

INNOCREATIVE SKILLS

AND TECHNICAL EDUCATION PRIVATE LIMITED

EMPOWERING YOUTH - ENRICHING FUTURES

PROGRAM HIGHLIGHTS

- INDUSTRY-ORIENTED CURRICULUM**
Designed as per NEP 2020 guidelines and industry requirements to ensure job-ready skills.
- HANDS-ON PRACTICAL TRAINING**
Learn by doing approach with real-time tools, software and practical exercises.
- LIVE PROJECTS**
Work on live projects and participate in field engagement activities for practical exposure.
- LIVE CLASSES & INTERACTIVE SESSIONS**
Engaging live sessions with mentors, doubt clearing and interactive discussions.
- VISITING FACULTIES & INDUSTRY EXPERTS**
Learn from experienced academicians, industry professionals and domain experts.
- DIGITAL SKILLS & ICT TRAINING**
Comprehensive training in ICT tools, digital platforms and emerging technologies.
- ACCOUNTING, GST & FINANCIAL LITERACY**
Build a strong foundation in accounting, taxation, GST and financial management.
- CORPORATE COMMUNICATION SKILLS**
Enhance communication, presentation, email etiquette and workplace interaction skills.
- RESUME & LINKEDIN DEVELOPMENT**
Create professional resume and LinkedIn profiles to boost employability.
- INTERVIEW PREPARATION & EMPLOYABILITY SKILLS**
Expert guidance on aptitude, HR interviews, group discussion and personality development.
- INTERNSHIP COMPLETION CERTIFICATE**
All participants will receive an internship completion certificate on successful completion of the program.

KEY BENEFITS

- Improve Employability
- Gain Workplace Experience
- Build Professional Network
- Develop Practical Skills
- Enhance Communication & Leadership
- Career Growth Opportunity
- Industry Exposure
- Certification & Recognition

“ Bridging Academic Learning with Industry Experience ”

PROGRAM MODULES

1 ICT & DIGITAL SKILLS (25 HRS)

For Arts, Science & Commerce

- MS Office (Word, Excel, PowerPoint)
- Desktop Publishing
- Email & Outlook, Office 365
- Internet & Web Usage
- Data Entry Operations (Live Project)

2 OFFICE MANAGEMENT (25 HRS)

For Arts & Science

- Office Administration & Procedures
- File & Record Management
- Document Drafting & Report Writing
- Office Communication & Correspondence
- Time Management & Scheduling

3 ACCOUNTING SYSTEM (25 HRS)

For Arts & Science

- Fundamentals of Accounting
- Books of Accounts & Financial Statements
- Auditing, PFMS, Cash & Receiptment
- Corporate Laws & Governance
- Live Project: Accounting Assistant

4 PRACTICAL TRAINING ON ACCOUNTING SYSTEM (25 HRS)

For Commerce

- Tally Prime - Company Setup & Configuration
- Voucher Entry & Ledger Management
- Bank Reconciliation & Financial Statements
- Inventory Management
- GST in Tally Prime (Practical)
- Payroll Management (Practical)

5 TAXATION MANAGEMENT & MARKETING (25 HRS)

For Commerce

- GST, Income Tax, TDS (Tally Prime)
- E-Commerce & Digital Marketing
- Human Resource Management
- Customer Relations & Feedback Management
- Surveys, Data Analysis & Digitalization

6 COMMUNICATION & WORK ETHICS (25 HRS)

For Arts, Science & Commerce

- Resume Writing & LinkedIn Profile
- Presentation, Interview & Hearing Skills
- Work Ethics & Professional Conduct
- Customer Handling & Omnichannel Business
- Brand Etiquette & Business Communication

7 LIVE PROJECTS (20 HRS)

For Arts, Science & Commerce

- Surveys, Awareness Camps, Local Fairs
- Community Engagement & Collaborations
- Educational Visits / Industry Exposure
- Project Documentation & Presentation

PROGRAM STRUCTURE

Orientation & Onboarding → Theoretical Learning → Practical Training → Live Projects / Field Work → Evaluation & Certification

ISTEPL -SKILLS-

EMPOWERING YOUTH - ENRICHING FUTURES

8 BASIC AI TOOLS & GENERATIVE AI

Duration: 25 Hours

Applicable For: Arts, Science & Commerce

TOPICS COVERED

- Introduction to Artificial Intelligence (AI)
- Generative AI Tools Overview
- ChatGPT, Gemini, Copilot & Claude
- AI for Content Creation
- AI for Research & Data Collection
- AI for Presentations & Report Writing
- AI Ethics & Responsible Usage
- Practical Assignments using All Tools

