				
Domlur First Grade College - BA	1st Year	38				
	2nd Year	14				
Soundarya Institutions BCom	1st Year	214				
	2nd Year	216				
	3rd Year	238				
Soundarya Institutions BBA	1st Year	50				
	2nd Year	29				
	3rd Year	68				
Soundarya Institutions BSc	1st Year	92				
	2nd Year	68				
	3rd Year	66				

Duration: Each Student will receive 2 Hrs/Week = 50 to 70 Hours per Student

Imapact: 1822 Students

Year	1st Year			2nd Year			3rd Year		
Branch	BCom	BA/BBA	BSc/BCA	BCom	BA/BBA	BSc/BCA	BCom	BA/BBA	BSc/BCA
Total # Students	539	142	92	370	68	68	393	82	66
Total # of Students From 5 Colleges	773			506			543		

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1st Year- Curriculum		2nd Year- Curriculum	
1)	**Soft Skill**	**1)**	**Soft Skill**
A)	Grooming & Presentation	A)	Grooming & Presentation
B)	Self Motivation	B)	Self Motivation
C)	Communiction	C)	Communiction
D)	Listening	D)	Listening
E)	Responsibility	E)	Responsibility
F)	Teamwork	F)	Teamwork
G)	Interpersonal Skills	G)	Interpersonal Skills
H)	Ability to study Under Pressure & Time Managment	H)	Ability to study Under Pressure & Time Managment
2)	**Computers**	**2)**	**Computers**
A)	Hardware	A)	Hardware
B)	Software	B)	Software
C)	Windows	C)	Windows
D)	MS Word	D)	MS Word
		E)	MS Excel
3)	**English**	3)	**English**
A)	Parts of Speech	A)	Overview of English Communication & PD
B)	Capitalization & Punctuation	B)	Standard Expressions & Responses
C)	Articles & Determiners	C)	Basic Types of Sentences
D)	Intro to Vocabulary	D)	Vocabulary [Synonyms & Antonyms]
E)	Vocab - Word Formation	E)	Intro to Reading Comprehension
F)	Reading – Sounds & Words	F)	Speaking – Sounds & Words
G)	Prefixes & Suffixes	G)	Editing Sentences
H)	Spoken English	H)	Parajumbles
I)	Common Errors	I)	Cloze Test [Gap Fills]
		4)	Accounts
		A)	Basic Accounts

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	B)	Intrdoction to Tally

3rd Year- Curriculum		3rd Year- Curriculum (Crash Course)	
1)	**Soft Skill**	**1)**	**Soft Skill**
A)	Grooming & Presentation	A)	Presentation
B)	Self Motivation	B)	Self Motivation
C)	Communiction	C)	Communiction
D)	Listening	D)	Responsibility
E)	Responsibility	E)	Teamwork
F)	Teamwork	F)	Interpersonal Skills
G)	Interpersonal Skills	G)	Time Managment
H)	Ability to study Under Pressure & Time Managment	H)	Business Etiquttes
I)	Business Etiquttes	I)	Personality Development
J)	Critical Thinking		
2)	**Computers**	**2)**	**Computers**
A)	Hardware	A)	Hardware
B)	Software	B)	Software
C)	Windows	C)	Windows
D)	MS Word	D)	MS Word
E)	Advance Excel	E)	Advance Excel
F)	MS Power Point	F)	MS Power Point
3)	**English**	3)	**English**
A)	Channels of English Communication & PD	A)	English Communication & Grammer
B)	Barriers to Communication	B)	Reading – Comprehension Passages
C)	Paraphrasing & Summarising	C)	Transformation of Sentences
D)	Homophones & Homonyms	D)	Spoken English [Role Play]
E)	Proverbs & Figures of Speech	E)	Listening And Writing Skills
F)	Reading – Comprehension Passages	F)	Interview Skills
G)	Transformation of Sentences	G)	Mock Interview
H)	Spoken English [Role Play]	H)	Group Discussion
I)	Sentence Correction	I)	Resume Writing
J)	Listening Skills		

K)	Interview Skills		
L)	Mock Interview		
M)	Group Discussion		
N)	Resume Writing		
O)	Debating		
4)	Accounts	**4)**	Accounts
A)	Basic Accounts	A)	Basic Accounts
B)	Intrdoction to Tally Erp 9 Theory	B)	Intrdoction to Tally Erp 9 Theory
C)	Accounting Information Systems	C)	Accounting Information Systems
D)	Fornsic Accounting	D)	Fornsic Accounting

of Hours Covered / Planned:

