

INSTITUTE OF SKILLS

(Under Management and Control
of
Manasi Research Foundation)



Prospectus 2023

EDUCATION
GOAL
SKILLS
KNOWLEDGE
PERSONAL
PRACTICAL
CAPABILITY
SCHOOL
FEEDBACK
IMPROVEMENT
COMPETENCIES
VOCATIONAL
SOFTWARE
CONTENT
PERFORMANCE
RESULT
JOB
TEACHING
DEVELOPMENT
ACQUISITION
QUALIFICATION
CAPACITY
PROFESSIONAL
SPECIFIC

Build Your Capacity, Build your Career

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Take up one idea. Make that one idea your life; dream of it; think of it; live on that idea. Let the brain, the body, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone.

“Swami Vivekananda”

Philosophy

Our Philosophy is to enhancement jobs of today and retrain skills to make it future ready in continuous changing business and economic environment.

Vision

Self-Sustainable model based on community needs and aspirations

Mission

1. To face the challenge and convert any threat to opportunity situation.
2. Provide minimum educational support, soft skill and health awareness for better life.
3. Imparting appropriate academic training for specific needs.
4. Appropriate Vocational skills to take employment opportunity as well as entrepreneurship.
5. Create necessary social and physical support that empowers the people to lead a life of independence and dignity in adulthood.
6. Provide motivational training for Self – Sustainability
7. To provide demand driven, outcome focused training aimed at achieving high placement rates.



PROSPECTUS 2022

Introduction

We are the exclusive training provider in the vocational training field. Our main motto is to create a bridge between “Skilled youth and Industry demand”. Our training is based on outcome, along with field Study. Our board of trustees are highly influenced in the Industry side like manufacturing and service sector, PSU and Private sector, Education & Health sector, Government Sector, MSME sector and others. We believe relationship must be lifelong for the development of the community.

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22/4 Verner Lane, Belgharia, Kolkata – 700056

7980272019 / 6291570050 / 9330847337

<https://manasiresearch.org>

manasimrf2014@gmail.com

instituteofskills2022@gmail.com



CMA Mr. Manas Kumar Thakur
Chairman of Institute of Skills

Chairman Communique

Friends, please accept my warm wishes for a bright and prosperous career. I pray to the Almighty for the wellbeing and happiness of all the students and youths.

You all are aware that there is a huge demand of trained and skilled people in business cycle.

We are producing maximum number of graduates but hardly 20/30% of them are employable as per survey of the business organizations. It is high time to upgrade your skills to match the requirements of the prospective employers to convert this crisis into a win-win situation.

Vocational Training is a vital activity for skilling process. There is no doubt that knowledge comes first. But to apply such knowledge in modern business context in an efficient and accountable manner, there is no alternative to apt skills and aptitude.

The Challenge – To cope with the latter Vocational education is perceived to be inferior to mainstream education and meant largely for students who are unable to cope with the latter. This is a perception that affects the choices students make.

The Solution – Creating an ecosystem which is student centric and facilitates the process for informed education choices leading to gainful, gainful employment.

The Process - Recognizing, Identifying, and fostering the unique capabilities of each student, by sensitizing teacher as well as partners to promote each student's holistic development in both academic and non-academic spheres.

We are ready to start 5 Vocational Courses

- ❖ SMART ACCOUNTANT
- ❖ HOSPITALITY MANAGEMENT SERVICE
- ❖ E-COMMERCE - BPO -KPO-LPO
- ❖ OFFICE MANAGEMENT PROCEDURE AND PROTOCOL
- ❖ COMMUNICATION SKILL

From 1st July 2022 at our Belghoria Office

I assure you all that if you enhance your capacity through skilling then employment will come to you. Rather you will not search job.

If you are armed with proper skills and necessary mindset, you can be rest assured that a warm welcome is awaiting for you at the doorsteps of the prospective employers.

Wishing you the best in this new journey.

CMA Manas Kumar Thakur
Chairman of Institute of Skills



ABOUT THE INSTITUTE OF SKILLS

About us

We are the Bridge between Students and Employer. Our motto is to develop capacity of our Human resources to meet the objective.

