

Summer Training

at

DELCURE LIFESCIENCES LTD

(01st APRIL – 01st JUNE 2020)

**TO FIND OUT ACCEPTANCE AND SCOPE OF
THIOLCHOLCHICOSIDE + DICLOFENAC INJECTION IN
TRAUMA/CRITICAL CARE UNIT**

A Report

by

ANKIT CHOUHAN

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MBA Pharmaceutical Management

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ACKNOWLEDGEMENT

It is incredible joy for me to recognize each one of the individuals who have contributed towards the origination, root and supporting of this undertaking.

It is an awesome second for me, to articulate all my appreciation to my regarded guide and preceptor **MR. HARISHANKAR SAHU**, Senior Product Executive, Delcure Lifesciences Ltd and **MR. RAHUL SHARMA**, Associate Professor, School of Pharmaceutical Management, The IIHMR University, for their endless direction, important proposals and steady support over the span of this training. It is with love and adoration that I recognize my obligation to them and their remarkable commitment, frequently a long way past the honorable obligation.

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Right now, to wrap things up, express my heartiest respects to My Family for their lively, good and conservative help that supported my spirits. Their approval gave me fearlessness to confront the difficulties and made my way simpler. It is a direct result of them I have arrived at where I am today.

ANKIT CHOUHAN

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Acronyms/Abbreviations

- ≈ DLL - DelCure LifeSciences Ltd.
- ≈ USFDA - Food and Drug Administration (FDA or USFDA) is a federal agency of the United States
- ≈ ISO - International Organization for Standardization
- ≈ ANVISA - Agência Nacional de Vigilância Sanitária (National Health Surveillance Agency Brazil)
- ≈ IM - Intra-muscular
- ≈ NSAID - Non-steroidal anti-inflammatory drug
- ≈ MSDs - Musculoskeletal disorders
- ≈ YLDs - years lived with disability
- ≈ ROA – Route of Administration

INTRODUCTION

COMPANY PROFILE:

“DelCure LifeSciences Ltd. (DLL) is one of the fastest growing Indian pharmaceutical company, its headquarter is in Mumbai. DelCure LifeSciences was established in year 2013 with an objective to bring innovative and high-quality medicines.”

Its technology backed innovative medicines ensures the health and wellbeing of people around the country. Every DLL Medicines and service is a testament to its uncompromising quality standards. All products of DLL are manufactured in facilities that are approved by major global regulatory agencies including the USFDA, ISO2009, ANVISA and more.

Being a healthcare centric and innovation driven company DLL want to be valued not only for pharmaceutical product but also for the way we serve our patients and healthcare professionals.

VISION:

“Del cure’s Vision is to become the most respected, uniquely positioned leading pharma company in the specific areas or specialty sectors in India and abroad with discrete value-based characteristics.”

HAPPINESS:

DLL purpose is to spread Happiness at every corner around the world by bringing technology backed innovative medicines.

HELPFULNESS:

DelCure’s culture is helpfulness, it addresses all unmet needs of our patients for better wellbeing.

TRUTHFULNESS:

DelCure’s values is truthfulness, DLL is committed to provide best quality medicine for the larger benefit of the community.

MISSION:

DelCure objective is to benefit customers with in-depth understanding of the market, technical expertise in products and the ability to combine it with commercial know-how, since the base of our innovation is our client’s need and requirement.

- Bringing Innovative medicine within reach
- Delivering Excellence Beyond Expectations
- Addressing unmet patient needs

THERAPY AREA:

DelCure always addresses the unmet needs of patients and we are continuing to be bringing novel treatment options in our therapy basket for better patient wellbeing. At DelCure, we believe in discovering and delivering affordable innovations that make life better and healthier.

- Pain & Fever
- Anti-infective
- Dermatology
- Respiratory
- Nutritional Supplement
- Ear, Nose & Throat Pain
- Gastroenterology
- Pain/Neuropathic Pain

PRODUCT:

SPAFAST D Injection is utilized to alleviate pain, swelling (inflammation), Muscle Spasm and joint firmness brought about by joint inflammation. By diminishing these side effects causes you accomplish a greater amount of your typical everyday exercises.

SFPAFAST D Injection in mechanical forward leap in a solitary infusion, SPAFAST D infusion cause lesser torment as contrast with other infusion in light of its water base infusions.

Spafast D Injection is a mix of Diclofenac sodium 75mg and Thiocolchicoside 4mg/2ml. This is utilized for the treatment of muscle firmness. It is mitigating and pain relieving. Likewise, it fills in as a serious GABAA receptor enemy. It denies the activity of cyclo-oxygenase in the body and brings down agony and expanding. The primary sign of the item is in Musculoskeletal fit torment and aggravation.

Its measurement and organization are IM(Intra-solid) bid(twice).

Clinical Pharmacology – Thiocholchicoside is a muscle loosening up specialist that works through specific official to the GABA-A receptor. It forestalls muscle compressions by actuating the GABA inhibitory locomotive pathway. Diclofenac tranquilize is a non-steroidal mitigating drug (NSAID) and it works by obstructing the arrival of certain compound delivery people in the cerebrum that cause torment and aggravation (redness and expanding). A portion of the symptoms of this blend is Allergic Reaction, Nausea, Skin Rash, Headache, Dizziness, Fatigue, Allergy and Abdominal Pain.

The dynamic constituent thiocolchicoside of this drug go about as a subordinate of glucoside, colchicoside that is contained inside the Colchicum autumnale plant. It is a sort of manufactured sulfur subordinate. This mix has a high liking for g-aminobutyric corrosive receptors. It initiates GABA pathways and follows up on the solid contractures.

COMPETITORS:

S. NO.	Brand Name	Price (₹)	Manufacturer
1	Thioage-D Injection	49.8	Allenge India
2	Serofin-TH Injection	34	Globus Remedies Ltd
3	Aquaril TH 2mg/37.5mg Injection	50	Merril Pharma Pvt Ltd

BACKGROUND

Muscle torment is a significant clinical issue: in, the dominant part (60% to 85%) of the populace has had (vague) back agony of strong cause sooner or later or specific age (lifetime predominance). Agony evoked by myofascial trigger/dynamic focuses has a point commonness of around 30%. Over 7% of all ladies matured 70 to 80 years' experience the ill effects of the fibromyalgia side effects. In an Italian examination, musculoskeletal agony was perceived to be the most common explanation that patients counselled a specialist. In this way, rewarding doctors ought to know about the instruments of muscle torment, to the extent that they are comprehended at a specific timeframe.

