



SWARNIM STARTUP AND INNOVATION UNIVERSITY
SCHOOL OF BUSINESS
Academic Year 2021-2022

Identification of students for Advance Learner category:

Identified students on the basis of Mid Sem Marks. Mid sem marks attached here

For 1st Year/Semester

- Performance in Mid Semester Examinations
- Active participation in round the year activities

From 2nd Year Onwards/Semester

- Previous year University Result
- Active participation in round the year activities.

Once the students identified under Advance learner category Swarnim startup and Innovation University taken the necessary step:

1. To provide career counselling & mock placement activities to students.
2. Mentoring and Counselling to students to achieve Certificates of Swayam courses and Value added courses.
3. Provide guidance to successfully complete the experiential project.


HOD

Dr. PARUL SHAH

**SWARNIM SCHOOL OF
BUSINESS**



SWARNIM STARTUP AND INNOVATION UNIVERSITY
SCHOOL OF BUSINESS

SOB/ADVANCE LEARNERSESSIONS/2021

Date: 07-10-2021

CIRCULAR FOR THE EXTRA CLASSES FOR ADVANCE
LEARNERS

THIS IS TO NOTIFY THAT AS PER THE DIRECTIVES FROM THE UNIVERSITY ALL THE STUDENTS WHO HAVE BEEN IDENTIFIED AS ADVANCE LEARNER AS PER THE POLICY WILL UNDER GO EXTRA CLASSES FOR MENTORING AND GUIDANCE IN PLACEMENT RESEARCH PROJECTS AND OTHER EXTRA ACHIEVEMENTS MENTORS WILL ENSURE THE CONDUCT OF THE EXTRA CLASSES FOR THE STUDENTS IDENTIFIED AS ADVANCE LEARNERS FOR THE ACADEMIC YEAR 2021-22.

HOD

Dr. PARUL SHAH

**SWARNIM SCHOOL OF
BUSINESS**

CC to:

- 1. CO-ORDINATOR OF THE PARTICULAR CLASS.**
- 2. RESPECTIVE MENTORS.**



SWARNIM STARTUP AND INNOVATION UNIVERSITY
SCHOOL OF BUSINESS

SMCLA/ADVANCE LEARNERSESSIONS/2022

Date: 07-04-2022

CIRCULAR FOR THE Extra Classes for Advance learners

THIS IS TO NOTIFY THAT AS PER THE DIRECTIVES FROM THE UNIVERSITY ALL THE STUDENTS WHO HAVE BEEN IDENTIFIED AS ADVANCE LEARNER AS PER THE POLICY WILL UNDER GO EXTRA CLASSES FOR MENTORING AND GUIDANCE IN PLACEMENT RESEARCH PROJECTS AND OTHER EXTRA ACHIEVEMENTS MENTORS WILL ENSURE THE CONDUCT OF THE EXTRA CLASSES FOR THE STUDENTS IDENTIFIED AS ADVANCE LEARNERS FOR THE ACADEMIC YEAR 2021-22.


HOD

Dr. PARUL SHAH

**SWARNIM SCHOOL OF
BUSINESS**

CC to:

- 1. CO-ORDINATOR OF THE PARTICULAR CLASS.**
- 2. RESPECTIVE MENTORS.**



SWARNIM STARTUP & INNOVATION UNIVERSITY
SCHOOL OF BUSINESS

List of Advance learner Students, 2021-2022 MBA, Odd Semester

5th October 2021- 15th December 2021

SR NO	ENROLLMENT	NAME OF STUDENT	CATEGORY	CLASS
1	2116005001	TRILOKANI ASHWIN HARESHBHAI	Advance Learner	MBA Sem 1
2	2116005006	BHATT ABHISHEK YOGESHCHANDRA	Advance Learner	MBA Sem 1
3	2116007002	TRIVEDI SIDDHARTH PRAVINCHANDRA	Advance Learner	MBA Sem 3
4	2116007017	MAKWANA SONU GAUTAMBHAI	Advance Learner	MBA Sem 3
5	2016002003	SHIVANG KOUL	Advance Learner	MBA Sem 3
6	2016007001	SHWETA UPADHYAYA	Advance Learner	MBA Sem 3