CAREER EXPOSURE

- AI Assistant
- Content Creator
- Research Associate
- Administrative Executive

12 PROJECT MANAGEMENT & LEADERSHIP

Duration: 25 Hours

Applicable For: Arts, Science & Commerce

TOPICS COVERED

- Project Planning & Execution
- Team Management
- Resource Allocation
- Time Management
- Leadership Skills
- Conflict Resolution
- Project Documentation
- Reporting & Evaluation

CAREER EXPOSURE

- Project Coordinator
- Team Leader
- Operations Executive

SPECIAL FEATURES

- Live Classes
- Visiting Faculties
- Industry Experts Sessions
- Hands-on Practical Assignments
- Real-Time Projects
- AI Enabled Learning
- Career Guidance & Mentorship
- Internship Certificate
- Project Completion Certificate
- Placement Assistance Support

ADDITIONAL PROGRAM MODULES

EMERGING SKILLS & CAREER READINESS MODULES

Future-Ready Skills for Arts, Science & Commerce Students

NEP 2020 ALIGNED
INDUSTRY RELEVANT - PRACTICAL LEARNING
CAREER FOCUSED

9 DIGITAL MARKETING & SOCIAL MEDIA MANAGEMENT

Duration: 25 Hours

Applicable For: Arts, Science & Commerce

TOPICS COVERED

- Fundamentals of Digital Marketing
- Facebook & Instagram Marketing
- LinkedIn Professional Branding
- YouTube Marketing
- Content Creation Strategies
- Video & Graphic Design Basics
- Social Media Campaign Planning
- Lead Generation Techniques
- Online Advertisement Basics

CAREER EXPOSURE

- Digital Marketing Executive
- Social Media Coordinator
- Content Marketer
- Brand Promotion Executive

13 CYBER SECURITY & DIGITAL SAFETY

Duration: 25 Hours

Applicable For: Arts, Science & Commerce

TOPICS COVERED

- Cyber Security Fundamentals
- Digital Privacy
- Safe Internet Practices
- Email & Social Media Security
- Password Management
- Phishing & Online Fraud Awareness
- Data Protection Basics
- Cyber Laws Overview

CAREER EXPOSURE

- Cyber Awareness Executive
- IT Support Assistant
- Digital Compliance Executive

10 DATA ANALYSIS & BUSINESS INTELLIGENCE

Duration: 25 Hours

Applicable For: Arts, Science & Commerce

TOPICS COVERED

- Introduction to Data Analytics
- Data Collection Techniques
- Data Cleaning & Organization
- Advanced Excel for Analytics
- Dashboard Creation
- Data Visualization
- Interpretation & Reporting
- Survey Analysis Techniques

TOOLS COVERED

- MS Excel
- Google Sheets
- Power BI (Basic)
- Google Forms

CAREER EXPOSURE

- Data Analyst (Entry Level)
- MS Executive
- Business Analyst Assistant
- Research Assistant

14 RESEARCH METHODOLOGY & REPORT WRITING

Duration: 25 Hours

Applicable For: Arts, Science & Commerce

TOPICS COVERED

- Research Design
- Survey Techniques
- Sampling Methods
- Questionnaire Preparation
- Data Collection
- Report Writing
- Referencing & Citation
- Presentation of Findings

CAREER EXPOSURE

- Research Assistant
- Survey Coordinator
- Project Associate

11 ENTREPRENEURSHIP & STARTUP DEVELOPMENT

Duration: 25 Hours

Applicable For: Arts, Science & Commerce

TOPICS COVERED

- Entrepreneurship Fundamentals
- Startup Ecosystem in India
- Business Model Development
- MSME Registration
- Government Schemes & Subsidies
- Business Planning
- Funding & Investment Basics
- Pitch Presentation

CAREER EXPOSURE

- Entrepreneur
- Startup Founder
- Business Development Executive

15 CORPORATE READINESS & PROFESSIONAL DEVELOPMENT

Duration: 25 Hours

Applicable For: Arts, Science & Commerce

TOPICS COVERED

- Corporate Culture
- Workplace Etiquette
- Business Communication
- Email Writing
- Professional Grooming
- Group Discussion
- Interview Preparation
- Career Planning

CAREER EXPOSURE

- Administrative Executive
- HR Executive
- Customer Support Executive