Musculoskeletal conditions are a significant weight on people, wellbeing frameworks, and social consideration frameworks, with non-direct expenses being noteworthy. This weight has been perceived by the United Nations and WHO, by underwriting the Bone and Joint Decade 2000–2010

Musculoskeletal issues (MSDs) are one of the significant reasons for dismalness and the second most normal reason for incapacity around the world, estimated by years lived with inability (YLDs), with low back agony being the most successive condition. MSDs speak to a weight on society in both direct expenses to the medicinal services framework and backhanded expenses through loss of work and efficiency. The worldwide pervasiveness of MSDs ranges from 14% to as high as 42%; then again, in India epidemiological investigations show the network-based commonness of about 20% and occupation explicit predominance saw as high as 90% in different examinations. What's more, the World Health Organization (WHO) additionally evaluates that 40% of individuals beyond 60 years old years' experience the ill effects of MSD and about 80% of the individuals have had low back torment sooner or later in their life.

At present, close about 12% of the Worlds older Population lives in India. The segment patterns propose that between the years 2000 and 2050, the Indian populace in their 60s or more will increment by 326% while those in the age gathering of 80+ will increment by 700% – the quickest developing gathering. Maturing populaces all through the creating country will bring about expanded quantities of individuals experiencing musculoskeletal conditions, which further outcomes in expanded expenses to the country.

OBJECTIVES

- To find out acceptance and scope of thiocolchicoside + diclofenac injection in trauma/critical care unit
- To understand the prescribing habits of doctors for musculoskeletal spasm pain and inflammation.

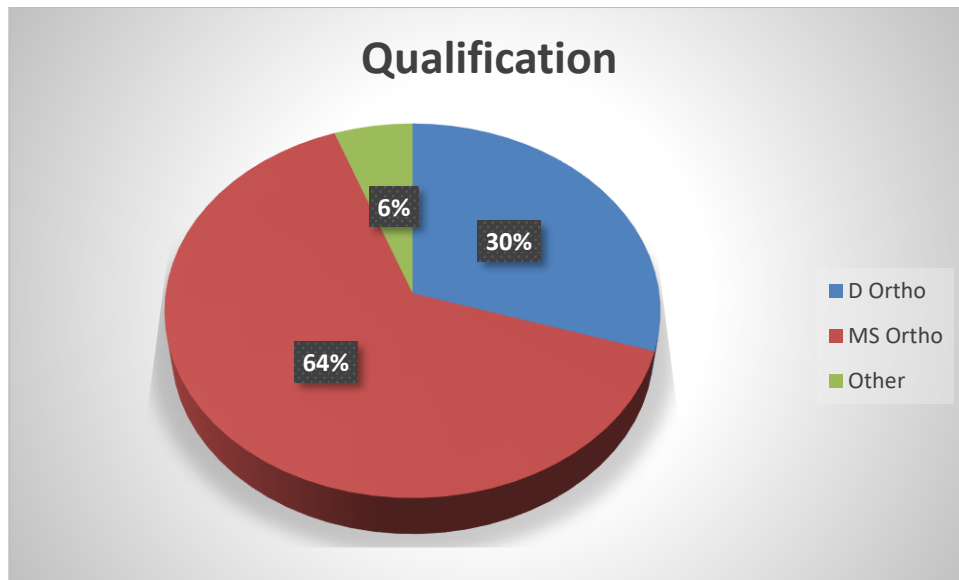
RESEARCH METHODOLOGY

- Type of research: Primary research
- Study: Descriptive study
- Duration: 1stApril - 1stJune 2020
- Data analysis: The data analysis in the present study is done by using simple statistical tools like frequencies, percentage, average etc are used as per the requirement of data. In this study, appropriate statistical study tool used is EXCEL.
- Sample size: 107 doctors
- Inclusion and exclusion criteria:
 - ✓ All the respondents (orthopaedics) who are in Trauma/critical care unit are surveyed using google form.

FINDINGS AND INTERPRETATION

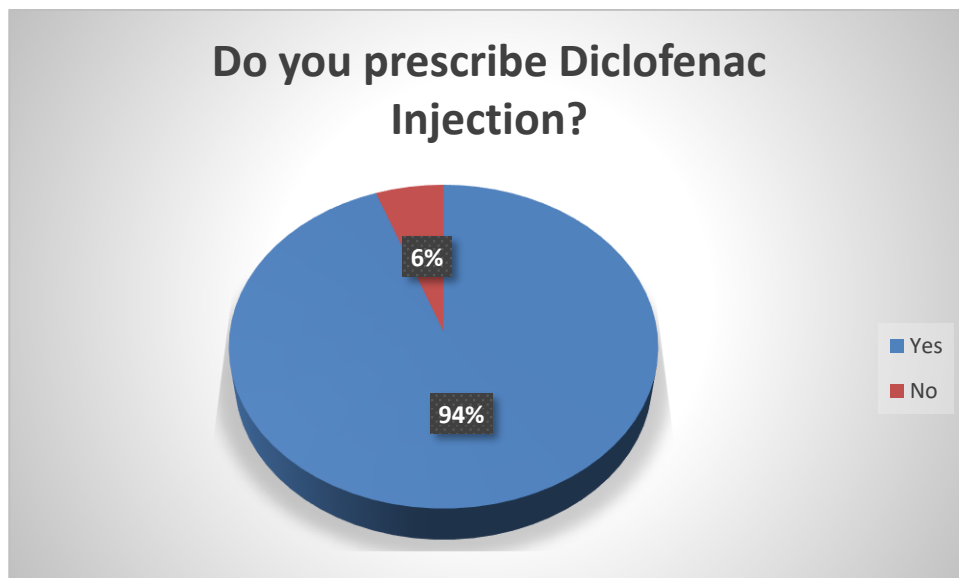
This survey was directed to discover the acknowledgment and extent of thiocolchicoside + diclofenac infusion in trauma/critical care consideration unit and to comprehend the endorsing inclinations for specialists for musculoskeletal spasm pain and inflammation. The concise review survey is set up to find out the information, mindfulness and view of clinical specialist/human services proficient towards the utilization of mix (thiocolchicoside + diclofenac infusion) in trauma/critical care consideration unit. This survey contains seven inquiries pointed towards gathering data in various angles.

- **Qualification of doctors:**



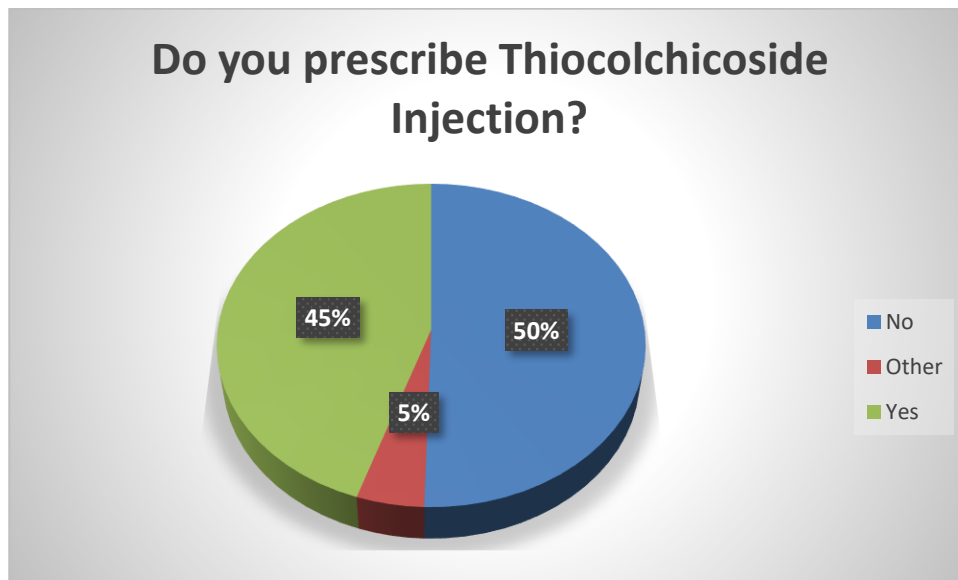
Interpretation: This study contain survey of 64% of the doctors who are MS Ortho in qualification, 30% are D Ortho and 6% others include MBBS.