HOD

Dr. Parul Shah

SWARNIM SCHOOL OF
BUSINESS

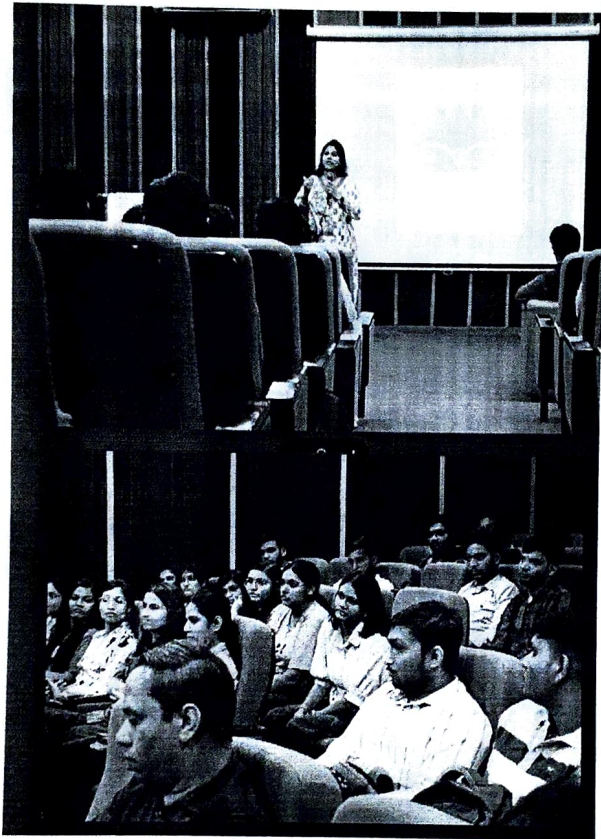
**SWARNIM STARTUP & INNOVATION UNIVERSITY****SCHOOL OF BUSINESS****List of Advance learner Students, 2021-2022 MBA, Even Semester****5th October 2021- 15th December 2021**

SR NO	ENROLLMENT	NAME OF STUDENT	CATEGORY	CLASS
1	2116005001	TRILOKANI ASHWIN HARESHBHAI	Advance Learner	MBA Sem 2
2	2116005006	BHATT ABHISHEK YOGESHCHANDRA	Advance Learner	MBA Sem 2
3	2116007002	TRIVEDI SIDDHARTH PRAVINCHANDRA	Advance Learner	MBA Sem 2
4	2116007017	MAKWANA SONU GAUTAMBHAI	Advance Learner	MBA Sem 2
5	2016002003	SHIVANG KOUL	Advance Learner	MBA Sem 4
6	2016007001	SHWETA UPADHYAYA	Advance Learner	MBA Sem 4

HOD**Dr. Parul Shah****SWARNIM SCHOOL OF
BUSINESS**

Activities for Advance learner enrichment

Activity 1: Counselling & Mentoring to students how they can grab the placement opportunity





14-01-2022

AXISB/HR/REC/CO/VSRM/ ((AMCATID))

SHWETA UPADHYAYA
Ahmedabad, Gujarat
Contact No: 7087822713
Email ID: shwetaupadhyaya1998@gmail.com
Candidate ID: APP122010767400

LETTER OF INTENT
VIRTUAL SALES AND RELATIONSHIP MANAGEMENT (VSRM) PROGRAM
CONDUCTED BY NIIT IFBI

Dear SHWETA UPADHYAYA,

1. This is in reference to your application to the Virtual Sales and Relationship Management (VSRM) Program, which is being conducted in association with NIIT IFBI for a Certificate in Virtual Sales and Relationship Management.

We take immense pleasure to inform that subsequent to the selection process, you have been selected for the said program.

Your admission to Virtual Sales and Relationship Management Program will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria of being a graduate from any stream, with minimum 50% and above in 10th, 12th and graduation
 - b) No relative working in Axis bank
 - c) Satisfactory background verification reports from an authorized agency of the Bank.
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission/appointment is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. NIIT IFBI will issue a Certificate in Virtual Sales and Relationship Management to Virtual Relationship Managers (RMs) and Virtual Acquisition Managers (AMs) who successfully complete 4 months (3 months of classroom & 1 month of On-The-Job training – OJT in which they will be posted in any of the branches of Axis Bank). (OJT). During the OJT, the students become employees of the Bank and they will be allotted employee IDs and business targets. The OJT evaluation will be done by the reporting manager based on performance. In case any RM fails to clear the OJT within 1 year of joining the bank, they will not be eligible for the Virtual Sales and Relationship Management certificate.

3. After successful completion of the OJT, you will be certified in Virtual Sales and Relationship Management and will be appointed in the Bank in the grade of Assistant Manager with an indicative Fixed Pay in the range of INR 2.65 LPA to INR 2.97 LPA per year. This is not inclusive of the Performance Bonus and non-encashable Loan Benefits and same is paid is over and above the Fixed Pay. Detailed Breakup of the Compensation mentioned above is attached in Annexure A. You are requested to please read the same carefully.