Why Us

Any Vocational Training will be effective if it is practical as well as object oriented

Our main focus will be –

- ✓ Field study
- ✓ Practical Approach
- ✓ End User services
- ✓ Individual care
- ✓ All time doubt clear support
- ✓ Facilitation call in an organization



Advisory Committee

Padmasree Dr. Ajoy Roy Director JISIASR Kolkata	Mr. Partha Ghosh BSC, Diploma in Travel Tourism & Hotel management, MBA
Prof Dr. Swati Nandi Chakraborty Environment Scientist	CMA Mrintunjoy Acharjee M.COM, CMA, CS CGM (Numaligarh Refinery Limited.)
Prof Dr. Ratan Mondal Director of School of Energy Studies, Jadavpur University	Mr. Anjan Kumar Day ME (Electrical) Ex- Executive Director, Damodar Vally Corporation
CMA Amit Roy Chowdhory ACMA, ACS	Dr. Ashok Ranjan Thakur Former Vice Chancellor MAKAUT
Mr. P.K.Chakravarty Practicing Company Secretary, Corporate Counsel & Management Consultant EX CFO JOST India Ltd.	CMA G.B Gupta Director of GLIDES FINTELLECT PRIVATE LIMITED

To reach the Nation's Target youths are only key factors



Scope & opportunity of different courses

OUR COURSES

<i>COURSES DETAILS</i>			
<u>SL</u> <u>NO</u>	COURSE NAME	DURATION	FEES Amount
1	SMART ACCOUNTANT	6 MONTHS + 2MONTHS (Industrial Training)	Rs - 25,000/-
2	HOSPITALITY MANAGEMENT SERVICE	4 MONTHS + 1 MONTH (Industrial Training)	Rs - 18,000/-
3	E-COMMERCE - BPO -KPO-LPO	4 MONTHS +1 MONTH (Industrial Training)	Rs - 18,000/-
4	OFFICE MANAGEMENT PROCEDURE AND PROTOCOL	4 MONTHS +1 MONTH (Industrial Training)	Rs - 14,000/-
5	COMMUNICATION SKILL	4 MONTHS	Rs- 10,000/-

1. Payment Process
 - a. Full payment at a time cash discount 10%.
 - b. 40% (0 month) 20% (2nd Month), 20% (3rd Month), 20% (4th Month).

OPPORTUNITIES FOR STUDENTS –

- i. Employment opportunities**
- ii. Counseling**
- iii. Motivation**
- iv. Capacity building**
- v. E-bulleting for up dated**
- vi. Library**
- vii. Remedial classes**



Smart Accountant

Smart Stands for, Specify, Measurable, Attainable, referent and Time based. The smart goal method. Offers a simple blueprint for accounting goals eliminating any confusion and helping you get a clear idea what you want to aspire to



Chapter 1	Accountancy & Tally	Job profiles in accounting field is as follows: Accountant Asst Accountant Accountants Manager Analyst Internal Auditor Data entry operator And Others
Chapter 2	Adv. Excel & PPT	
Chapter 3	Communication Skill	
Chapter 4	Taxation (Direct tax & Indirect Tax)	
Chapter 5	Costing Inventory Management	
Chapter 6	E- Tendering	
Chapter 7	Legal framework	
Chapter 8	Letter drafting	
Chapter 9	Compliances	
Chapter 10	Banking Correspondence	
Chapter 11	Dash Board use	
Chapter 12	Code accounting	

HOSPITALITY MANAGEMENT SERVICE

Hospitality Stands for

Hospitality Management has various objectives and functions that differ from one business to the next. However its primary goal remains same. To provide the best service and a flawless experience to customers from start to friends.



Chapter 1	Introduction and overview	Job profiles in Hospitality Management field is as follows: <ul style="list-style-type: none"> ❖ Hotels and Tourism Associations. ❖ Club/ Restaurant Management. ❖ Hotel Manager. ❖ Assistant Manager ❖ Front office Manager ❖ Executive Chef, Steward. ❖ Food and Beverage Manager ❖ Restaurant & Food Service Manager ❖ Banquet Manager ❖ Executive Housekeeper ❖ And Others
Chapter 2	Management Services	
Chapter 3	Risk Management	
Chapter 4	Communications	
Chapter 5	Branding & Forecasting	
Chapter 6	Forecasting	
Chapter 7	Information Technology	
Chapter 8	Attitude and behavior	
Chapter 9	How to reach your Target/ goal	

E-COMMERCE - BPO -KPO-LPO

E-Commerce Stands for –

E-Commerce drive profitable growth by expanding customers reach, reducing Cost to serve and creating differentiated customer's experience. Writing this powerful to all wisely has become eminently important for business to business (B2B) compacts . looking at the current B2B environment, ecommerce has proven to be a disruptive force. More and more B2B. compacts are moving a significant portion of the buying journey one line .