1. **Do you prescribe Diclofenac Injection?**



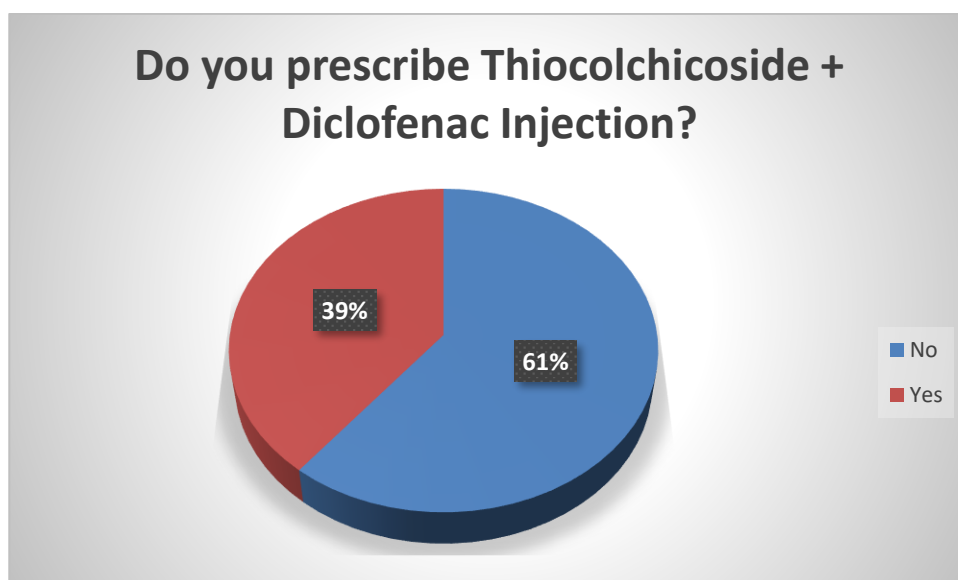
Interpretation: It is observed that 94% of the doctors prescribe Diclofenac injection and 6% doesn't prescribe.

2. Do you prescribe Thiocolchicoside Injection?



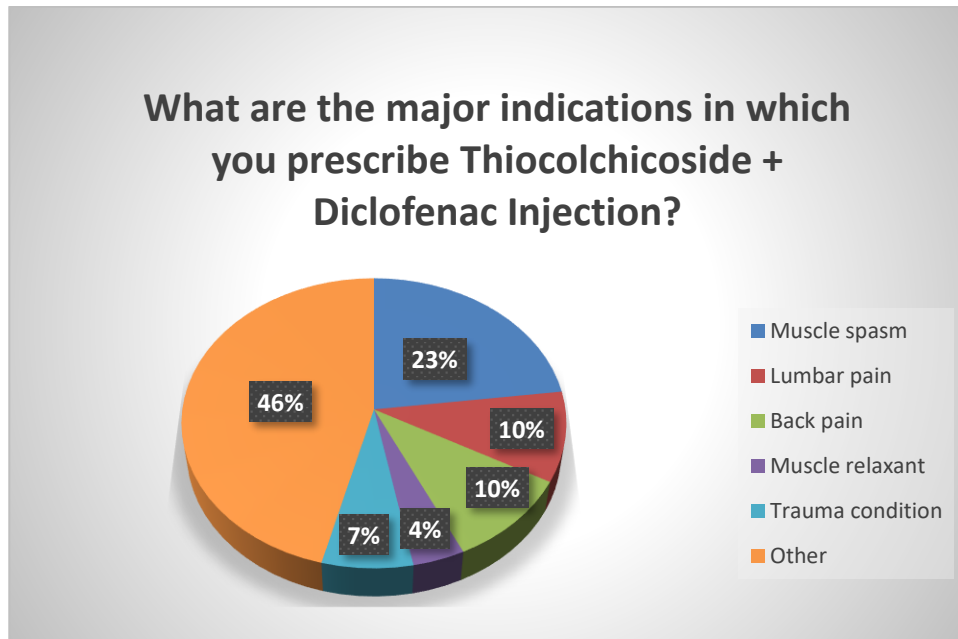
Interpretation: It is observed that 50% of the doctor doesn't prescribe Thiocolchicoside injection and only 45% prescribe. The remaining 5%, states some of the reason for not prescribing thiocolchicoside injection like not easily available in their town/city, not effective for acute pain, some prefer tablet and for chronic condition only.

3. Do you prescribe Thiocolchicoside + Diclofenac Injection?



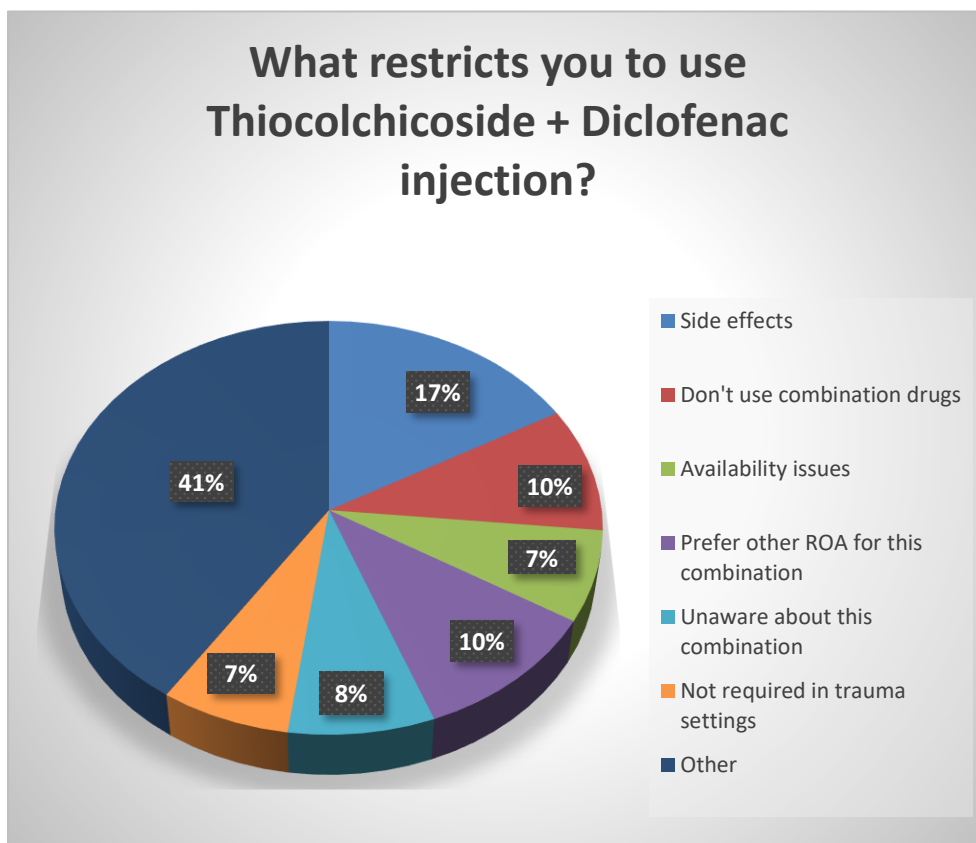
Interpretation: It was observed that 39% prescribe Thiocolchicoside + Diclofenac Injection and 61% don't prescribe.

