

Supporting documents
1.3.2

Internships & Projects



MOU's

SAI DIGITECH PROFESSIONAL INSTITUTE
Authorized Master Training and Assessment Partner of Tally



Ref. No.

Date

Memorandum of Understanding

This MOU is executed on 4th day of September 2020 between

Sai Digitech Professional Institute Pvt. Ltd. Shimla is an Authorized Training cum Incubation center (NSIC-TIC) under Public Private Partnership, of National Small Industries Corporation (NSIC) (A Government of India Enterprise under Ministry of MSME), Summer Cottage Chapslee Estate, Lakkar Bazar, Shimla.

And

St. Bede's College, Shimla

Date of Contract: 4th day of September 2020

Academic year: 2020-2021

Course: Core Jāvā

Duration of Course: Recommended duration of the all program is 30 hours

Financials: For a minimum of 50 students

Fee: Rs. 2700/- for minimum 50 students

Services:

We share the common vision of empowering the students by imparting industry relevant skill sets and increasing their employability.

To achieve our common goal NSIC (SDPI) and St. Bede's College would collaborate on the following framework to execute the students training.

Role of NSIC (SDPI Shimla):

1. To provide the updated courseware to students.
2. To provide competent faculty for delivery of training.
3. To provide support for execution of training in terms of technical know.
4. To conduct online assessments for the students enrolled in the training as per the details shared by St. Bede's college.
5. To issue NSIC Certificate (minimum 70% attendance needed) for all students who successfully qualify the online assessments.



Branch Office: SDPI, Summer Cottage Nr. Chapslee School, Chapslee Estate, Lakkar Bazar, Shimla 171001 Mob: 94180-60666, 0177-2816666
Head Office: SDPI, 1st Floor, Kanan Bala Building, Bye Pass Road, Khalini, Shimla-171002, Help Line: 94185-51000, 0177-2627254
Email : saidigitech@gmail.com Website: www.saidigitech.com



Role of St. Bede's College Shimla:

1. The schedule and details of training to be shared with NSIC (SDPI Shimla).
2. To provide the required infrastructure for conducting in campus training.
3. To provide infrastructure for online assessments as per the assessment guidelines.
4. To provide compatible software for training of students
5. To make payment to SDPI Shimla.

Payment Terms:

The payment will have to make in two equal installments 1st at the time of providing the student list and 2nd on completion of course in favor of SDPI Shimla through NEFT/Cheque/DD.

For St Bede's College Shimla

Authorised Signatory

(*Apalwani*)

Witness

[Signature]
.....

For (SDPI Shimla)

Authorized Training cum Incubation center (NSIC-TIC)



Authorised Signatory

(Sanjiv Kumar Rana)

Witness

[Signature]
.....



TALLY INSTITUTE OF LEARNING (TIL)
Authorized Training Center of Tally
SAI DIGITECH PROFESSIONAL INSTITUTE (SDPI)
Summer Cottage Nr. Chapslee School,
Chapslee Estate, Lakkar Bazar, Shimla 171001
Mob: 94180-60666, (O) 94185-63000, 0177-2816666
Email: tilshimla@gmail.com, www.tallyeducation.com



Memorandum of Understanding

This MOU is executed on 4th day of September 2020 between

Tally institute of learning Shimla, SDPI Shimla is an Authorized Training and Assessment Partner of (Tally Education Private Limited, Bangalore), Summer Cottage Chapslee Estate, Lakkar Bazar, Shimla. And St. Bede's College, Shimla

Date of Contract: 4th day of September 2020

Academic year: 2020-2021

Syllabus: TallyACE and GST Using Tally.ERP 9

Duration of Course: Recommended duration of the all program is 30 hours

Financials: For a minimum of 70 students

Fee: Rs. 2700/- for minimum 70 students

Services:

We share the common vision of empowering the students by imparting industry relevant skill sets and increasing their employability.

To achieve our common goal Tally Education and St. Bede's College would collaborate on the following framework to execute the students training.

