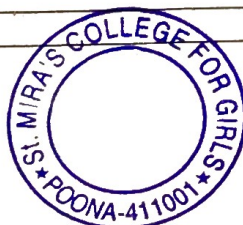


**1.1.3 - List of Activities for Courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years**

Sr. No.	Name of the Course	Course Code
	<b>MSC</b>	
1	Cloud computing	MSE21905
2	Practical paper based on Software Architecture and Design Pattern, Machine Learning & Web Frameworks	MS32004
	<b>MCOM</b>	
3	Introduction to Behavioural Finance	MCM32004
4	Capital Markets and Financial Services	MCM42001
5	Project Work (Business Administration)	MCM42004
6	Project Work (Accountancy)	MCM42006
	<b>MA ECONOMICS</b>	
7	Research Project	MEC42003
	<b>FYBCOM</b>	
8	Compulsory English	AC#12001
9	Compulsory English	AC#22001
10	Business Mathematics and Statistics	AC12001
11	Business Mathematics and Statistics	AC22001
12	Consumer Protection & Business Ethics	C12006
13	Consumer Protection & Business Ethics	C22006
14	Business Administration	AC12008
15	Business Administration	AC22008
	<b>SYBCOM</b>	
16	Business Administration – I	C31608
17	Business Administration – I	C41608
	<b>TYBCOM</b>	
18	Business Administration - II	C51708
19	Business Administration - II	C61708
20	Marketing - III	C51713
21	Marketing - III	C61713
	<b>FYBA</b>	
22	Comp. English EM	A12001
23	Optional English	A12005
24	Optional English	A22005
	<b>SYBA</b>	
25	Comp English-EM	A31601
26	Comp English-EM	A41602
27	Comp English-MM	A31602
28	Comp English-MM	A41602
29	English-1	A31614
30	English-2	A41614
	<b>TYBA</b>	
31	Comp English EM	A51701
32	Comp English EM	A61701
33	Comp English MM	A51702
34	Comp English MM	A61702
35	Sociology Special-3	A51712
36	English-3	A51715
37	English-4	A61715
38	English -4	A51716
39	English -5	A61716
40	Psychology Special -3	A51718





**St. Mira's College for Girls, Pune**  
(Autonomous-Affiliated to Savitribai Phule Pune University)

**1.1.3 - List of Activities for Courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years**

Sr. No.	Name of the Course	Course Code
<b>FYBSC</b>		
41	Discrete Mathematics	BS12003
42	Principles of Digital Electronics	BS12008
43	Electronics Practical	BSP12012
44	Graph Theory	BS22003
<b>SYBSC</b>		
45	Mathematics - Numerical Analysis	BS31604
46	Mathematics - Operations Research	BS41604
47	Digital System Design	BS31605
48	PIC Microcontroller Architecture, Interfacing & Programming	BS41605
<b>TYBSC</b>		
49	Operating Systems	BS61701
50	Object oriented analysis and design	BS51706
51	Advanced database management system	BS61706
52	Lab Course III	BSP61709
<b>FYBBA</b>		
53	Principles of Management	BB22001
<b>TYBBA</b>		
54	Entrepreneurship Development	BB51702
55	Specialisation - Finance	BB61706A
56	Specialisation - HR	BB61706B
57	Specialisation - Marketing	BB61706C
<b>FYBBA(CA)</b>		
58	Business Communication Skills	BC12001
59	Principles of Management	BC12002
60	C Language	BC12003
<b>SYBBA(CA)</b>		
61	Software Engineering	BC31605
62	Operating System	BC31603
<b>TYBBA(CA)</b>		
63	Web technology	BC51702
64	Project	BC51706
65	Advanced Web Technology	BC61701
66	Project	BC61706

*Jayab*

**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



*G. H. Gidwani*

**Principal**  
**St. Mira's College for Girls**

St. Mira's College for Girls, Pune  
(Autonomous-Affiliated to Savitribai Phule Pune University)  
Subject: Compulsory English A 61702  
SEMESTER: VI  
Year: 2020-2021

1. Unit No.: 3,4,5

2. Employability/Entrepreneurship/Skill development –

(a) Letter Writing- helps in Skill Development

(b) Resume Building- helps in Skill Development

Rutuja Gilbile,  
A-2 Savitri Sadan,  
Shikarpur,  
Pune-412208.  
31<sup>st</sup> March, 2021

To  
Convergys call center,  
D P Road Aundh,  
Pune-411007.

Subject:- Job Application for the Call Operator.  
Reference:- The Indian Express, 10<sup>th</sup> March, 2021.

Dear Sir/Madam,

My name is Rutuja Santosh Gilbile and I apply for the position of call operator, as advertised in newspaper. I'm pursuing my Graduation in Economics Special from St. Mira's College for girls, Pune. Due to this pandemic situation, I have a more time to invest in extracurricular activity, so I decided to join the job. I'm eager to enter the workforce. I meet of the academic requirements mentioned in your job position. The absolute best thing about working in a call Operator as helping people. You're making a difference in someone's life by answering the phone when they need it.

I have Confident telephone manner, along with the ability to communicate and I have a good listening skill. I would like to work for company like yours that has an environment geared towards performance, attractive career opportunities, and a culture that rewards the contribution of high performers.

My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know. I look forward to hearing from you.

Thank you for your consideration.

Yours Sincerely,  
Rutuja Gilbile

Name:- Rutuja Santosh Gilbile  
Class:- TYBA (B)  
Roll No:- 4888  
Sem:- VI  
Assignment 1(English)



*E. Vaidya*



## RESUME



### **RUTUJA SANTOSH GILBILE**

Savitri Sadan Koyali Gathan Shikrapur-412208  
9665879222 | rutujagilbile2017@gmail.com

#### **Objective**

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

#### **Education**

- St. Miras College For girls, pune  
Pursuing Graduation in BA Economics Special 2021
- Maharashtra State Board of Secondary and Higher Secondary Education, Pune  
HSC(Science) February-2018  
60%
- Maharashtra State Board of Secondary and Higher Secondary Education, Pune  
SSC March-2016  
85.80%

#### **Skills**

- Basic computer knowledge
- Tally, MS Office, PowerPoint.
- Kho-kho player

#### **Achievements & Awards**

- Awarded for Maharashtra Talent Search Examination.
- Third place in Inter Collegiate Kho-Kho Tournament, (Pune City Zonal Sports Committee)
- Second position in Kho-kho Tournament Organized by Army Institute of Technology, pune.

#### **Personal Details**

- Date of Birth : 18/07/2000
- Marital Status : Single
- Nationality : Indian
- Hobbies : Dancing, Drawing, Listening Music
- Languages known : English, Marathi, Hindi

#### **Declaration**

- I hereby declare that all the information furnished in this document is free of errors to the best of my knowledge.

**RUTUJA SANTOSH GILBILE**

**Name and Signature of the Subject Teacher:**