4. What are the major indications in which you prescribe Thiocolchicoside + Diclofenac Injection?



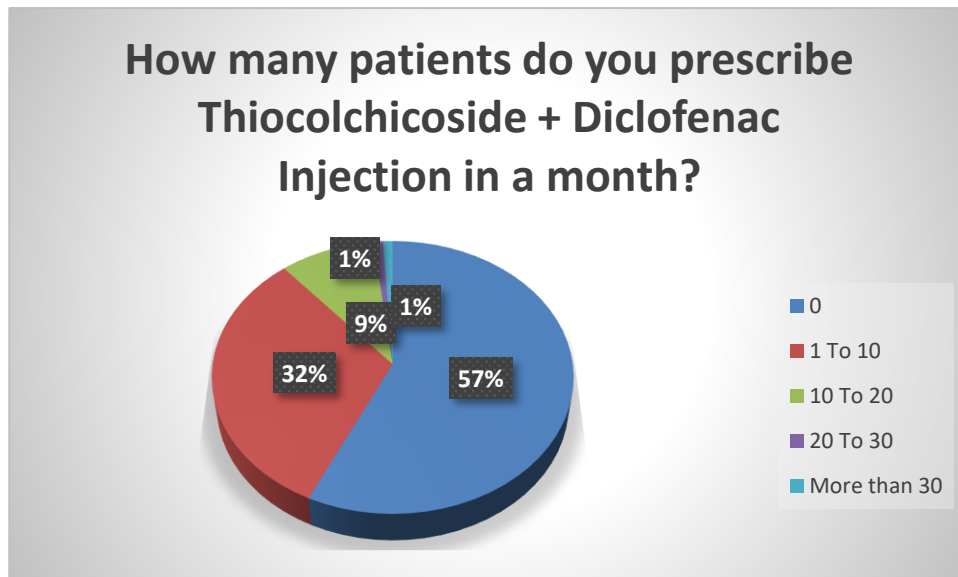
Interpretation: It is observed that 23% of the doctors prefer to prescribe thiocolchicoside + diclofenac injection for muscle spasm, 10% for both lumbar and back pain, 7% prefers for trauma condition and 4% for muscle relaxant.

5. What restricts you to use Thiocolchicoside + Diclofenac injection?



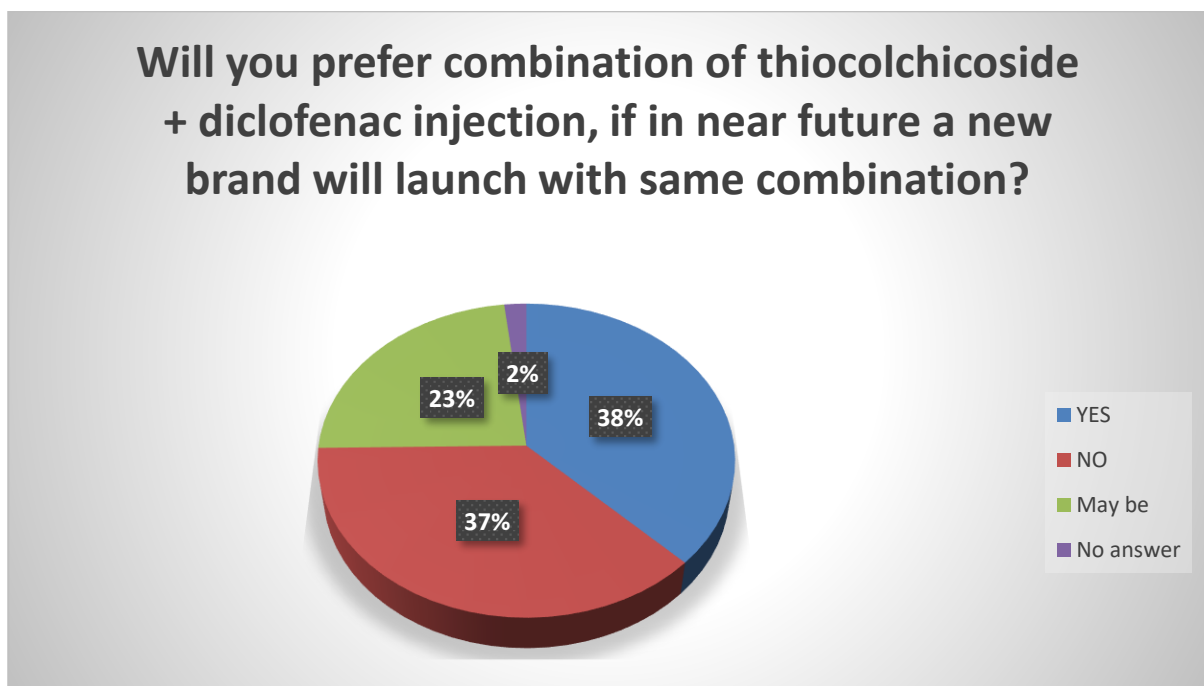
Interpretation: It is observed that out of 108 doctors 17% don't want to prescribe thiocolchicoside + diclofenac injection due to side effects, 10% don't want to use combination drugs, 7% of the doctors are facing availability and supply issues, 10% of the doctors prefer other Route of administration like oral tablets for this combination, 8% of the doctors are unaware about such type of combination and 7% states no requirement of this combination in trauma settings.

6. How many patients do you prescribe Thiocolchicoside + Diclofenac Injection in a month?



Interpretation: It is observed that 57% of the doctors don't prescribe any single value of this combination, 32% of the doctors prescribes the value between 1-10, 9% of the doctors prescribes the value between 10-20 and 1% of the doctors prescribes both for value between 20-30 and more than 30.

7. Will you prefer combination of thiocolchicoside + diclofenac injection, if in near future a new brand will launch with same combination?



