



Changing lives.  
One child at a time.



# JEEVIKA SKILL DEVELOPMENT CENTRE

Prospectus





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## INTRODUCTION TO JEEVIKA

Jeevika - Skill Development Program has been designed to ensure best employment opportunities for the underprivileged youth. It has been observed that, the lack of relevant skills of the underprivileged youth group and a mismatch between supply and demand in the market leads to very poor employability and lower wages for them. Keeping in mind this huge mismatch, Lotus Petal Foundation envisaged the concept of Jeevika for skilling underprivileged youth and making them career ready to enable transformation of their lives.



Mr. Kushal Raj Chakravorty  
Founder & Managing Trustee  
Lotus Petal Foundation

Our vision of 'Transforming lives through education' has been the guidepost for our journey. Employability is the key indicator for the success of any educational process. Market ready skills are the cornerstone for employability. Lotus Petal Foundation through its Jeevika program is providing an opportunity to youth from underserved backgrounds to acquire NSDC certified skill certification along with a special focus on personality development, communication skills at highly subsidised costs.

Our program delivery is structured in a manner to provide easy access to youth with a commitment to provide 100% placement opportunities to all students completing the programs. We hope the students will make the most of this opportunity and pave the way for a brighter future."

Mr. Rakesh Jetli  
Co-Founder & Director – Operations  
Lotus Petal Foundation

Rakesh is a name that is synonymous to "pillar of support" at the organization. Mr. Jetli holds a glorious 28 years of work experience in the Corporate world. His journey with Lotus Petal Foundation began as a volunteer in 2011. After being associated with Lotus Petal Foundation for 8 years, in 2019 Mr. Jetli joined full time. Since then, he has zealously shouldered every responsibility with the utmost responsibility & dedication, including construction of the Lotus Petal Senior Secondary School in Dhunela, Gurugram.

A true environmentalist at heart, Mr. Jetli believes that one's aim should be to improve, develop & co-exist with the environment rather than damaging it. With a firm belief in "no obstruction is bigger than the purpose", Mr. Jetli has kept the building of the school on track from day one.

Overcoming various challenges, he has always ensured that the organization's primary goal of keeping the "Child at the Centre" stays everyone's focus.

Rakesh truly believes that more than a qualified child, it is important to nurture students into educated individuals who understand that living in a sustainable environment is the norm, being disciplined and committed towards their goals is a must to become confident & successful individuals of the society.



## OVERVIEW

Lotus Petal Foundation has taken various efforts at community level to promote health, education and livelihood to unprivileged people. In these efforts, it has been realized that necessary education, training and skill development programs are very necessary for disadvantaged group to have a better life.

A complete strategy for Skills Training Programs linked to employment has been developed at Lotus Petal Foundation's Skill Development Centre – Jeevika. So that underprivileged group can have access for skills training leading to employment. Skills are vital for productivity and growth and are in fact at the core of improving people's employment outcomes and overall life.

### SCOPE OF JEEVIKA

Under Jeevika skill development program we impart skills training linked to gainful employment to underprivileged youth through different training partners. We have individually started the programs with support of few well-established training partners who support the concept of Skill Development of underprivileged youth and envisage the concept of 'Atmanirbhar Bharat'.

The Jeevika Program is about the following initiatives:

- ▶ To provide fresh skill development training to under privileged students, college dropouts, and unemployed youth through short term courses.
- ▶ Recognize the skill available of the current workforce through skill certification from National Skill Development Council.
- ▶ To improve the quality of training infrastructure along with the alignment of training with the needs of the industry.
- ▶ To encourage standardization in the certification process and initiate a process of creating a registry of skills.

### OUTCOME



2000+

Alumni



₹2.4L

per annum  
Average Salary

## COURSES & TRAINING PARTNERS

The objective of Jeevika is to impart best skill training as per the requirement of current market trends through the best curriculum and training by renowned training partners. Keeping the ongoing market trends following courses have been designed for our students.