College Name	Year	# Hrs Covered as on 31-01-22	# Hrs To be Covered till 30-06-22	# Hrs Crash Course Planned
Darmasagara	1st Year	21	16	0
	2nd Year	21	16	0
	3rd Year	42	16	30
St.Philomena	1st Year	21	16	0
	2nd Year	23	16	0
	3rd Year	20	16	30
Domlur	1st Year	8	0	0
	2nd Year	3	0	0
SVP	1st Year	8	0	0
	2nd Year	8	0	0
	3rd Year	12	0	0
Soundarya UG college	1st Year	84	16	0
	2nd Year	68	16	0
	3rd Year	71	16	30

DOMLUR AND SVP FIRST GRADE COLLEGE BANGALORE
LESSON PLANNING & WEEKLY REPORT

MICROSOFT WORD

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
COMPUTER BASICS : Introduction, Meaning , Definition,Parts of computer, Types of computer, Short cut kyes	**COMPUTER PRACTICALS HOME TAB:** Clipboard,Fonts & Allignments, Paragraph, Styles, Editing,	**INSERT TAB :** Pages, Tables, Illustrations, Links, Header & Footer, texts, Symbols	**REFERENCES :** Table of content, Footnotes, Citatioins & Bibliography, Captions, Index, Table of authorities	**REVIEW TAB** : Proofing, Language,Comments,Tracking, Changes, Compare, Protect
	FILE TAB: Open, Close,Save ,Save as, Print, Publish, Send, Options, Exit	**PAGE LAYOUT TAB** : Theams, Page setup, Page Background, Paragraph Arrange	**MAILINGS TAB** : Create Envelops Lables, Start mail Merge,write & Insert Fields, Preview results, Finish	**VIEW TAB** : Document Veiws, show, Zoom, Window, Macros

MICROSOFT EXCEL

WEEK 6	WEEK 7	WEEK 8	WEEK 9 & WEEK 10	WEEK 11 & 12	WEEK 13
Introduction to Excel, Meaning, Definition, **FILE TAB** : New, Open, Save & Save as, Send, Print, Publish, Exit	**HOME TAB**: 1.Clipboard - cut, copy & paste, 2.Font- Size, Bold, Italic, Underline, Borders, Colors, 3.Allignments - Align Right,Left, Center,Bottom,Top, Orientation,Indent, Wrap text, Merge & Center, Numbers, Styles - Conditional formatting, Cells - Insert, Delete, Format, Editing - Auto Sum,Fill, Clear, Sort, Find & Select	**INSERT TAB** : Pivot Table,Illustrations, Charts, Links, Text - Header, Footer, Wordart, Signature line, Object, Symbols	**FORMULA TAB** : Insert Function, Auto Sum, Average, Count Numbers, Maximum, Minimum, Formulas - And, IF, False, or, Not, Error, True, H lookup & V lookup Formula	**DATA TAB** : Get external data, Connections, Sort & Filter, Data tools - Text to Column, Remove Duplicates, Data Validation, Consolidation, What - If - Analysis, Outline	**PAGE LAYOUT TAB** : Theams, Page setup, Arrange, Scale to fit, Sheet options REVIEW TAB : Proofing, ,Comments Changes **VIEW TAB** : Work book views, Document Veiws, show, Zoom, Window, Macros

MICROSOFT POWERPOINT

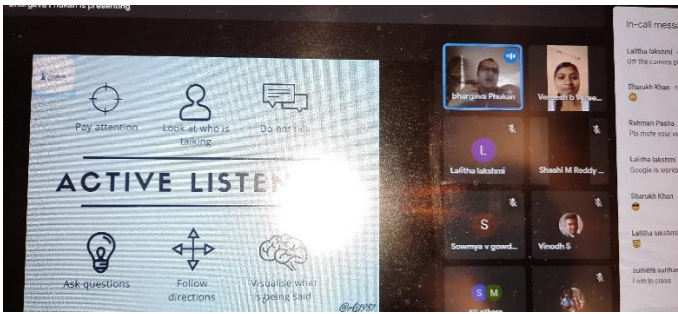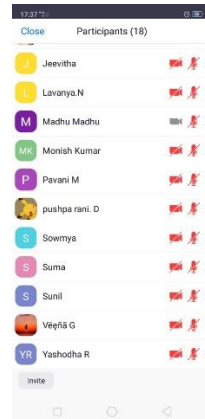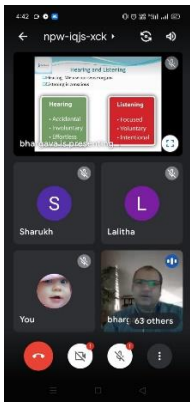| WEEK 14	WEEK 15	WEEK 16	WEEK 17	WEEK 18	WEEK 19
Introduction to Powerpoint, Meaning, Uses of PPT, Slides, **FILE TAB** : New, Open, Save & Save as, Send, Print, Publish, Exit	**HOME TAB** : Clipboard,Fonts & Allignments, Paragraph, Styles, Editing, Slides - New Slide, Layout, Reset, Section, Drawing - Arrenge, Shapes, Quick styles, Shape fill, outline, Shape outline...	**INSERT TAB** : Pages, Tables, Illustrations, Links, Header & Footer, texts, Symbols, Images - Photo album, Media - Audio, Vedio	**DESIGN TAB** : Page setup, Slide orientation, Themes, Colors,Fonts, Effects, Background - Background styles, Hide Graphics	**TRASITIONS TAB** : Preview, Trasition to slide, Effect optioins, Timing - Time, Duration. Apply to all, Advance slide - On mouse click	**ANIMATIONS TAB**: Preview, Animation , Advanced Animation - Add Animation, Animation pane, Animation Painter, Trigger, Timing - Start, Duration, delay, Recorder Animation - Move earlier, Move Later.
WEEK 20	WEEK 21				
SLIDE SHOW TAB : Start Slide Show - From beginning, From current slide, Broadcast slide show, Custom slide show, Set Up - Set up slide show, Hide slide, Reharse Timing, Record slide show, Show Narrations, Use Timing, Show media controls, Monitars - Resolutions, Use presenter view	**REVIEW TAB** : Proofing, ,Comments Changes VIEW TAB : Presentation views - Normal, slide sorter,Note page, Reading View, Master views - slide master, Handout master, Notes master, Show - Ruler, Gridlines, Guides, Zoom - Fit to Windows, Color, Grayscale, Black & White, Windows - New window, Arrange all, Move & split, Switch windows, Macros				