Interpretation: It is observed that 38% will prefer combination of thiocolchicoside + diclofenac injection, if in near future a new brand will launch with same combination and approximately opposite answer was observed for not preferring this combination if in near future a new brand will launch with same combination at 37% and 23% of the doctors are in dilemma between preferring or not for combination of thiocolchicoside + diclofenac injection, if in near future a new brand will launch with same combination.

Conclusion

Key Learnings:

- ✓ As 61% of Orthopaedics don't use thiocolchicoside + diclofenac injection, following reasons were observed such as side effects, don't use combination drugs, availability issues, prefer other ROA for this combination, unaware about this combination and not required in trauma settings. Most weightage was carried by side effects and then followed by not engaging in combination drugs. Doctors generally prefer oral route of administration like tablets in pain management.

Suggestions:

Some of the suggestions are as follows:

- ✓ If there are good human trials of the combination with respect to efficacy and safety published in reputed journals, then doctors would consider using it.
- ✓ Literature relevant to the combination should be accessible.
- ✓ Advertisement of this drug combination should be done properly with detailed description of pros n cons of the combination.
- ✓ Thiocolchicoside + diclofenac injection should be available in other formulation like tablet as majority of doctors prefer oral route over parenterals as there is another combination thiocolchicoside + aceclofenac is highly available and established combination in Indian market with various brands for pain, spasm and strain management.

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-  Lybrate: Online Doctor. Retrieved from <https://www.lybrate.com/medicine/spafast-d-2-mg-37-5-mg-injection>
-  DrugBank. Retrieved from <https://www.drugbank.ca/drugs/DB11582>
-  1mg.com: Online Pharmacy India. Retrieved from <https://www.1mg.com>
-  <https://ggle.io/3B9a> - Survey using google form

ANNEXURE

QUESTIONNAIRE:

This survey was directed to discover the acknowledgment and extent of thiocolchicoside + diclofenac infusion in trauma/critical care consideration unit and to comprehend the endorsing inclinations for specialists for musculoskeletal spasm pain and inflammation. The concise review survey is set up to find out the information, mindfulness and view of clinical specialist/human services proficient towards the utilization of mix (thiocolchicoside + diclofenac infusion) in trauma/critical care consideration unit. This survey contains seven inquiries pointed towards gathering data in various angles.

Please note that all the information will be put away in a secret key secured paper/electronic organization and those responses will be kept up by coding and information will be uncovered in a gathering, and not in singular configuration. The aftereffects of this examination will be utilized for insightful purposes as it were.

1. Dr Name _____
2. Speciality _____
3. Qualification _____
4. Contact _____
5. Place _____

Questions:

1. Do you prescribe Diclofenac Injection? Yes ☐ No ☐

If No – Reason

2. Do you prescribe Thiocolchicoside Injection? Yes ☐ No ☐

If no- Reason

3. Do you prescribe Thiocolchicoside + Diclofenac Injection? Yes ☐ No ☐

4. What restricts you to use Thiocolchicoside + Diclofenac injection?

5. What are the major indications in which you prescribe Thiocolchicoside + Diclofenac Injection?

6. How many patients do you prescribe Thiocolchicoside + Diclofenac Injection in a month?

7. Will you prefer combination of thiocolchicoside + diclofenac injection, if in near future a new brand will launch with same combination?

8. Any other comments/suggestions:

PART 2

ONLINE

COURSE

REPORT

Online Course

on

Career Edge - Knockdown the Lockdown

By-  | **Digital Hub**
Learn, Share, Collaborate

(09th APRIL – 15th APRIL 2020)

A Report

by

ANKIT CHOUHAN

MBA Pharmaceutical Management

2019-2021



This is to certify that

Ankit Chouhan

has successfully completed

Career Edge - Knockdown the Lockdown

online course offered by TCS iON

Start Date: 09 Apr 2020 | End Date: 15 Apr 2020

Topics:

- Communication Skills ■ Presentation Skills ■ Soft Skills ■ Career Guidance Framework ■ Resume Writing
- Group Discussion Skills ■ Interview Skills ■ Business Etiquette ■ Effective Email Writing ■ Telephone Etiquette
- Accounting Fundamentals ■ IT Foundational Skills ■ Overview of Artificial Intelligence* (Source: NPTEL)



Venguswamy Ramaswamy
Global Head, TCS iON

Career Edge - Knockdown the Lockdown

Course Description:

Covid-19 may have secured the globe yet don't let it put learning and vocation on stop. This course is a 15-day self-managed e-course which has been unobtrusively intended to successfully use the time during the lockdown in growing delicate and hard aptitudes to improve and hone generally character and information. Just need to dedicate only 2 hours of the day more than about fourteen days to learn assorted aptitudes which plan for vocation and stay in front of your companions. Through this course, we will pick up the required ranges of abilities expected by industry alongside help from TCS business specialists, in this manner giving a head start a long time before the beginning of vocation.

The module in this course is helped with nano instructional exercise recordings, contextual analyses and end assessment to test if the course goals are met and to help apparent qualities and shortcomings. This course incorporates recorded online courses by TCS specialists, making it relevant and adjusted to the business. There is a finish obviously evaluation after culmination of all the 14 modules.

This course of 15 days assists with using the lockdown time frame implemented on you beneficially to hone your abilities and take on the future decidedly ready.

OBJECTIVES OF THE COURSE:

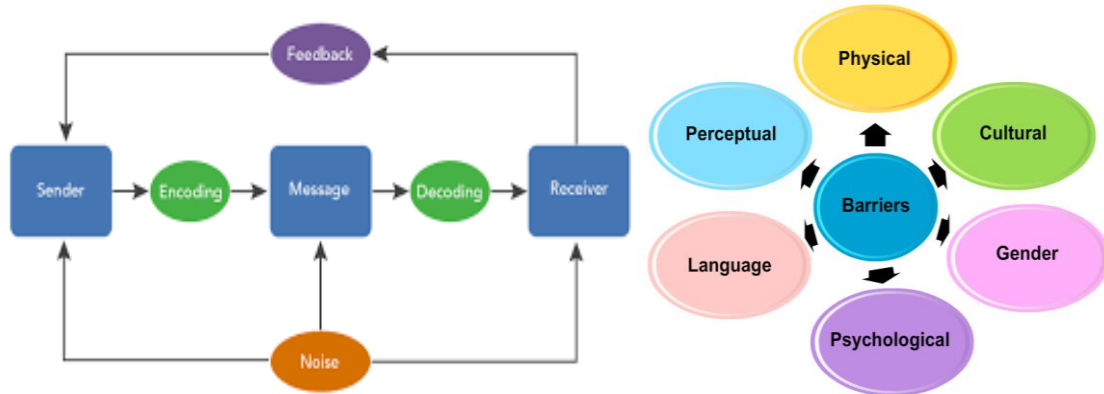
1. To gain the necessary skill sets demanded by the industry and to head start well before commencement of professional career.
2. To effectively utilise the time during the lockdown.
3. To grow delicate and hard abilities to upgrade and enhance the character and information.

