



# SETH ANANDRAM JAIPURIA COLLEGE

(NAAC ACCREDITED)

ESTD.-1945

10, Raja Naba Krishna Street, Sovabazar, Kolkata -700 005

Principal :033 2555 4117, Office : 033 2555 3647

E-Mail : sajaipuracollege@gmail.com Website : www.sajaipuracollege.ac.in

Ref. No. ....

Department of Commerce

Date 24.04.25

(Day Shift)

NOTICE

Notice for internship to semester-II and semester-IV student of B. Com (H) 4<sup>th</sup> year's course;

The student are hereby informed that following are the options provided by the college authorities from which every student may opt any one of the two through informing the department within 30.04.2025 positively. Every student has to take "No-Objection Certificate" from the head of the institution before leaving for the internship project. The student can select the organisation by their own, apart from option stated below, where they have to follow the same procedure like others. The tentative period of the internship is from 16.05.25 to 30.06.25.

Option 1: ICA (Document attached)

Option 2: WEBEL (Document attached)

*Prof. Nandita Sen Chakraborty*  
Prof. Nandita Sen Chakraborty  
(Teacher-in-charge)

*S. Parveen*  
24.04.2025  
Dr. Saba Parveen  
(HOD)  
Day Shift



ULTADANGA BRANCH

# Empowering Tomorrow's Workforce...

In Association with Seth Anandram Jaipuria College, Kolkata

## Internship Proposal

Partner



N·S·D·C  
National  
Skill Development  
Corporation

Member  
SAP Student Academy Program



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TRIUMPH ENTERPRISE (A FRANCHISEE OF ICA EDU SKILLS PVT LTD) | ADD: P163 VIP RD, 2ND FLOOR, KOL-54



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To:  
**Prof. Nandita (Sen) Chakraborty**  
**Teacher-In-Charge**  
**Seth Anandram Jaipuria College**

Date: 16-01-2025

From:  
Mrs Nilakshi Dey  
Centre Director  
ICA Edu Skills Pvt. Ltd. (Ultadanga Branch)

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### **I. Our Program**

ICA Edu Skills provides comprehensive practical training to professional executives through industry-focused courses. By the end of our program, executives become industry-ready, equipped to handle advanced accounting problems using the latest software, Tally Prime. We are keen to partner with your organization to deliver 100% practical training, adding immense value through end-to-end accounting solutions.



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### Our Offerings & Customized Training

Today's corporate environment demands skilled accountants as key decision-makers. Our courses, developed after thorough research, are tailored to address the industry's needs, creating accountants relevant to any industry. We offer:

- **Business Computer Application**
- **Financial Accounting**
- **Advanced Practical Accounts**
- **Banking, Payroll & Investments**
- **Taxation, ROC, Excise & Service Tax**
- **Soft-skills & Grooming**

ICA can also customize courses based on the specific needs of corporate executives and college tie-ups

### II. Internship Course Offered

Duration Calculation	Minutes
Advanced Excel	3600

### Course Outline: Advanced Excel | Total Duration: 60 Hours

Program	Duration	Batch Size	Minimum Batch No.	Fees per Candidate
Custom Internship Program	60 Hours	Minimum 40 students	4	₹1000.00

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### III. Details of Course

Day	Hours Covered	Topics Covered
1	4	Number Formatting
2	4	Logic Functions
3	4	Conditional Formatting
4	4	Functions
5	4	"
6	4	Lookup & Reference Functions
7	4	"
8	4	Match & Index
9	4	Xlookup
10	4	Pivot Table & Chart
11	4	Power Pivot
12	4	Google Drive
13	4	Assessment, Doubt Clarification
14	4	Project Submission
15	4	Review & Final Q&A Session

Our internship program is centred around practical skill development:

**Program Structure:** Each session is designed for 4 hours per day per batch

#### Post Internship Outcomes:




Upon completion, students will be able to:

- Effectively use of Excel for daily life as well as office use.



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#### IV. Program Benefits

-  **Industry-Specific Curriculum:** Designed to meet current market demands.
-  **Qualified Instructors:** Industry-experienced trainers.
-  **Participation Certification:** A certification recognized across industries.

#### V. About Us

Founded in 1999, ICA has established itself as a leader in Accounts & Finance training. With over 100 training centers across India, we have trained and placed over 5 lakh students, contributing to India's skill-building mission. ICA takes pride in its state-of-the-art learning facilities, helping students gain an edge in the competitive job market.

Trained and placed over 5lakh+ students, ICA has been recognized as India's Best Vocational Training Institute\*.



