

14/05/2019

**To**  
**The Principal,**  
**Bhaskaracharya College of Applied Sciences,**  
**Sector 2 Dwarka New, New Delhi 110075**

**Sub:** An opportunity for graduated and graduating students for a career in the Banking & Insurance Industry. "Employability Skill Training in Financial Literacy" – A CSR initiative of Reliance Home Finance and Reliance Money Social Initiative in association with ICT Academy - Request to host the training - Reg.

**Dear Sir/Madam,**

Greetings from ICT Academy!

ICT Academy in its endeavor to creating a new generation talent pool has been working all along with the Government and Corporates in initiating Skill Development Training Programs for the youth in various sectors.

Reliance Home Finance and Reliance Money Social Initiative has inked a MoU with ICT Academy to implement its CSR initiative in over 11 cities across India to skill over 4000 graduating & graduated youth in Financial Literacy. Reliance Home Finance and Reliance Money Social Initiative seeing abundant job opportunities available for the youth in the Banking & Insurance Industry has initiated to skill the graduating youth and youth who have already completed graduation from the lower annual income bracket. The objective is to facilitate employment opportunities to the graduated youth seeking employment and to prepare the graduating youth to be employed.

ICT Academy through its Institutional tie ups for skilling youth has taken up the responsibility to implement the initiative. We request the Institution to facilitate the students to make use of this opportunity and nominate 40 students for the training. The features of the training is given below:

#### **Modules**

- Business correspondence & Customer Management
- Introduction to Banking & Financial Instruments
- Management of funds & Insurance
- Enabling technology in modern banking
- Interpersonal Skills to build confidence

#### **Salient features of the Employability Skill Training**

- The Certificate Program is fully sponsored by Reliance Home Finance and Reliance Money Social under its CSR initiative.
- Curriculum designed to skill beneficiaries for entry level jobs.
- 200 Hours of intensive activity based training
- Training imparted to the needs of the Banking and Insurance Industry.
- On job training facilitation for hands on experience
- Facilitation of employment opportunities for trained candidates.

## **Mandatory Requirements**

- Registered candidates to give a declaration of completing the course
- Candidates must be willing to take up a job
- Should have registered in the link shared.

## **Assessment & Certification**

- Candidate must clock a minimum of 75% attendance
- Internal assessments through mock sessions and workshops will be conducted
- An online assessment will be conducted
- A joint certification from ICT Academy and Reliance will be issued.

## **Placement Facilitation**

- ICT Academy has been into inviting corporates of different sectors to its fold for supply of skill resource.
- Year on year has been increasing its tie up with local and city based companies for recruitment opportunities of trained resource.
- Will facilitate placement opportunities for the trained candidates.

## **Who Can Apply**

- Candidates pursuing final year graduation / Candidates completed graduation and seeking a career.
- Candidate's family monthly income is to be less than or equal to 3 Lakhs per annum
- Register Now :

## **The role of the College:**

- Nominate a full time Co-Ordinator for co-ordination in conductance of the training.
- Mobilize the passed out and / or final year students of any graduation.
- 40 Students to be selected and details of students to be submitted in the Enrollment Sheet.
- Facilitate an audio visual room for the theory classes
- Facilitate a Computer Lab to accommodate 40 students for the practical classes when required.
- Organize for inauguration & valedictory programs for the training to be launched and certificate distribution after the training in the College
- Arrange for Photo & Video Shoots of the Inauguration, a few training activities and the valedictory function.
- Submit all acknowledgements and reports as per the requisites of the Project.
- The Training will be 8 Hours per day over a period of 25 days

## **Role of ICT Academy:**

- Will provide the trainers to conduct the training.
- Provide the Course Materials for the Students.
- Will provide the template for Printing of Banner
- Will organize for the assessments and certification for the students
- Provide with Rs. 20,000.00 ( Rupees Twenty Thousand Only ) towards facilitation of infrastructure and audio/visual rooms and conducting the training as given below :
  1. Rs. 15,000.00 (Rupees Twenty Five Thousand Only) towards the use of Infrastructure and audio/ visual room.
  2. Rs. 5,000.00 (Rs. Five Thousand Only) to the Co-Ordinator of the Training Program for organizing, monitoring and reporting of the Training Program.

Kindly confirm your willingness to Host the above said Training in Financial Literacy for the graduating students. Request you to kindly confirm by mail for hosting the training. The list of 40 nominated students in the specified format needs to be submitted. Looking forward to be associated with the Institution in providing this one time opportunity to the students in your Institution.

For further communication and expression of interest to be sent to **K.A. VIJAYAN, Deputy General Manager – Projects** , [vijayan@ictacademy.in](mailto:vijayan@ictacademy.in) , **Contact No. 91768 63339**.

Thanking You,

Your's Truly,

For ICT Academy,

K.A. VIJAYAN  
Deputy General Manager – Projects