Course Syllabus/Module:

- I. DAY 1: Communicate to Impress
- II. DAY 2: Deliver Presentations with Impact
- III. DAY 3: Develop Soft Skills for the Workplace
- IV. DAY 4: Gain Guidance from Career Gurus
- V. DAY 5: Write a Winning Resume and Cover Letter
- VI. DAY 6: Stay Ahead in Group Discussions
- VII. DAY 7: Ace Corporate Interviews
- VIII. DAY 8: Learn Corporate Etiquette
- IX. DAY 9: Write Effective Emails
- X. DAY 10: Learn Corporate Telephone Etiquette
- XI. DAY 11: Understand Accounting Fundamentals
- XII. DAY 12: Gain Foundational Skills in IT
- XIII. DAY 13: Understand Artificial Intelligence (AI) - Part 1
- XIV. DAY 14: Understand Artificial Intelligence (AI) - Part 2

➤ **Module I Communicate to Impress:**

In this module types of communication verbal, non-verbal, visual and written. Non-verbal communication plays bigger role in our day to day life. It has more weightage than verbal communication as the saying goes it is not what u say but how you say it matters. Non-verbal communication can be in form of facial expression, paralanguage, gestures, posture, eye-contact and appearance. Process of communication and barriers to communication



Some of the psychological barriers are due to retention capability, inattentiveness, status, closed mind, source of communication, emotional and attitude & opinion.

➤ **Module II Deliver Presentations with Impact:**

1. Plan: Create a structure for your presentation with appropriate start, center and end
2. Know your crowd: at that point we should check who all will be my audience members, their age, their aptitude and their dialects
3. Include in your notes: SLOW DOWN \BREATHE implies there ought to be delay inside spans
4. Practice your presentation: offer chance to yourself before definite day introduction
5. Should so anyone can hear all alone (record/video if conceivable)
6. Practice before a companion/associate

The brilliant principles:

1. Compose yourself
2. Familiarise yourself with the room
3. Think about whether your clothing suits the occasion
4. Don't stall out behind the platform – move around
5. Stick to time (and your planning)
6. Smile and have fun!

Managing the unforeseen

1. Arrive early: ensure everything is working
2. Take a back-up of your slides and a printed copy of your introduction
3. Stay quiet, clarify what's going on and refocus
4. Don't spend a large portion of your introduction attempting to fix an IT issue – continue and offer to share slides a short time later
5. If there are less individuals than anticipated, think about changing the room format
6. Think about what you'd cut in the event that others run after some time or the meeting begins late
7. Have coordinator contact subtleties to submit case you're running late

➤ **Module III Develop Soft Skills for the Workplace:**

Soft skills alludes to a group of individual attributes , propensities, mentalities and social conduct that make somebody a decent worker and good to work with soft skills characterized as required characteristics for certain types of choosing that don't rely upon achievable learning: they incorporate general information, the capacity to manage individuals, and a positive manageable habits.

Soft skills are close to home credits that assert somebody to communicate successfully and amicably with others. Soft skills separate between satisfactory competitors and perfect applicants.

Significance of soft ability:

1. To handle relational relations
2. To take proper choices
3. To convey adequately
4. To have right impression and effect on increase proficient turn of events

Soft Skills: Examples

1. Interpersonal qualities: Empathy, Leadership, Communication, Teamwork, Good habits, Ability to instruct, Works well with assorted variety, Self-certainty.
2. Personal properties: Optimism, Responsibility, Sense of amusingness, Integrity, Time the board, Motivation, Common Sense.

Soft skills are critical for everyone to learn, for both their own and expert life. They allude to a lot of attributes that each working individual needs to help build up their profession. They are unique in relation to 'hard skills', which identify with exchange skills and topic aptitude like programming, bookkeeping, money related examination, or concoction building a particular information or ability you would need to play out your activity. Soft skills incorporate authority, relational capacity, basic reasoning, critical thinking, and some more. They assume massive job in your vocation advancement, so it is imperative to learn and advance in whatever number as could be expected under the circumstances.

Module IV Gain Guidance from Career Gurus:



Picking the ideal career can be extremely good with the correct career guidance. The expert existence of an understudy relies upon the career choice and the course decision made by them during the change time of their life. Career guidance is significant at this progress stage since it helps in making their judgement without hardly lifting a finger and in the wake of being all around educated. Plus, we the understudies are frequently at intersection with regards to choose about what course to seek after or what career to get into. With a plenty of alternatives before us, and an absence of appropriate information about the necessity for these choices regularly prompts inaccurate career choices.

A career assessment done in the wake of saying something the inclination, character and premiums of the understudy, alongside a comprehension of the monetary foundation of the understudy, and afterward relating it to the market reality prompts a progressively educated and righter career choice. This is correctly why the job of a career masters is critical in this advanced age.

Module V Write a Winning Resume and Cover Letter:

A resume is a concise, useful outline of our capacities, training, and experience. It ought to light up your most grounded resources and abilities and separate you from different up-and-comers looking for comparative positions. Despite the fact that only it won't find our self a line of work or temporary position, a decent resume is a significant component toward getting a meeting. Resume ought to be custom fitted to the kind of position we are looking for. This doesn't imply that the entirety of our work history must relate straightforwardly, yet our resume ought to mirror the sort of abilities the business would esteem.

Resume language must be:

1. Specific as opposed to general
2. Active as opposed to latent
3. Written to communicate not intrigue
4. Fact-based (measure and qualify)
5. Written for individuals who check rapidly

5 Resume Blunders:

1. Spelling and syntax mistakes
2. Misplaced email and telephone data
3. Using inactive linguistic rather than "activity" words
4. Not very much created, brief, or simple to skim
5. Too long

Do's and Don'ts during resume building:

DO:

- Be predictable in configuration and substance
- Make it simple to peruse and follow, adjusting blank area
- Use reliable dividing, underlining, italics, striking, and capitalization for accentuation
- List primary things, (for example, Experience) arranged by significance
- Within headings, list data in turn around request (latest first)
- Refute data holes, for example, a missing summer
- Be certain that your designing appropriately whenever changed over to a .pdf

DON'T:

- Use individual pronouns, (for example, I
- Shorten
- Use an account elegance
- Numeral or letter classifications
- Use jargon
- Include an image
- Include age or gender

Compose an Effective Cover Letter

Cover letter is a composed example and a piece of the sifting procedure. By doing our absolute best, we can expand our odds of being met. A decent method to make a reaction creating cover letter is to feature our abilities or encounters that are generally material to the activity or business and to alter the letter to the positive company you are applying to.

Some broad standards about letters:

1. Address your letters to a particular individual in the event.
2. Alter letters to explicit circumstances or associations by doing explore before composing your letters.
3. Keep letters compact and genuine, close to a solitary page.
4. Give models that help your abilities and capabilities.
5. Put yourself from the pursuer's perspective. What you compose that will persuade the pursuer that you are prepared for the activity?
6. Remember this is an advertising device. Use heaps of activity words.
7. If changing over to a .pdf, watch that your designing deciphered effectively.
8. Reference aptitudes or past employment from the activity determination and present associations with your accreditations.