4. Successful completion of the Virtual Sales and RM Program (VSRM) implies fulfilling of the following conditions:

- a) Completion of the 3 months of classroom training and 1 month of "On the Job training (OJT)" leading to the conferring of a Certificate in Virtual Sales and Relationship Management by NIIT IFBI.
- b) The student has to necessarily pass the classroom training assessments and complete OJT within one year of enrollment in the program.
- c) Satisfactory conduct throughout the program as per the Code of Conduct prescribed by NIIT IFBI & the Bank.

Upon completion of all the above conditions, you will be given a Final Letter of Appointment with the details of your posting to a Branch and your exact compensation breakup. All students after successful completion of the course, will be awarded the "Certificate in Virtual Sales and Relationship Management" from NIIT IFBI. Accordingly, they will be absorbed in the Bank in the role of Virtual Relationship Manager / Virtual Acquisition Manager in Assistant Manager Grade and can be posted at any Branch / Office in India as per Bank's discretion. This role will comprise of Sales & Relationship Management.

5. The choice of branches / offices of the Bank and the role will be as per the manpower needs and business requirements of the Bank.

6. While in the Program you will be eligible for below:

- a) During the 1 month of OJT at Axis Bank branches: CTC as mentioned in Annexure A

The course fees payable to NIIT IFBI, for this 4-month Certificate course in Virtual Sales and Relationship Management is Rs. 85,000 excluding GST@18%. The said fees will be payable to NIIT IFBI in two instalments as per the schedule advised (Refer to Annexure B)

The fee amount is all inclusive covering course fees, course material during the four months training period. The training will be delivered on digital mode.

Please note that the course fee is paid towards the VSRM program to NIIT IFBI and not to Axis bank for getting a guaranteed job. Also, note that no refund of the course fees will be permissible under any circumstances, if the candidate decides to leave after course commencement, as notified by NIIT IFBI.



AXIS BANK

8. As a Part of the Virtual Sales and RM Program, the Code of conduct and Rules of the Program will be binding on you.
9. During the 4 months study, acts of Indiscipline shall attract suitable Disciplinary action including dismissal from the course.
10. In case you are unable to complete the course / unable to pass all the subjects / unable to get the required credits / unable to clear OJT as stipulated within the four-month course duration, this offer of subsequent appointment with Axis Bank, shall stand withdrawn automatically. Any additional expenses required to be incurred in appearing for repeat attempts will have to be borne by the candidate, with no commitment of appointment to the Bank.
11. In case you are unable to complete the course for any reason, you will be liable to make payments towards the Fees and other academic charges for the entire course to NIIT IFBI. Axis Bank will not be liable for any payments or claims in this regard.

You need to furnish a copy of the LOI duly signed by you, at the time of admission at NIIT IFBI.

We at Axis Bank wish you success and look forward to you having a long and rewarding career with us!

Yours faithfully,

Anand Bardhan
Deputy Vice President
Human Resources

Encl: - a/a

- 1) Annexure A (Grade & Indicative Compensation Breakup)
- 2) Annexure B (Steps until Joining the program at NIIT IFBI)

Annexure A: Grade & Indicative Compensation Breakup

COMPENSATION	CTC (P.A)
Basic	90,000
Basket of Allowances	1,33,200
Provident Fund	21,384
Gratuity	4,332
Statutory Bonus	16,800
Fixed Cash + Retiral	2,65,716
Location Pay	0
Fixed Pay	2,65,716
Target Variable Pay	30,000
Total Pay	2,95,716

Please Note:

- Retirals are non-encashable.
- Staff Loan Benefits (Vehicle/Housing) are non-encashable and can be availed only upon confirmation. The figure indicated is the Staff Loan value as and when availed. Staff loans will be applicable as per the eligibility and terms of the employment.
- Target Variable Pay is defined at a rating of MP and has been calculated basis the role and grade as on 01 April 2021. Is subject to the Bank's performance, and the employee meeting performance standards set by the Bank. Does not represent the guaranteed or maximum variable pay. In the past, based on the Bank's performance scale, high performers (rating of MP++ or MP+) have been rewarded with up to 200% of target variable pay.
- Basket of Allowances can be allocated under the following heads as long as it adheres to the maximum limits; Fixed allowance, HRA, Superannuation, Mobile Handset, Broadband, Conveyance, Meal Vouchers, Child Education allowance, any other allowances as applicable. The current default structure is the most tax efficient structure, however you can log on to the TSR Darashaw portal post joining the bank and change it as per your requirement under the Flexi Pay tab.
- Location Pay which is dependent on the posted location of the employee, is liable to change in case an employee is transferred to some other location subsequently.
- You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities. The value mentioned is as per prevailing regulation. Any changes to regulation may lead to adjustment of Gratuity values within the overall Fixed Pay values.
- From current Financial Year, Statutory Bonus is a new Component which will be added as part of your Monthly salary payout for all employees as per the revised Compensation policy.