Role of Tally Institute of Learning Shimla:

1. To provide the Tally authorized courseware.
2. To provide competent faculty for delivery of training.
3. To provide multi user rental Tally software to St. Bede's college only for student who enrolled.

Head Office:

Tally Education Pvt. Ltd. 23-24, AMR Tech Park -II, Hongasandra, Hosur Main Road, Bengaluru, Karnataka-560068
Ph. +91 (80) 66282559 Fax +91 (80) 66282500 www.tallyeducation.com



4. To provide support for execution of training in terms of technical know.
5. To conduct online assessments for the students enrolled in the training as per the details shared by St. Bede's college.
6. To issue Tally Course Completion Certificate (minimum 70% attendance needed) for all students who successfully qualify the online assessments.

Role of St. Bede's College Shimla:

1. The schedule and details of training to be shared with Tally institute of learning (SDPI Shimla).
2. To provide the required infrastructure for conducting in campus training.
3. To provide infrastructure for online assessments as per the Tally Education assessment guidelines.
4. To make payment to SDPI Shimla.

Payment Terms:

The payment will have to make in two equal installments 1st at the time of providing the student list and 2nd on completion of course in favor of SDPI Shimla through NEFT/Cheque/DD.

For Tally institute of Learning Shimla (SDPI)


Authorised Signatory
(Sanjiv Kumar Rana)

Witness


.....

For St Bede's College Shimla

Authorised Signatory

(*Patwaria*)

Witness


.....



BBA Syllabus

604. (DSE-II Marketing) Project Report

Bachelor in Business Administration

BBA- 3rd Year (6th Semester)

Course: Project Report

Course Code: 604

Credits:06

Course type: Discipline Specific Elective (DSE-III Human Resource)

Semester End Examination System

Maximum Marks Allotted	Minimum Pass Marks
100 (External Evaluation)	45

604. (DSE-III Human Resource) Project Report

48 | Page

Bachelor in Business Administration

BBA- 3rd Year (6th Semester)

Course: Project Report

Course Code: 604

Credits:06

Course type: Discipline Specific Elective (DSE-IV Management of Global Business)

Semester End Examination System

Maximum Marks Allotted	Minimum Pass Marks
100 (External Evaluation)	45

604. (DSE-IV Management of Global Business) Project Report



BCA Project Work Syllabus

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	70	30	100	3
BCA0502	eCommerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	3
BCA0504	ASP.net Technologies	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504(P)	ASP.net Technologies Lab-IX	3	35	15	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50	3
Total					8 / 48	

Third Year (6th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0601	Computer Networks	4	70	30	100	3
BCA0602	Numerical Methods	4	70	30	100	3
BCA0603	Multimedia Technology	4	70	30	100	3
BCA0604	Computer Graphics	4	70	30	100	3
BCA0605	Software Engineering	4	70	30	100	3
BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50	3
BCA0606	Major Project	3	35	15	50	3
Total					600	

7

BCA0101 Mathematics-I

L T P
4 0 0

UNIT-I

Set theory, Relations, quadratic equations, sequence & series, binomial theorems, determinants, matrices.

UNIT-II

Rectangular co-ordinates, length of a line segment, section ratio, area of a triangle, equations of a straight line circles.

UNIT-III

Trigonometric functions, trigonometrical ratios of negative and associated angles, trigonometrical ratios of compound angles, multiple and sub multiple angles, Heights and distances.

UNIT-IV

Functions, limits and continuity, Derivative of functions, Maxima & Minima, Indefinite integrals and definite integrals.

Text & Reference Books:

- L.R. Dhanda, G.K. Saini and Suranjan Saha, "Systematic Modern Mathematics- Part-I & Part-II", Kalyani Publishers.