Module VI Stay Ahead in Group Discussions:

Group discussion is a significant procedure in scholastic, business and authoritative areas. It is an arranged and intentional intelligent oral procedure. In GD trade of thoughts, considerations and sentiments happen through verbal and non-verbal correspondence. The trading of thoughts happens in an arranged and organized manner. The chose understudies sit confronting each other nearly in a semi-circle and express their perspectives on the given subject or issue or issue.

As an understudy, it causes us to unequivocal ourselves to examine about the theme given, it encourages us to communicate your perspectives on genuine subjects and in formal conditions. It improves your creative mind, tuning in and talking abilities. It likewise upgrades your certainty level. GD abilities may guarantee scholarly achievement, notoriety and great confirmation or proposition for employment. In this manner, it is required to partake in a GD adequately and unhesitatingly.

What to prepare in a GD?

1. Speaking is important; do not sit silently. Speak freely.
2. Do not monopolize the conversation or talk too much.
3. Give everyone a chance to speak.
4. Maintain eye contact with everyone in the group.
5. Show active listening skills.
6. Do not interrupt anyone while they are speaking.
7. Keep the topic on track and don't be irrelevant.
8. Encourage someone who is silent to talk.
9. Do not argue with anyone.
10. Do not debate with anyone, while the group looks on.
11. Do not repeat what has been said; be attentive; try to develop on ideas expressed or give out new ideas.
12. Clarify your doubts and then proceed.
13. Be brief.

Module VII Ace Corporate Interviews:

The answers to a fruitful interview are practicing and preparing. The accompanying proposals assist you with getting ready for an interview:

Self-appraisal It is significant to consider self and previous understandings so as to be prepared to intelligent what you bring to the table a business.

Think about the accompanying subjects:

1. How your present and past experience relate to the position
2. Your current and future employment goals
3. What capacities and dominance you bring to the table?
4. The capacities that you should make or improve
5. Location, pay, and lifestyle needs
6. Kinds of people and circumstances you like
7. Past experiences you have to highlight, for instance charitable effort

Prior to the Interview

1. Proper Enquiry of the Company - An association's site is a splendid spot to begin. It commonly unveils your material to whether it is worldwide or nearby, what its takings are, what number of goals it has, and the possibility of its critical things.
2. Practice interview - Write down an ignored of conceivable requests that you think may be presented, by then have a partner go about as an expert and direct them to you in a work on meeting situation. Try not to stop until you grope extricated responding each question. Practicing already will make you feel continuously incredible and free during the interview.
3. Dress Professionally - In the current condition, wearing a suit isn't commonly significant. Contact the HR Manager of the association or your examiner and find what the garments standard is for the association at which you will guide. By then dress one level above. Visual impressions are huge. Along these lines, if in floundering, reliably dress on the standard side.
4. Arrival - Try to appear at the meeting zone to some degree early. This offers you a chance to control where you need to continue to will give you a few minutes to assemble your suppositions. Try not to appear after the normal time. Nothing closes your chance at astonishing a central more than appearing after the normal time and offering no clarification.

During the Interview

1. First impressions - First pantomimes take just 30 seconds.
2. Smile - A grin indicates trust in an up-and-comer.
3. Body Language - Utilize incredible position and take a gander at the questioner straightforwardly in the eye. Sit upstanding. Never droop.
4. Speak Clearly - Don't mumble. It portrays a nonappearance of assurance. Talk with certification. This shows assurance.
5. Listen Before Responding - Allow the overseer to begin the meeting yet be set up with some underlying disclosures.
6. Give Brief Responses - Make your answer brief and direct.
7. Be Truthful - Don't lie when gotten some data about something you haven't done.
8. Know Your Resume - Be set up to talk about every reality that is on your resume. Various people enhance their accomplishments on their resumes.

After the Interview

1. Back in Touch - Ask the interviewer when s/he wants to hit you up on her/his decision.
2. Thank the Interviewer - Verbally thank the interrogator for putting aside the push to talk with you, before leaving. Inside a day, send thank-you letters to the whole of the experts with whom you talked. This doesn't need to contain of a formed letter sent by methods for snail mail; an informed thank-you works correspondingly as fine.
3. Do not give up - Sometimes, inside ten minutes of the start of a meeting, you will understand that the movement isn't one you have to look for after. If you begin to feel therefore, don't forsake the meeting. Endure to meet like the action was the most noteworthy thing on earth.

ModuleVIII Learn Corporate Etiquette:

Corporate Etiquette alludes to set of guidelines an individual must follow while he is busy working. One must respect his organization and maintain the respectability of the spot. Corporate Etiquette alludes to carrying on sensibly and fittingly at the work environment to make an unending impression. Nobody would pay attention to you in the event that you don't perform well at the working environment. Recollect that we can't carry on a similar path at work environment as we act at our homes. One should be proficient and composed.

Some Do's and Don'ts at working environment:

1. Never embrace an easy-going demeanour at work. Your working environment pays you for your difficult work and not for meandering around.
2. Put your hand telephone in the quiet or vibrating mode at the work environment. Uproarious ring tones are totally amateurish and furthermore divert others.
3. Don't open any other individual's scratch pads registers or documents without his consent.
4. It is terrible habits to wheeze or hack in broad daylight without covering your mouth. Utilize a hanky or tissue for the equivalent.
5. Stay away from revolting legislative issues at the working environment. Abstain from playing accuse games.
6. Keep your workstation spotless and clean. Toss unwanted paper in dustbin and keep records in their specific drawers. Put a name on head of each document to keep away from silly looking.
7. Never condemn or ridicule any of your partners. Recall battling prompts no arrangement. There are a few different approaches to communicate disappointment. Sit with your equivalents, talk about issues up close and personal and choose something which is similarly adequate.
8. Take consideration of your pitch and tone at the work environment. Never yell on anybody or utilize foul words. It is amateurish to lash out at others under tension. Remain quiet and think judiciously.
9. Never go for meetings without a scratch pad and pen. It is minimal difficult to recollect each, and everything spoked in the gathering. Scribble down the significant focuses for future reference. Trust that your turn will talk.
10. Pass on data to every related beneficiary in the ideal structure. Convey through on paper methods of correspondence ideally through messages. Keep your revealing supervisor on top of it. Ensure your email marks are right.
11. Reach office on schedule. One must cling to the rules and strategies of the association. Order must be kept up at the work environment.
12. No association likes to have a pitifully dressed worker. Shave every day and don't utilize solid fragrances.