Chapter 1	<u>Introduction to E-commerce – BPO – KPO – LPO</u>
Chapter 2	<u>E-Commerce Infrastructure</u>
Chapter 3	<u>E-Commerce business Models</u>
Chapter 4	<u>Transaction Security</u>
<u>Section – B</u>	
Chapter 5	<u>Communication Skill</u>
Chapter 6	<u>Grammar Skill for effective E-Commerce</u>
Chapter 7	<u>Excel for E-Commerce</u>
Chapter 8	<u>Tally for E-Commerce</u>
Chapter 9	<u>Business Accounting</u>
Chapter 10	<u>BPO - KPO - LPO</u>
Chapter 11	Information Technology

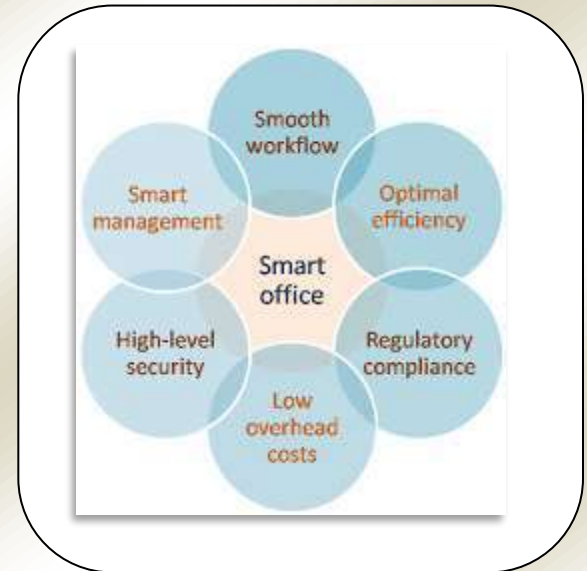
Job profiles in E-Commerce field is as follows:

E-Commerce Companies,
 Online Auction Services,
 Software Solution Firms, E-Business Solutions Companies, Business Process Outsourcing
 And many others.

OFFICE MANAGEMENT PROCEDURE AND PROTOCOL

Office Management stands for

Office management involves the planning design implementation of work in an organization and his offices. focused work environment and guiding and coordinating the activates of office personnel to achieve business goal. These activities are evaluated and adjusted to improve and maintain effectiveness and productivity. The office managers are often responsible for desk space, surplus, office or administrative budget staff training etc.



Si no	DESCRIPTION	Job profiles in Office Management field is as follows: <ul style="list-style-type: none"> ❖ Administrative assistants: ❖ Accounting Assistants: ❖ Receptionist cum Front Office Manager ❖ Assistant Office Manager ❖ FRONT OFFICE MANAGER
Chapter 1	OFFICE ORGANISATION	
Chapter 2	OFFICE ENVIRONMENT	
Chapter 3	OFFICE PERSONNEL MANAGEMENT	
Chapter 4	OFFICE SYSTEMS AND PROCEDURES	
Chapter 5	MECHANISATION OF OFFICE PROCEDURES AND CONTROLLING THE COST OF OFFICE SERVICES	
Chapter 6	CONTROLLING THE COST OF OFFICE SERVICES, BUDGETARY CONTROL AND REPORTING	
Chapter 7	SECRETARIAL PRACTICE AND RECORD KEEPING AND GENERAL SERVICES	
Chapter 8	Communication Skills	

Communication Skills

Communication Stands for

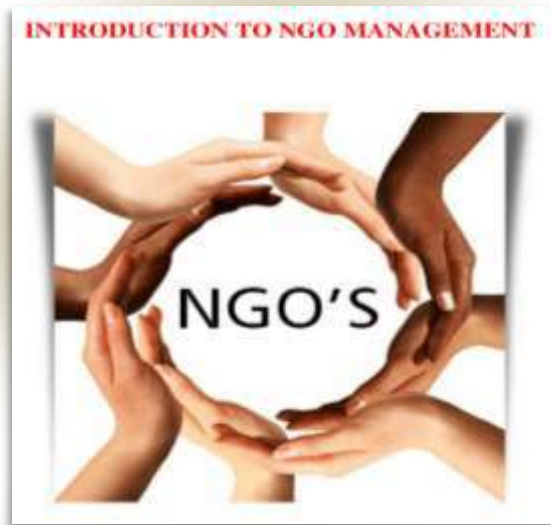
Communication in management is to convey information, instruction, policies, procedures, decisions etc. so the listeners well here, read, understand. What is said, agree and accept the message, and react as intended by the managers or senders of Communication