Note: In each theory paper, nine questions are to be set. Two questions are to be set from each Unit and candidate is required



Geography Project Work Syllabus

4. Disaster Management based Project Work(Practical) - GEOGH304CC-P

The Project Report based on any two fields based case studies among following disasters and one disaster Preparedness plan of respective college or locality:

Course Code	GEOGH304CC-P		
Credits-6	L	T	P
	25	0	130(65)*
Course Type	Core		
Lectures to be Delivered	90		

Note: CCA and AE scheme is same as in GEOGH102CC-P

Course Content and Credit Scheme

Unit	Topic	Allotted Time (Hours)		
		L	T	P
I.	Flood and Flash Flood/Coold	6	0	10(5)*
II.	Cyclone and Hailstorms	6	0	30(15)*
III.	Earthquake and Landslides	7	0	40(20)*
IV.	Human Induced Disasters: Fire Hazards, Road Accident	6	0	50(25)*
Total Hours		25	0	130 (65)*

L-Lecture, T-Tutorial and P-Practical and Practices

* As per the weightage assigned to the P (Practical and Practices) category in the CBCS regulations 2 hours practical work has been treated equal to 1 credit hour.

Reading List

- Government of India.(1997)Vulnerability Atlas of India. New Delhi, Building Materials & Technology Promotion Council,Ministry of Urban Development, Government of India.
- Kapur,A.(2010)VulnerableIndia: A Geographical Study ofDisasters,SagePublication,New Delhi.
- Modh, S. (2010) Managing Natural Disaster:Hydrological, Marine andGeological Disasters, Macmillan,Delhi.
- Singh, R.B. (2005) RiskAssessment andVulnerabilityAnalysis, IGNOU, New Delhi.Chapter 1,2 and 3
- Singh,R.B.(ed.), (2006)NaturalHazardsandDisasterManagement: Vulnerabilityand Mitigation, Rawat Publications, New Delhi.
- Sinha,A.(2001).DisasterManagement:LessonsDrawnand StrategiesforFuture,New UnitedPress, New Delhi.
- Stoltman,J.P.etal.(2004)International Perspectives on Natural Disasters, KluwerAcademic Publications.Dordrecht.
- SinghJagbir(2007) "DisasterManagementFuture ChallengesandOppurtunities", 2007.Publisher-I.K.InternationalPvt.Ltd.S-25, GreenParkExtension,UphaarCinemaMarket,New Delhi,India (www.ikbooks.com).



BA Psychology Project Work Syllabus

BA-PSYCHOLOGY HONOURS-3RD YEAR						
DISCIPLINE SPECIFIC CORE COURSES						
DSC-11	Health Psychology	BAPSYCHA317TH	Theory	3	20	50
		BAPSYCHA317PR	Practical	1	8	20
		BAPSYCHA317IA	CCA	2	12	30
DSC-12	Organizational Behaviour	BAPSYCHA318TH	Theory	4	28	70
		BAPSYCHA318IA	CCA	2	12	30
DSC-13	Understanding and dealing with psychological Disorders	BAPSYCHA319TH	Theory	4	28	70
		BAPSYCHA319IA	CCA	2	12	30
DSC-14	Community Psychology	BAPSYCHA320TH	Theory	4	28	70
		BAPSYCHA320IA	CCA	2	12	30
DISCIPLINE SPECIFIC ELECTIVE COURSES						
DSE-1	Psychology at Work	BAPSYCHA321 TH	Theory	4	28	70
		BAPSYCHA321 IA	CCA	2	12	30
DSE-2	Inter Group Relations	BAPSYCHA322TH	Theory	4	28	70
		BAPSYCHA322 IA	CCA	2	12	30
DSE-3	Emotional Intelligence	BAPSYCHA323TH	Theory	4	28	70
		BAPSYCHA323IA	CCA	2	12	30
DSE-4	Project Report	BAPSYCHA324TH	Report Writing	6	40	100



Psychology Internships





CERTIFICATE OF PSYCHOLOGY INTERNSHIP (ONLINE)

PRESENTED TO

Sandra Mathew

This is to certify that she has successfully completed the Psychology Internship Program (Online) held from the 20th July, 2020 to 21st August, 2020 under the careful guidance of Ms. Prachi Agrawal.