ModuleIX Write Effective Emails:

Some instructions for scripting more impactful e-mails:

1. Reflect about your note once you compose it: Do not send messages in scurry. To begin with, receive on the motivation behind your email and what result you anticipate from your announcement. At that point consider your note's observers and what he/she/they may require all together for your message to have the proposed outcome. You will likewise advance the clarity of your letter in the event that you set up your musings before you begin composing.
2. Reflect on the tone of your letter: When you are interfacing by methods for email, your words are not reinforced by movements, voice assortments, or various signs, so it may be easier for someone to misinterpret your tone. For example, joke and jokes are normally misinterpreted in messages and may insult your group. In like manner, be attentive about how you address your follower.

3. Format your note with the goal that it is anything but difficult to peruse: Use void area to outwardly unmistakable passages into independent squares of text. Shot huge subtleties with the goal that they are anything but difficult to select. Utilize striking expression type or capital literatures to feature genuine data, for example, remarkable dates.
4. Proofread: Take a look to your email prior sending. Utilize appropriate sentence structure, spelling, capitalization, and accentuation. In the event that your email program chains it, use spelling and sentence structure controllers. Give perusing your note a shot uproarious to assist you with getting any language structure blunders or persistent expressing that you may some way or another miss.

Module X Learn Corporate Telephone Etiquette:

1. Answer the call within three rings.
2. Immediately introduce yourself.
3. Speak clearly.
4. Only use speakerphone when necessary.
5. Actively listen and take notes.
6. Use proper language.
7. Remain cheerful.
8. Ask before putting someone on hold or transferring a call.
9. Be truthful if you don't know the response.
10. Be mindful of your volume.
11. Check for and respond to voicemails.

Module XI Understand Accounting Fundamentals:

Accounting has modest and surprisingly well-designed ways to track a business. To be accurate, book-keeping is about tracking a business. The end product of the fiscal accounting process is a set of reports that are called financial declarations.

Fundamental Accounting Terms:

So as to grasp the topic obviously, one must hold the accompanying typical statements consistently utilized in word related bookkeeping. The point is to empower the understudy to know regularly utilized ideas prior get onto on bookkeeping techniques and guidelines.

1. Transaction: It implies an occurrence or a commercial movement which includes discussion of cash or cash's value among buyer and seller. The occasion can be controlled as far as cash and changes the money related situation of an individual for example acquisition of products would include getting material and making pay coach making a commitment to pay to the provider sometime not too far off. Exchange could be a cash exchange or praise exchange.
2. Profit: The overabundance of Revenue Income over cost is named benefit. It is considered for each trade or for business as an aggregate.
3. Loss: The overabundance cost over salary is termed as misfortune. It could be expected for each trade or for business all in all.
4. Asset: Asset is a gracefully possessed by the business to utilize it for creating future benefits. Resources can be Perceptible and Imperceptible. Substantial Possessions are the Principal resources which have some human presence. for example, Sites and Equipment, Furniture and Fixtures, Property and Constructions, Records, Processors, Automobiles, and so forth. The capital resources which have no bodily presence and whose worth is constrained by the rights and foreseen benefits that ownership gives upon the proprietor are known as immaterial Assets. for example, Generosity, Patents, Trademarks, Patents, Brand Equity, Projects, Intellectual Property, and so on.

5. **Liability:** It is a commitment of money related nature to be settled sometime not too far off. It speaks to measure of cash that the business owes to different gatherings.
6. **Capital:** It is sum put resources into the business by its proprietors. It might be as money, merchandise, or whatever other advantage which the proprietor or accomplices of business put resources into the business activity. From business perspective, capital of proprietors is an obligation which is to be steady just in case of closing or transmission of the business.
7. **Debtor:** The aggregate whole or group of the sums which the buyer owes to the business for purchasing merchandise using a loan or administrations conservative or in regard of other foreordained duties, is known as Sundry Debtors or Trade Debtors.
8. **Creditor:** A creditor is an element (individual or organization) that expands credit by allowing another element to get cash proposed to be reimbursed later on.
9. **Capital Expenditure:** A capital expenditure is an instalment for products or administrations recorded, or capitalized, on the asset report rather than expensed on the pay explanation. CapEx spending is significant for organizations to keep up existing property, plant and gear, and put resources into new innovation and different resources for development.
10. **Revenue use:** This connotes consumption acquired to win income of the current time frame. The advantages of income costs get depleted in the time of the incurrence. for example, systems for upkeeps, protection, compensation and pays to workers, travel and so forth. The income surge brings about decline in benefit or overflow. It frames some portion of the Income articulation. Business as a rule plans 3 reports: 1. An assertion of monetary position alluded to as asset report 2. Pay explanation 3. Articulation of incomes.
11. **Balance Sheet:** A balance sheet is a budget summary that reports an organization's benefits, liabilities and investors' value. The balance sheet is one of the three (salary explanation and articulation of incomes being the other two) center fiscal reports used to assess a business
12. **Profit and Loss Account or Income Statement:** A salary explanation or benefit and account is one of the fiscal reports of an organization and shows the organization's incomes and costs during a specific period. It shows how the incomes are changed into the overall gain or net benefit.

Module XII and XIII Gain Foundational Skills in IT & Understand Artificial Intelligence (AI)

Artificial Intelligence (AI) states diversion of humanoid insight in technologies that are mechanized to think like persons and mirror their doings. The term may similarly be utilitarian to any machine that shows characteristics associated with a human mind, for instance, learning and basic reasoning.

The ideal property of artificial intelligence is its capacity to legitimize and take practices that have the clearest open door with respect to achieving a specific target. Computer based intelligence is cultivated by figuring out how human cerebrum thinks, and how people learn, concur, and work while attempting to settle an issue, and afterward utilizing the outcomes of this investigation as a premise of developing smart programming and frameworks.

Goals of AI

1. **To Generate Expert Systems:** The systems which display intelligent behaviour, learn, validate, explain, and guide its users.
2. **To Implement Human Intelligence in Technologies:** Generating systems that recognize, reflect, learn, and act like humans.

Learning methodology used in this course:

1. Lectures
2. PowerPoint presentation
3. Nano Tutorial Videos
4. Cases
5. Assignments
6. Individual module test and end of course Assessment.

Key Learnings from the course:

- Key learning from the course is overall development stage from how to prepare resume, acing the interview and all the etiquettes that should be followed in organisation and should be inherited in our self during all walks of life.
- Communication is the basis of all. Having strong social capacities helps in all pieces of life – from capable life to singular life and everything that falls in the center. From a business perspective, all trades result from correspondence. Incredible social capacities are fundamental to allow others and yourself to fathom information even more unequivocally and quickly.
- Soft aptitudes set you apart. Great correspondence and exchange aptitudes can assist you with increasing an edge over different applicants. Most joint efforts with others require some level of sensitive capacities. At an association you might be wheeling and dealing to win another understanding, acquainting your new arrangement with partners, sorting out for another position, and so on. We use sensitive aptitudes reliably crushing ceaselessly and building these fragile capacities will help you with winning more business and enliven your calling development.
- On another hand, corporate behaviour and composing powerful messages are one of the most significant scale for viable correspondence.