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ISDP Online Classes

Attendace and Curriculum

Pre-Placement Training Program Modules	Sub Topics	Scheduled Date (DD-MMM-YYYY)	Trainer
SI, CI, Partnership- 2	Shortcut method for CI, Concept of partnership, Problems on Partnership	12/7/2021	Darshan
Coding & Decoding- 1	Introduction to Coding Decoding, Types of Coding Decoding with examples	13/07/2021	Supriya
Coding & Decoding- 2	Different Types of problems on Coding and Decoding	14/07/2021	Darshan
Verbal/Critical Reasoning - 1	What is an Argument & Paradox in the Argument, Flaw in the Reasoning, Assersion &	15/07/2021	Sneha
Verbal/Critical Reasoning - 2	Facts, Inference & Judgement Questions, True & False Questions & Statement Conclusions	16/07/2021	Sneha

Pre-Placement Training Program Modules	Sub Topics	Scheduled Date (DD-MMM-YYYY)	Trainer
SI, CI, Partnership- 2	Shortcut method for CI, Concept of partnership, Problems on Partnership	7/12/2021	Darshan
Coding & Decoding- 1	Introduction to Coding Decoding, Types of Coding Decoding with examples	7/13/2021	Supriya

ISDP Online Assessment and E-Certificate
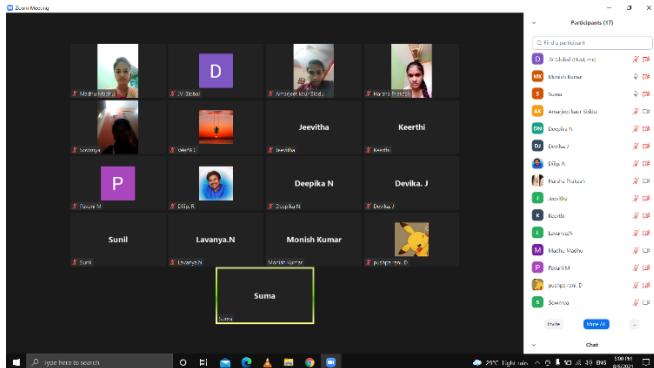
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Hybrid ISDP Classes from JV Global:

For 1st, 2nd and 3rd Year Students from November 2021 – Jun 2022

College	Year	# Students
St. Philomina's First Grade College – BCom	1st Year	120
	2nd Year	60
	3rd Year	60
Dharmasagara First Grade College – BCom	1st Year	86
	2nd Year	48
	3rd Year	76
SVP First Grade College – BCom	1st Year	35/53
	2nd Year	25/31
	3rd Year	10/21
SVP First Grade College – BA	1st Year	30/54
	2nd Year	20/25
	3rd Year	8/14
Domlur First Grade College - BCom	1st Year	66
	2nd Year	15
Domlur First Grade College - BA	1st Year	38
	2nd Year	14
Soundarya Institutions BCom	1st Year	214
	2nd Year	216
	3rd Year	238
Soundarya Institutions BBA	1st Year	50
	2nd Year	29
	3rd Year	68
Soundarya Institutions BSc	1st Year	92
	2nd Year	68
	3rd Year	66