During the program, she participated in a variety of activities and skills training -

- Orientation to Clinical Disorders
- Process Skills for Counseling
- Exposure to real-time cases
- Emotional First Aid
- Orientation to developing A Psychological mindset and vocabulary
- Basics of Psychopharmacology
- Introduction to Creative Movement Therapy
- Mindfulness and Relaxation Exercises
- Community Outreach Program

We at Disha, feel delighted to have her as an intern and we wish her all the best for all her future endeavors.



Mental Health & Wellness
Center

Founder and Director
Disha to Life



CERTIFICATE OF INTERNSHIP

**YOUTH FOR
MENTAL HEALTH**
(OPC) Private Limited

THIS IS TO CERTIFY THAT

Arundhati Chandel

successfully completed the online **Summer Internship 2020** organized by Youth for Mental Health (OPC) Private Limited from July 15 to July 30, 2020.

A letter detailing the intern's participation has been issued alongside this Certificate.
Certificate ID: YMH/SOSI/20/C 52

BANIKA AHUJA
Internship Mentor
Chief Psychology Officer (CPO)



HITESH SANWAL
Director
Chief Executing Officer (CEO)



Acknowledgement of Participation

This is to acknowledge the successful participation of

Pragati Srivastava

in the online held workshop for Dialectical Behavior Therapy (DBT) held on
13th June, 2020

Sakshi Kaushik
Reg. Clinical Psychologist (RCI)

Archana Kashyap
Reg. Clinical Psychologist (RCI)

Navneet Kaur
Reg. Clinical Psychologist (RCI)



Certificate

**CERTIFICATE OF
INTERNSHIP**

**YOUTH FOR
MENTAL HEALTH**
(OPC) Private Limited

THIS IS TO CERTIFY THAT

Pragati Srivastava

successfully completed the online **Summer Internship 2020** organized by Youth for Mental Health (OPC) Private Limited from July 15 to July 30, 2020.

A letter detailing the intern's participation has been issued alongside this Certificate.
Certificate ID: YMH/SOSI/20/C169

BANIKA AHUJA
Internship Mentor
Chief Psychology Officer (CPO)



HITESH SANWAL
Director
Chief Executing Officer (CEO)



Date: 18th March, 2021

Ms. Eshika Garg

Dear Eshika,

This is to certify that you have successfully completed your internship with the Mindler Education Private Limited.

Position – ICCC Intern

Period of Internship – 18th September 2020 to 18th of February 2021

During the course of the internship, we found you very hardworking, efficient and proactive.

We wish you all the best for your future endeavours.

Thanking you,

Yours sincerely,

Neha Thakur

Neha Thakur
Human Resource Manager



CERTIFICATE NO
FOCUS118/1919

TO WHOMSOEVER IT MAY CONCERN

This is to certify that

Nancy

Has successfully completed Online Internship
In Counseling Psychology for 60hrs
with FOCUS Consortium under the supervision of
expert psychologist and other professionals
in the month of May & June 2021

Roshni Jena
Counseling Psychology
FOCUS Consortium



Moderator
FOCUS Consortium



CERTIFICATE NO:
PSYSHKA1ZU1416



TO WHOMSOEVER IT MAY CONCERN
This is to certify that

Ojaswi Sharma

has successfully completed Counselling Psychology Internship from 15th
September to 16th October, 2020 (240 hours) under Psychoshiksha.

Anu Kapoor

Ms. Anu Kapoor
Founder and Director - Psychoshiksha

Mridhula

Ms. Mridhula
Resource Person
Mphil in Counselling Psychology



Reg. No. : PWA/INT/20-140



PsychoWaves Advance Psychological Services (Regd.)

Certificate Of Internship

This is to certify that Miss / Mrs / Mr **Sandra Mathew**
student of **St. Bede's College Shimla** Enrolment no **1437** has
completed Online Internship in **Clinical & Counselling Psychology**
at **Psychowaves E-Academy: A Unit Of Psychowaves Advance**
Psychological Services (Regd.) from **11 May 2020** to **12 June 2020**
duration **52 Hours** hours. He/She has got practical training in
various types of psychological procedure Under The Supervision
of PsychoWaves Experts. His/Her overall performance point
Grade is **A**


Dr. Dwarka Pershad
Retd. Prof of Clinical Psychology, PGI Chd
Chairman Psychowaves Group


Dr. Tarlochan Singh
Founder Director
Psychowaves Group

Grades Description **A+-Excellent A-Good B-Satisfactory C-Poor**

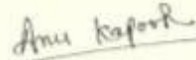


CERTIFICATE NO:
PSYSBIKA12U1408

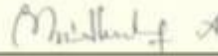
TO WHOMSOEVER IT MAY CONCERN
This is to certify that

Shweta Bhatia

has successfully completed Counselling Psychology Internship from 15th
September to 16th October, 2020 (240 hours) under Psychoshiksha.