Si no	DESCRIPTION	Job profiles in CommunicationSkill field is as follows:
Chapter 1	Concept OF Communication	Communications Officer> Copywriter. Customer Service Representative. Marketing Co-Ordinator. PR Officer. Press Secretary. Social Media Manager.
Chapter 2	Getting to know Communication	
Chapter 3	Communication Barrier	
Chapter 4	Smart Communication	
Chapter 5	Communication as a Tool	
Chapter 6	Communication as a Technical Skill	
Chapter 7	Types of Communication models	
Chapter 8	Process of Communication	

Within short period we will provide another five courses such as

- i) Field Technician for solar plant (Renewable Energy)
- ii) Taxation (Income Tax & GST)
- iii) C.S.R Management
- iv) Sales Promotional Management & Supply Chain Management
- v) NGO Management





RULES and REGULATIONS

Student

2. 90% attendance is mandatory.
3. In the cases where training is compulsory, students can't demand salary. In case the organization offers salary to the student, then can accept but cannot negotiate.
4. Where training is compulsory there employment opportunity may expect after successfully training completions.
5. Course completion certificate will be distributed after passing of the examination hold by MRFAuthority.
6. Don't post irrelevant comments, links & pictures it will be treated offence.
7. Reference for any reason will not be considered.
8. Students are not allowed to share notes/assignment outside.
9. Punctuality in classes is required
10. Formal dress code is to be maintained.
11. Payment Process
 - a. Full payment at a time cash discount 5%.
 - b. 50% (0 month) 25% (2nd month), 25% (3rd month).
12. Field Training

Students must inform to the Institute before starting of field training after completion of training student will be eligible for placement opportunity.
13. Odd or Negative views/attitude in mail or other communication will be treated as offence.



Faculty

1. No faculty is allowed to share the emails, phone number or personal details in the class.
2. Be on Time/ Punctual.
3. If any faculty wants to reject any class after granting his/her acceptance for the same, must inform about his/her rejection at least 4 hours before scheduled time.

a. DO'S AND DON'TS OF TRAINING

The 6 Dos of Training:

- Let people know that we expect them to continue doing things correctly
- Let them know that they can always contact the trainer after the course to give free help on application
- Give recognition for what they do during the course, like they answer questions or share their experiences
- Answer all their questions and ask them questions
- Give them confidence to learn and do more
- Any difficulties communicate through mail or mobile

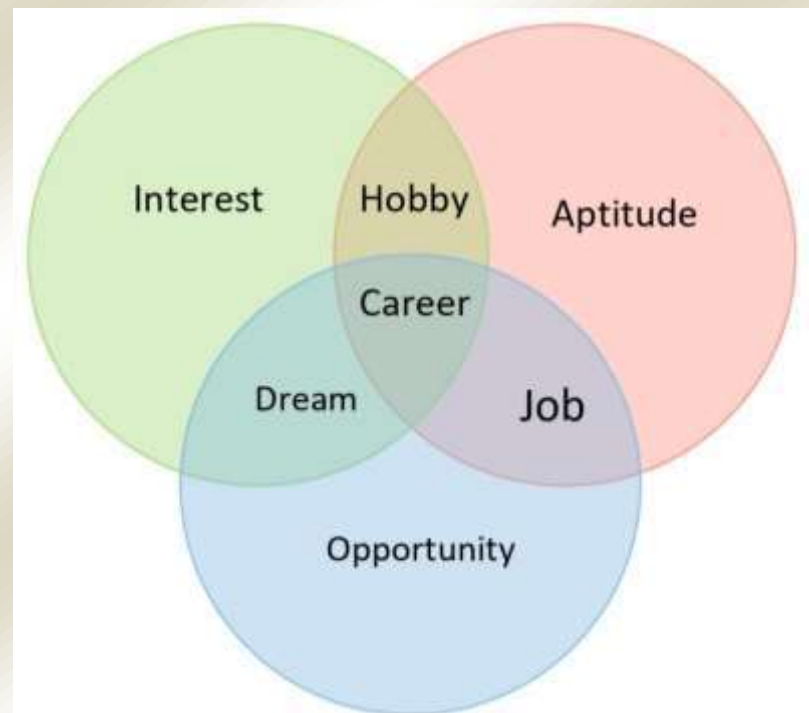
The 10 Don'ts of Training:

- Assume everyone learn at the same pace. The trainer must adopt different trainees' pace by asking questions and getting confirmation of their learning
- Forget to tell them what they are doing now is wrong and must be



stopped immediately. The trainer must be assertive and dare to say things that most managers dare not do.

