# Pratibha College of Commerce & Computer Studies
**Chinchwad, Pune - 411019.**

## Pre-Placement Activities (2022-23)

## (Pratibha Finishing School)

Pratibha Finishing School was formed in the year 2017-18 with a thought of up skilling students on soft-skills, aptitude skills and technical skills which will help them to crack interviews and get placed in companies. At Pratibha Finishing School we continuously take efforts to up skill the students by designing various courses.

*'Keep training and keep learning until you get it right'*

We recognize the importance of a career choice in each and every student's life, as a result it is important to coach and develop a student individually to ensure the student is able to make an informed choice on career.

**Convener**: - Prof. Harshita Vachhani (Head, Training and Placements)

## Trainers List: -

| Sr. No. | Names |
|---------|-------|
| 1) | Gaurank Satam |

## Faculty Members: -

| Sr. No. | Name of Faculty Member | Role |
|---------|------------------------|------|
| 1) | Prof. Harshita Vachhani | Head, Training and Placements |
| 2) | Prof. Poonam Bora | Member |
| 3) | Prof. Poonam Karale | Member |
| 4) | Prof. Asmita Kurade | Member |
| 5) | Prof. Rupali Deshpande | Member |
| 6) | Prof. Swapnal Nargude | Member |
| 7) | Prof. Surekha Jogdand | Member |

## Student Members: -

| Sr. No. | Name of Student | Class |
|---------|-----------------|-------|
| 1) | Harshada Boya | SY MSc (CS) |
| 2) | Aditya Vishwakarma | SY BSc (CS) |
| 3) | Vipul Sable | SY BSc (CS) |
| 4) | Sandesh Gaikwad | SY BSc (CS) |
| 5) | Harshad Gaikwad | SY BSc (CS) |
| 6) | Himmat Singh Rathore | SY BSc (CS) |
| 7) | Nikesh Kumbhar | SY BSc (CS) |
| 8) | Omkar Kalekar | SY BSc (CS) |
| 9) | Tejas Katke | SY BSc (CS) |
| 10) | Neha Tripathi | SY BSc (CS) |
| 11) | Shivani Rai | SY BSc (CS) |
| 12) | Reema Sharma | SY BSc (CS) |
| 13) | Sanskruti Lubal | SY BSc (CS) |

## Overall Analysis: -

| Sr. No | Course Name | Name of Organization | Date | Classes Involved | Total No of Students |
|--------|-------------|----------------------|------|------------------|----------------------|
| 1 | BFSI, BPO Training | Atos Syntel-GTT foundation | March 2023 | For Only Girls of All Stream | **159** |

## CONTENTS OF THE COURSE: -

| Module | Sub Module |
|--------|------------|
| CEO Circle - Understanding you | SWOT Analysis |
| | Building Self Confidence Listening Skills |
| | Time Management |
| | Stress Management |

| | |
|---|---|
| **Business Etiquette** | Professionalism and Team Work |
| | Grooming and Body language |
| | Perception Management<br>ARO |
| **Interview Types & skills** | Resume /CV Writing |
| | Job Application Filling |
| | Group Discussion |
| **Mock Interviews** | F2F Interview (One to one/Panel) |
| | Mock interview |
| **Accounting** | Introduction to Financial Accounting |
| | Accounting Principles/Concepts and Conventions |
| | Golden rules of accounting |
| | GAAP/IFRS |
| | Journal, Ledger and Sub-Ledger Closing<br>& Adjusting Entries/Trial Balance |
| | Reconciliations |
| | Final Accounts-Trading /P&L and Balance Sheet |
| | Basic Accounting Terms |
| | Industry & domain overview F&A |
| | Jargons - Technical terms of F&A |
| | Job Market /Major players in the market - F&A |
| **P2P** | Accounts Payable- Introduction |
| | P2P cycle |
| | Invoicing/Payment |
| | Month end activities |
| | Industry & domain overview P2P |
| | Jargons - Technical terms of P2P |
| | Job Market /Major players in the market - P2P |
| **O2C** | Account Receivable -Introduction |

| | |
|---|---|
| | O2C Cycle |
| | Order Management/Cash Application |
| | Collections/Deductions |
| | Industry & domain overview O2C |
| | Jargons - Technical terms of O2C |
| | Job Market /Major players in the market - O2C |
| R2R | General Ledger -R2R |
| | R2R cycle |
| | R2R process |
| | Industry & domain overview R2R |
| | Jargons - Technical terms of R2R |
| | Job Market /Major players in the market - R2R |
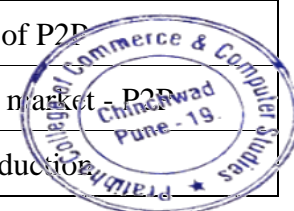


Dr. Harshita Vachhani

(Head, Training & Placements)

Dr. Babasaheb Sangle

(Principal)