COURSES NAME	TRAINING PARTNERS
Computer Hardware and Networking	Electronics Sector Skills Council of India
Digital Marketing	Media and Entertainment Skill Council
BFSI	BFSI Sector Skill Council of India

### OUR TRAINING PARTNERS



## FIELD TECHNICIAN NETWORKING &amp; STORAGE



Name of the course	Field Technician Networking & Storage
Partner	Electronics Sector Skill Council of India
Duration	6 Months
Qualification	12 <sup>th</sup> Pass
Certification	SSC+Skill India

## Course Content :

- ▶ Ms Office 2016 & 2019
- ▶ Fundamentals of social media.
- ▶ Configure and troubleshooting Pc hardware (Mapped to :220-1001 & 220-1002)
- ▶ CCTV camera.
- ▶ Windows 10/11.
- ▶ Cloud computing (AWS).
- ▶ Configure and troubleshooting operating system (Mapped to: 220-1001 & 220-1002).
- ▶ Ms Office 365 admin.
- ▶ Ms Outlook 2016 & 2019.
- ▶ Configure and Troubleshoot network
- ▶ CCNA 200-301.
- ▶ Windows server 2019.
- ▶ Linux (RH124).
- ▶ ITIL version 4

On successful completion of the course, students will get an opportunity to work in Hardware & Networking sector where a plethora of opportunities waiting for skilled and certified hardware networking professionals. A short duration course of 6 months in Hardware and Networking at Lotus Petal Foundation will help 12th pass students to establish a successful career as Network Administrator, Hardware Engineer, IT administrator etc. with NSDC certification at a very nominal cost.

## DIGITAL MARKETING



Name of the course	Digital Marketing
Partner	Media and Entertainment Skill Council
Duration	3 Months
Qualification	12th Pass
Certification	SSC + Skill India

### Course Content :

- ▶ Definition of Digital Marketing
- ▶ Learn about Graphic Design
- ▶ WordPress Website Design
- ▶ Search Engine Optimization (On-page, Off-page)
- ▶ Learn Email Marketing
- ▶ Learn about Social Media Marketing
- ▶ How to list business in Google My Business
- ▶ How to do Affiliate Marketing
- ▶ Learn Email Marketing
- ▶ Learn about Social Media Optimization (Facebook, Instagram, LinkedIn, Twitter)
- ▶ Learn about Google ads, PPC ads

The digital advertising industry across India had a market size of 4.7 crores in 2015 which only went up to have a market size of about 19.9 crores in the financial year 2020. The figure is projected to go up to Rs. 53.9 Crores by the financial year 2024, indicating a massive growth in the digital marketing segment. A short duration course of 3 months for 12th pass students at Lotus Petal Foundation will help the students to make a successful career in Digital Marketing at a very nominal cost.





## BANKING, FINANCIAL SERVICES & INSURANCE



Name of the course	BFSI
Partner	BFSI Sector Skill Council of India
Duration	6 Months
Qualification	12 <sup>th</sup> Pass
Certification	SSC+Skill India

### Course Content :

- ▶ Introduction to Accountancy
- ▶ Payment under GST and Return filing
- ▶ Basics of accounting Preparation of receipt and payment voucher
- ▶ Taxation related concepts
- ▶ Understanding GST Concepts
- ▶ Incidence of Taxation
- ▶ Registration under GST
- ▶ Soft Skill and Other Professional Skills
- ▶ Account Payable & Account Receivable
- ▶ Prepare and perform payroll function
- ▶ Preparation of Financial Statements
- ▶ Record Keeping
- ▶ Basics of Computer Fundamental
- ▶ Record Keeping
- ▶ MS Word, MS PowerPoint
- ▶ Advance Excel
- ▶ Fundamentals of Tally Prime & Tally ERP 9

On completion of this short duration course in BFSI, students will get to work as Account Executive in companies. Jeevika Skill Development Centre assures students with guaranteed and NSDC (National Skill Development Corporation) certification post completion of the course.

## ELIGIBILITY & SELECTION CRITERIA

Objective : The overall goal is to reach maximum students who are specifically coming from underprivileged backgrounds so that they get the maximum benefit from our program.

Eligibility Criteria :

- ▶ Annual household Income - less than 5 lac p.a.
- ▶ Documents to be collected -

Documents required for Jeevika –

- 5 Passport Size photo.
- Student's Aadhaar Card.
- Mother's Aadhaar Card.
- Father's Aadhaar Card.
- 10th Marksheet.
- 12th Marksheet.
- Family ID/ Caste Certificate+ Income Certificate.
- All documents should be self-attested.

\*Management's decision on selection of the student will be final.

Course Eligibility Criteria :

- ▶ Minimum education qualification – 12<sup>th</sup> pass.
- ▶ Annual household income of self or parents – Less than 5 lac p.a.

## FEE STRUCTURE

A nominal fee structure has been introduced so that the beneficiaries can be helped in the best possible way. Interest free loan facility is also available for needy students. The fee can be deposited in one go or in convenient equal installments as mentioned below.