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## ULTADANGA BRANCH

**Awarded "India's Best Vocational Training Institute" by Brands Academy in 2016.**

With our presence in 100+ cities and a substantial presence in non-urban areas across India, we take pride in contributing to India's skill building initiatives- sometimes independently and sometimes as a partner with institutions and governments.

**"Good training is a game of two halves - content and delivery; and we work really hard to ensure we get both right."**



Pioneer in imparting Computerized Accounts, Finance and Taxation courses and was one of the first players in the industry to offer job-guaranteed training program.

### **Partial List of Our Esteemed Training Partners:**

1. Sterling and Wilson Pvt. Ltd., Salt Lake
2. Eureka Stock & Share Broking Services, Salt Lake
3. Linc Pen & Plastics Pvt. Ltd., Kolkata
4. Heramba Chandra College, Kolkata
5. Kazi Nazrul University, Asansol
6. Gour Banga University, Malda
7. Guwahati University, Guwahati
8. Burdwan University
9. Ministry of Port, Shipping and Waterways, Directorate of Lighthouses and Lightships



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VI.

### Terms & Conditions

- **Payment Terms:**
  - Payments can be made via online transfer or cheque drawn in favor of TRIUMPH ENTERPRISE.
  - **Bank Details:**
    - Account Name: TRIUMPH ENTERPRISE
    - Account Number: 50495508653
    - Bank: Indian Bank, IFSC: IDIB000K778
- **Full Payment:** Full payment should be before the course commencement day.
- **Validity of Proposal:** This proposal is valid till 31<sup>st</sup> March 2025. Please confirm the batch start date at least 7 days in advance.
- **Scope of Work:** As defined and mutually agreed upon by both ICA Ultadanga and Seth Anandram Jaipuria College, changes are not encouraged once the scope is defined.

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We hope this proposal meets your expectations, and we look forward to a productive, long-term partnership. Your approval is greatly anticipated, and we are eager to start working together for the benefit of your students.  
Thank you for your time and consideration.

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**Best Regards,**

**Nilakshi Dey**

**Centre Head, ICA Edu Skills Pvt. Ltd. (Ultadanga Branch)**

☎ **Mobile: 9830054103**

📍 **P163 VIP Road, 2nd Floor, Kolkata-54**



## PROPOSAL FOR INTERNSHIP TRAINING FOR UNDERGRADUATE

### PROPOSAL:

The Institute for Advanced Learning and Skill Development would like to collaborate with the College to provide project-based internship and training on emerging technologies as the additional certification for all the undergraduate students.

We suggest the students to undergo the internship-based training during their graduation to complete the mandatory 3 credit point for the University Certification requirement and at the same time enhance the employability after graduation with knowledge on emerging technologies and the job scenario.

### PROJECT BASED INTERNSHIP AND TRAINING

#### Topic I: Certificate in Excel & Advanced Excel

#### Course Objectives:

The 60-hour **Advanced Excel Training** is designed to equip undergraduate students with essential data management, financial analysis, and business reporting skills. This course enables learners to apply advanced Excel functions, automate repetitive tasks with Macros and VBA, and create interactive dashboards for financial decision-making. Students will gain hands-on experience in accounting, taxation, business forecasting, and financial modeling, making them job-ready for careers in finance, accounting, business analytics, and commerce-related roles. Through real-world projects and case studies, this training ensures that learners develop practical, industry-relevant expertise to excel in corporate and entrepreneurial environments.

#### Expected Outcomes:

Upon successful completion of the course, students will be able to:

- **Handle large financial datasets** and perform accurate data analysis.
- **Develop interactive dashboards** for business and financial reporting.
- **Create financial models** for investment, cost-benefit analysis, and forecasting.
- **Automate manual accounting and business processes** using Macros and VBA.
- **Apply Excel skills in taxation, banking, and corporate finance** roles.
- **Generate industry-standard reports** that improve business decision-making.
- **Boost employability in finance, accounting, business analysis, and commerce-related careers.**

**Eligibility:** All undergraduate students across streams with Basic knowledge of computer and Excel.

**Duration:** 60 Hrs.

## Course Outlines:

- Introduction to Excel and Advanced Excel
- Working with Large Datasets, Tables & Named Ranges
- Working with Functions & Formulas
- Data Handling & Cleaning Techniques
- Data Analysis & Business Reporting
- Working with PivotTables & PivotCharts
- Financial Modelling & Business Forecasting
- Automation with Macros & VBA
- Taxation & Business Accounting in Excel
- Excel Integration with Word, PowerPoint, and Outlook
- Project

**Course Fee:** Rs. 700/- all inclusive

**Minimum Student:** 100 students

**No of Certificates:** 2

- Training completion certificate
- Project based internship completion certificate