Ms. Anu Kapoor
Founder and Director - Psychoshiksha



Ms. Mridhula
Resource Person
Mphil in Counselling Psychology



CERTIFICATE OF PSYCHOLOGY INTERNSHIP (ONLINE)

PRESENTED TO

Anaisha Rachel Paul

This is to certify that she has successfully completed the Psychology Internship Program (Online) held from the 20th June, 2020 to 21st August, 2020 under the careful guidance of Ms. Prachi Agrawal.

During the program, she participated in a variety of activities and skills training -

- Orientation to Clinical Disorders
- Process Skills for Counseling
- Exposure to real-time cases
- Emotional First Aid
- Orientation to developing A Psychological mindset and vocabulary
- Basics of Psychopharmacology
- Introduction to Creative Movement Therapy
- Mindfulness and Relaxation Exercises
- Community Outreach Program

We at Disha, feel delighted to have her as an intern and we wish her all the best for all her future endeavors.



Disha Health & Wellness
Centre

Prachi Agrawal
Founder and Director,
Disha to Life



CERTIFICATE NO:
PSYSHIKA1ZU171



Reg No- 05AUMPK5185A1ZU
ISO CERTIFIED

TO WHOMSOEVER IT MAY CONCERN

This is to certify that

MAANYA JAIN

has completed Psychology and Counselling internship program at Psychoshiksha from 5th June 2020 to 15th July 2020, under the supervision of expert RCI - licensed psychologists and other professionals.

Anu Kapoor

Ms. Anu Kapoor
Founder and Director- Psychoshiksha

Mridhula

Ms. Mridhula
Spokesperson

Sonali

Ms. Sonali Khanna
Spokesperson



CERTIFICATE OF INTERNSHIP

**YOUTH FOR
MENTAL HEALTH**
(OPC) Private Limited

THIS IS TO CERTIFY THAT

Shriya Thakur

successfully completed the online **Summer Internship 2020** organized by
Youth for Mental Health (OPC) Private Limited from July 15 to July 30, 2020.

A letter detailing the intern's participation has been issued alongside this Certificate.
Certificate ID: YMH/SOSI/20/C78

BANIKA AHUJA
Internship Mentor
Chief Psychology Officer (CPO)



HITESH SANWAL
Director
Chief Executing Officer (CEO)



COSAS

Registration Office
Faculty of Education, P.O. Box
8000, Sackville, AB T8A 6G9
Canada T8A 6G9
COSAS: 1-800-945-5774
www.cosas.ca

Ref No: COS2021/51

Date: 22nd Mar., 2021

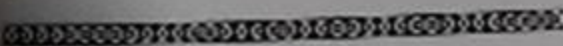
TRAINING LETTER

To Whom This May Concern

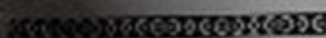
This is to certify that **Nancy Bhardwaj** was part of **Counsellors Connect - A 30 hour application based training project for psychology enthusiasts organized by COSAS**. The project ran for a duration of 30 hours over 16 days from 18th February 2021 to 6th March 2021. Through the course of the project, **Nancy** was devoted, committed and enthusiastic.

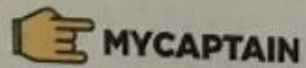
At COSAS, we recognise the importance of experiential learning, especially in the field of mental health. **Counsellors Connect** provided essential knowledge and skills that is usually not found in classrooms or textbooks. The project put individuals in the shoes of a counsellor and challenged them to think through a new perspective for holistic growth.

