

**Sinhgad Institute of Business Administration & Computer Application, Lonavala**

**STUDENT TRAINING PROGRAMME 2018-19**

**Class: MBA-I SEMESTER I - 32 Hours**

- Reading skills: how to read (tips to effective reading to learn to emphasize on pause, words and phrases), Reading progression (to improve vocabulary ) Fluency development and pronunciation: **8 Hours**
- Writing Skills: Types of writing ,keys to effective writing (to make effective use of vocabulary , to improve sentence and paragraph construction), Grammar: **8 Hours**
- Group discussion and Personal interview: Training and practice of GD and PI by corporate trainers: **8 Hours**
- General Knowledge Quiz: To improve GK and current, national and international affairs: **4 Hours**
- Case study presentation: To discuss cases to cover management fundamentals like Peter principal & Rational manager: **2 Hours**

***At the end of the semester following online AMCAT Exam will be conducted:***

- Assessment of writing skills using the Writex module of AMCAT: **1 Hour**
- Assessment of speaking skills using the Svar module of AMCAT: **0.5 Hours**
- Assessment of interview preparation using the Mock interview module of AMCAT: **0.5 Hours**

  
**DIRECTOR**  
Sinhgad Institute of Business Administration  
& Computer Application  
Gal. No. 309/310, Kusgaon (Bk.)  
Off. Mumbai - Pune Expressway,  
Lonavala - 410 401, Dist. Pune.

**Sinhgad Institute of Business Administration & Computer Application, Lonavala**

**STUDENT TRAINING PROGRAMME 2018-19**

**Class: MBA-II SEMESTER III - 35 Hours**

- **Advanced Reading skills:** Reading facts, summarizing, drawing inferences, preparing judgment: **8 Hrs**
- **Advanced Writing Skills:** writing etiquettes, Letter writing, email writing, Do's & Dont's in writing: **8 Hours**
- **Practice of Group discussion and Personal interview: 8 Hours**
- **General Knowledge Quiz:** To improve GK of current, national and international affairs: **4 Hours**
- **Preparation of video CV using K point platform: 2 Hours**

*At the end of the semester following online AMCAT Exam will be conducted:*

- **Assessment of writing skills using the Writex module of AMCAT: 1 Hour**
- **Assessment of speaking skills using the Svar module of AMCAT: 0.5 Hours**
- **Assessment of interview preparation using the Mock interview module of AMCAT: 0.5 Hours**
- **Assessment of English, Personality, Quantitative & Logical Ability, Excel skills and domain MBA module using AMCAT: 3 Hours**

  
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# Governing Educational Management System (GEMS)

The institute implemented paperless governance through MIS software system – Governing Educational Management System (GEMS). With the help of this system, all the academic processes of institute are automated. The major objectives was to implement Paperless governance for day to day working through GEMS

The screenshot displays the GEMS web application interface within a browser window. The address bar shows the URL `myecampus.info/home.htm`. The page header includes the GEMS logo, a search bar, and the user profile for Prof. Sachin Wankhede (Assistant Professor, Faculty). A navigation menu lists various system modules: Program, Exam, Personal, Academics, Requisitions, Events, Research, Committees, Expenses, Network, Planner, and Exam.

The main content area features a user profile card for Prof. Sachin Wankhede, a dashboard with sections for Bulletin Board, Personal Calendar, Job Tray, and Alert Tray. The Job Tray shows counts for Feedback (6), Leave Application Status (191), and On Duty Leave (18). A central message box contains a text input field with the placeholder "What's on your mind?", a "To..." field, and a "Post" button. Below this, a notification from "Admin" is visible, dated Dec 27, 2013, with a "Send" button and a comment input field.

The Windows taskbar at the bottom shows the system clock as 2:26 PM on 1/10/2018.