The fee structure details are as follows :

INSTALLMENT	AMOUNT	TIMELINE	COURSE NAME	MODE OF PAYMENT
3 Installments	INR 12,000		Hardware & Networking	Bank Transfer/UPI/ Cash
2 Installments	INR 8000		BFSI	
2 Installments	INR 8000		Digital Services	

\*\* The fee of these courses is tentative and may be changed.

01

### COMMUNICATION SKILLS

Capacity to read, understand & appreciate various forms of communication including spoken language, printed text & digital media required for the industry and trade.

02

### TECHNICAL DOMAIN SKILLS

Trade-specific technical or core knowledge and practical skills required for expertise in a trade.

03

### ENTREPRENEURIAL SKILLS

Encouraging students to gain hands-on experience through live training and incubating them to become Nano/mini/micro-entrepreneurs.

04

### CAREER READY

Enabling students to acquire the skills and tools necessary to succeed in the workplace and manage their career in the long term.

05

### PROFESSIONAL & LIFE SKILLS

Enable individuals to deal effectively with the demands and challenges of work-life & employment. Develop key behaviors, actions & thinking processes necessary to build a successful career through personality & soft skills classes.

## INFRASTRUCTURE

An aesthetically designed campus building with the perfect symmetry of design and decorum. The magnificent campus facilities would stimulate thirst for knowledge and intellectual growth in students.

In short – the perfect place for learning and growing with:

- ▶ Smart Classrooms, digitally well-equipped.
- ▶ Advanced Skill Labs and meeting rooms
- ▶ Customized retail lab
- ▶ A replica automotive showroom lab equipped with 4 wheelers & 2 wheelers
- ▶ Hospitality Lab – a mini replica of a modern hotel front office
- ▶ Sophisticated Computer Labs and workstations for hands-on training
- ▶ Futuristic Innovation Centre

## FACILITIES & SERVICES

Solar power systems, resource rooms, hygienic washroom with facilities for especially abled students and staff.

State of the art infrastructure, Smart Classrooms

Advanced Skill Labs, Futuristic Innovation & Start-Up Centre

Several skill courses under one roof

Sophisticated Computer Labs and workstations for hands-on practical training

NSDC Approved Industry Approved Best Training Partners

Personality Development & Soft Skills Classes along with on-the-job training and

Assured job



### INNOVATION CENTRE



Our Innovation Center is a cross-functional plan that creates a safe haven for new ideas. With opportunities for individual and group collaboration, it's a place that fosters a culture of innovation through the creation, sharing, and testing of idea. Our Innovation center is made with the vision of exposing students to the current and future trends and technologies. This center will create an aspiration among the students to be on the forefront of global development.

### COMPUTER LAB



The sophisticated Computer Labs configured with latest software computers have individual access to each student to get hand-on experience in the lab. The computers are connected with Local Area Network (LAN) and internet connections for study purpose and online examinations.



**Kailash**

Course: Computer Hardware & Networking  
Working as Desktop Support Engineer at Oxy Pc Computer Pvt. Ltd.



**Pankaj**

Course: Computer Hardware & Networking  
Working as Desktop Support Engineer at Oxy Pc Computer Pvt. Ltd.



**Ravi**

Course: Computer Hardware & Networking  
Working as Technical Support Engineer at Tejays Dynamic Ltd.



**Mamta**

Course: Retail & Sales  
Working as Crew Member at McDonalds



**Panne Lal Prajapati**

Course: Computer Hardware & Networking  
Working as Desktop Support Engineer at Oxy Pc Computer Pvt. Ltd.



**Rishabh**

Course: Computer Hardware & Networking  
Working as Technical Support Engineer at Roinet Solution Pvt. Ltd.



**Manish Kumar**

Course: Computer Hardware & Networking  
Working as Desktop Support Engineer at Oxy Pc Computer Pvt. Ltd.



**Prem**

Course: Computer Hardware & Networking  
Working as Technical Support Engineer at Roinet Solution Pvt. Ltd.



**Saloni Kumari**

Course: Retail & Sales  
Working as Crew Member at McDonalds



**Nitin**

Course: Digital Marketing  
Working as Desktop Support Engineer at Oxy Pc Computer Pvt. Ltd.



**Ram Bhateri**

Course: Hospitality  
Working as Crew Member at McDonalds



**Shiva**

Course: Computer Hardware & Networking  
Working as Hardware Support Associate at Lxbel labs Pvt. Ltd.


*& many more...*



EDUCATION. NUTRITION. LIVELIHOOD

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