Duration: Each Student will receive 2 Hrs/Week = 50 to 70 Hours per Student

Impact: 1822 Students

Year	1st Year			2nd Year			3rd Year		
Branch	BCom	BA/ BBA	BSc/ BCA	BCom	BA/ BBA	BSc/ BCA	BCom	BA/ BBA	BSc/ BCA
Total # Students	539	142	92	370	68	68	393	82	66
Total # of Students From 5 Colleges	773			506			543		

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Placement Assistance:

Placement Drive Conducted by/Students Placed at
Broadridge
Microlad
Concentrix
Capgemini
SquareYards
NoBroker
IKEA
AXIS Bank
HDFC
WellsFargo
Northern Trust
CSB Bank

Placement of Graduates for academic year October 2021 – September 2022:
Beneficiaries: 1002 Students of final year students of BCom
Hours of training: 30 to 75 Hours of Aptitude Skilling
Interested Students for Placement: 662
Interested in Higher Studies: 340
No of students placed: 458
Yet to decide about their Career/To be Placed: 204

ISDP Program @ NMKRV College for Women, Jayanagar Bangalore

Standing by the goals of the Rashtreeya Sikshana Samithi Trust, the vision of the college is to 'Educate, Enrich & Empower' its students. Since its inception, the college's mission always has been to educate and enrich first generation learners to meet the challenges of the growing world. The founders believed in the dictum – 'Educating a girl child is like educating the entire family'.

Beneficiaries: 303 Students of final year students of BCom
Hours of training: 30 Hours of Aptitude Skilling
Interested Students for Placement: 282
Interested in Higher Studies: 21
No of students placed: 236
Yet to decide about their Career/To be Placed: 46

ISDP Program @ Soundarya Institute of Management & Sciences, Nagasandra, Bangalore
Academic initiation and approach of the institution has immensely reflected both in Curricular, Co-Curricular and Extra-Curricular activities in the overall performance of students. The Achievements of students are the testimony of the institutional contribution commitment for exceptional performance quality assurance in every endeavour. It has considerable contributed in Research, Cultural activities Sports and Institutional Social Responsibilities. The holistic approach and initiation has been guiding both faculty and students to grow from strength to strength in Curricular and Extra–Curricular activities. This approach has shown in the Academic result of students, more than 90% of students stand in First Class with Distinction.

Beneficiaries: 344 Students of final year students of BA, BCom, BSc, BCA, BBA
Hours of training: 60 Hours of Aptitude Skilling
Interested Students for Placement: 152
Interested in Higher Studies: 192
No of students placed: 110
Yet to decide about their Career/To be Placed: 42

ISDP Program @ Dharmasagara College, Dommasandra, Off Sarjapur Road, Bangalore
Set in the rural area of Sarjapur, Bangalore, College offers degree in Commerce stream and students come from the family background of farmers, factory and construction workers and students come from nearby villages.

Beneficiaries: 62 Students of final year students BCom
Hours of training: 75 Hours of Aptitude Skilling
Interested Students for Placement: 33
Interested in Higher Studies: 12
No of students placed: 17
Yet to decide about their Career/To be Placed: 30

ISDP Program @ St. Philomina College, Hegganahalli, Off Sarjapur Road, Bangalore
Set in the rural area of interior Sarjapur, Bangalore, College offers degree in Commerce stream and students come from the family background of farmers, factory and construction workers and students come from nearby villages.

Beneficiaries: 63 Students of final year students BCom
Hours of training: 75 Hours of Aptitude Skilling
Interested Students for Placement: 20
Interested in Higher Studies: 43
No of students placed: 13
Yet to decide about their Career/To be Placed: 7

ISDP Program @ SJR, Central Bangalore, Bangalore
Sri Jagadguru Renukacharya College of Science, Arts and Commerce is a well reputed, service-oriented institution, which is one of the first three private aided colleges of the City, which was started in the year 1945. It runs all the traditional courses like BA, B.Sc, B.Com, BBM, BCA and M.Com. The college is committed to the cause of the poor and needy, dedicated to the upliftment of the illiterates and first-generation literates by providing education with a nominal fee structure. The college provides fee concessions, merit and endowment scholarships and awards prizes to the achievers. It holds parent teachers meeting regularly to discuss student related as well as college related issues. With its rich history, commitment and consistency, the institution is able to sustain the fluctuations in the education field and continue to serve the society undeterred and lead the student community to the path of glory.

Beneficiaries: 230 Students of final year students BA, BCom, BSc, BBA, BCA
Hours of training: 75 Hours of Aptitude Skilling – Portal Training
Interested Students for Placement: 158
Interested in Higher Studies: 72
No of students placed: 58
Yet to decide about their Career/To be Placed: 94

6. Internship Opportunities for Adolescents:

　　2021 -2022: Suspended due to COVID -19 pandemic.

7. Career Counselling:

Suspended at high school level due to school closure cause of Pandemic but extended to undergraduates as part of Dreams Unlimited – Integrated Skill Development Program.