We wish Nancy all the best for their future endeavors.



Anan Vyas





CERTIFICATE OF COMPLETION

This is to certify that

p9 Maanya Jain

has successfully completed the MyCaptain

Psychology Course

with Captain Urmi Gala in June, 2020.

We wish you all the best for your future endeavours.

Sameer Ramesh
(Chief Product Officer)

Certificate reference ID: 11XXUGPDKKPCZ

An NSRF:

**NSR
CEL**

and Bangalore



NSRCEL was established by
NSRCEL INSTITUTE OF MANAGEMENT
BANGALORE

Institutional Company

MyCaptain was awarded for the 2020 as one of the top 50 youth and education innovation

A Climb Knowledge and Careers Pvt Ltd Initiative



CARE HOME (Regd.)

Drug Conselling And Rehabilitation Welfare Society

Registration No. 1347/2019

Village Sihardi, P.O. Dharampur, Tehsil Kasauli, District Solan (H.P.) Mob. : 9876245555



Ref. No.

CERTIFICATE

Dated 10th Dec 2020

This is to certify that Ms Arundhati Chandel D/O Mr Rajesh Chandel pursuing her BA in Psychology (Honors) at St. Bede's College, Shimla has completed her internship program at our organization from the 5th of November 2020 to 7th of December 2020.

During her stay she has been involved in all of the activities, including group therapy, counseling, lectures and recreational activities.

She is tenacious personnel with sound potential to reflect in this field.

DATE: 10th December 2020

Care Home Drug Rehabilitation

President's signature

President

Care Home Drug Rehabilitation

Authorized Signatory

Authorized Signature:



PLATINUM

Certificate

—◇— OF INTERNSHIP —◇—

THIS IS TO CERTIFY THAT

Sakina Malik

FROM SHIMLA WAS ASSOCIATED
WITH AASHMAN FOUNDATION IN THE CAPACITY OF AN INTERN
FROM SEPTEMBER 2020 TO MARCH 2021 WITH OUR
HUMAN RESOURCE GROUP.

HE/SHE HAS COMPLETED HIS/HER INTERNSHIP
WITH FOUR STAR PERFORMANCE

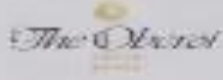
MARCH 21



Munishpundir
FOUNDER / DIRECTOR



Commerce Internships


The Orient
Group of Institutions

Date: 1st February, 2021

To Whomsoever It May Concern

This is to certify that **Ms. Suhana Thakur (Do Mr. Sreevir Thakur)** has successfully completed her Vocational Training with **The Orient Coed, Shimla** from **4th December, 2020 to 31st January, 2021**.

Ms. Suhana Thakur was trained in the following departments:

- Front Office
- Teacher


Her attendance was 100 percent.

During her tenure, we found her to be hardworking and honest.

We wish her a bright and successful future.

Thank you.

Yours faithfully,


Dhruv Moudgil
Senior Assistant Manager Human Resources

The Orient Group of Institutions
110001-177-280-4942 | 110001-177-280-4942 | 110001-177-280-4942 | 110001-177-280-4942 | 110001-177-280-4942
Registered Office: 111, Government Street, Sector-1, 171001, Shimla, Himachal Pradesh, India | 110001-177-280-4942 | 110001-177-280-4942
E-mail: 110001-177-280-4942



M: 7055500098
E-mail: amanshoes@gmail.com



PLOT NO. 158-159, MAUJA JAKHODA, ROHTA BAGH GWALIOR ROAD, AGRA-09

To whomsoever it may concern

This is to certify that **Miss Khushi Batra**, was an intern at Aman Shoe Factory from 5th January, 2021 to 4th April, 2021. In this duration she took complete care of **Social Media Marketing** of our private label brand Banish Shoes. She was able to successfully launch campaigns and our social media handles showed an impressive growth.

We are sure that Ms. Khushi would be a great asset to any organisation she is a part of. Aman Shoe Factory wishes her all the best for future endeavours.

Regards,

Saksham Dhingra

Director

Aman Shoe Factory