- Just focus on the notes or slides. The key focus should be the learner's absorption
- Start on a wrong footing, which is always positive and motivational
- Just end strong, but end with a action plan
- Do training just for the sake of taking the government's PIC money
- Be too ambitious and expect people to change overnight after the training. True sustainable change takes place gradually
- Forget to let the trainer know what areas you want to focus more
- Forget to ask the trainer for Profit Guarantee.
- Never use your negative attitude or negative word.



Career Goal



“Education is an endless journey through knowledge and enlightenment. Focus of the education and schools must provide mission oriented learning with value system. Childhood is the foundation stone upon which stands the whole life structure as the seeds sown in childhood blossom in to the tree of life.”

A.P.J ABDUL KALAM.

“The three basic tenets of Tagore's educational vision are: freedom for the learner, creation of an environment that enables the student to develop a healthy kinship with nature, and cultivation of the pupil's creativity or imagination.”

Rabindranath Tagore



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OUR COURSES :

1 Certificate Courses Offline Classes

- SMART ACCOUNTANT
- HOSPITALITY MANAGEMENT SERVICE
- E-COMMERCE -BPO-KPO-LPO
- OFFICE MANAGEMENT PROCEDURES AND PROTOCOL
- COMMUNICATION SKILLS

**FOR MORE
INFORMATION**

**22/4 Verner Lane, Belgharia ,
Kolkata: 70056**

**Mob : 7980272019
/9330847337**

E-mail :

instituteofskills2022@gmail.com

manasimrf2014@gmail.com

website :

<https://manasiresearch.org>

2

**Crash Courses
Duration : 1 Month / 12 Hours
Online Classes**

Course Fees : Rs.2999/-

- Income Tax Filing
- GST
- Tally
- Advance Excel
- Communication Skills
- Basics of Stock Market
- Advance of Share Market Practices & Policies
- Basics of Supply Chain Management
- Study of Annual Report
- Drafting of Report
- Finance for Non Finance
- Auditing & Analysis
- NGO Administration
- Project Report
- Budgeting

Employment Opportunity

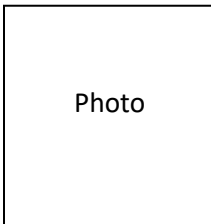


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Head Office: 22/4, Verner Lane, Belgharia, Kolkata- 700056



Photo

Form No : IS/Adm/

ADMISSION FORM

Applicant Signature

(please ✓ tick mark wherever its applicable)

Application FOR: SMART ACCOUNTANT HOSPITALITY MANAGEMENT SERVICE

E-COMMERCE - BPO -KPO-LPO OFFICE MANAGEMENT PROCEDURE COMMUNICATION SKILL

Candidate Name :	
Guardian Name :	
Date of Birth :	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Language Known :	Bengali <input type="checkbox"/> Hindi <input type="checkbox"/> English <input type="checkbox"/> Other <input type="checkbox"/>
Nationality:	
Email Id :	
Gender :	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER <input type="checkbox"/>
Category :	ST <input type="checkbox"/> SC <input type="checkbox"/> OBC <input type="checkbox"/> GENERAL <input type="checkbox"/>
Phone No 1	
Phone No 2 (Guardian)	
Aadhaar No :	
PAN No :	

Permanent Address	
Address:	
Pin :	PS:
Address For Correspondence	
Pin :	
PS:	

Academic Qualification (mention all the qualifications you have, Madhyamik or equivalent and onwards)

Standard	Examination Name	Name of Board/ Council University	Stream	Year of passing	Division/ Grade/ Class	Remarks
10 th						
12 th						
Graduate						
Others						

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I Mr. /Miss. ----- Address: -----

Form No : IS/Adm/

Official Signature

I solemnly declare that:

1. I am eligible to apply for the Course as per the notification
2. All statement made by me in this application are true, complete and correct
3. Original documents will be produced on demand
4. I understand that my application for this post is provisional and subject to fulfill the eligibility criteria for this post. Application can be rejected if found to be ineligible at any point of time.
5. I agree that all the information provided here, are correct according to my complete sense.
6. I have submitted all valid documents. (Size 150 kb)


Applicant Signature

Documents for Submit:

- ✓ Aadhaar / PAN / Voter Photo Copy
- ✓ Last year passing Certificate / Result Photo Copy
- ✓ Passport Size Colour Photo
- ✓ Madhyamik admit photo copy

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Contact Us



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