ANNEXURE B: Steps for your joining the Virtual Sales and RM Program at NIIT IFBI

Step 1: Payment of Fees

Course Fee structure is appended below for your reference

Term	Fee Components	Fee	GST @18%	Total	Payment Schedule
1	Admission Fee	Rs. 5000	Rs. 900	Rs. 5900	By 14 th Jan 2022
2	Tuition Fee - Instalment 1	Rs. 40000	Rs. 7200	Rs. 47200	By 14 th Jan 2022
3	Tuition Fee - Instalment 2	Rs. 40000	Rs. 7200	Rs. 47200	On or before 15 th Feb 2022
	Total Fee	Rs. 85000	Rs. 15300	Rs. 100300	

Step 2: Acceptance of the LOI

- o Kindly confirm your acceptance by submitting the signed copy of this letter at the time of joining the program to NIIT IFBI.

Step 3: Initiation of Pre joining formalities

- o At the time of joining the Course – Document verification – KYC, Marksheets, Payment receipts
- o At the time of joining the Bank - Please note that Axis Bank Ltd has a well-defined structured pre-joining process. This includes the medical fitness declaration and background verification process. You will receive an email for Background Verification Process. Kindly adhere to all the steps and enter correct details & upload all supporting documents.

Step 4: Commencement of the Program

- o The program will start on 15th Jan 2022

14-01-2022

AXISB/HR/REC/CO/VSRM/ ((AMCATID))

Ms. SHIVANG KOUL

Ahmedabad, Gujarat

Contact No: 7087822713

Email ID: shwetaupadhyaya1998@gmail.com

Candidate ID: APP122010767400

LETTER OF INTENT

**VIRTUAL SALES AND RELATIONSHIP MANAGEMENT (VSRM) PROGRAM
CONDUCTED BY NIIT IFBI**

Dear Ms. SHIVANG KOUL

1. This is in reference to your application to the Virtual Sales and Relationship Management (VSRM) Program, which is being conducted in association with NIIT IFBI for a Certificate in Virtual Sales and Relationship Management.

We take immense pleasure to inform that subsequent to the selection process, you have been selected for the said program.

Your admission to Virtual Sales and Relationship Management Program will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria of being a graduate from any stream, with minimum 50% and above in 10th, 12th and graduation
 - b) No relative working in Axis bank
 - c) Satisfactory background verification reports from an authorized agency of the Bank.
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission/appointment is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. NIIT IFBI will issue a Certificate in Virtual Sales and Relationship Management to Virtual Relationship Managers (RMs) and Virtual Acquisition Managers (AMs) who successfully complete 4 months (3 months of classroom & 1 month of On-The-Job training – OJT in which they will be posted in any of the branches of Axis Bank). (OJT). During the OJT, the students become employees of the Bank and they will be allotted employee IDs and business targets. The OJT evaluation will be done by the reporting manager based on performance. In case any RM fails to clear the OJT within 1 year of joining the bank, they will not be eligible for the Virtual Sales and Relationship Management certificate.

3. After successful completion of the OJT, you will be certified in Virtual Sales and Relationship Management and will be appointed in the Bank in the grade of Assistant Manager with an indicative Fixed Pay in the range of INR 2.65 LPA to INR 2.97 LPA per year. This is not inclusive of the Performance Bonus and non-encashable Loan Benefits and same is paid over and above the Fixed Pay. Detailed Breakup of the Compensation mentioned above is attached in Annexure A. You are requested to please read the same carefully.
4. Successful completion of the Virtual Sales and RM Program (VSRM) implies fulfilling of the following conditions:
 - a) Completion of the 3 months of classroom training and 1 month of "On the Job training (OJT)" leading to the conferring of a Certificate in Virtual Sales and Relationship Management by NIIT IFBI.
 - b) The student has to necessarily pass the classroom training assessments and complete OJT within one year of enrollment in the program.
 - c) Satisfactory conduct throughout the program as per the Code of Conduct prescribed by NIIT IFBI & the Bank.

Upon completion of all the above conditions, you will be given a Final Letter of Appointment with the details of your posting to a Branch and your exact compensation breakup. All students after successful completion of the course, will be awarded the "Certificate in Virtual Sales and Relationship Management" from NIIT IFBI. Accordingly, they will be absorbed in the Bank in the role of Virtual Relationship Manager / Virtual Acquisition Manager in Assistant Manager Grade and can be posted at any Branch / Office in India as per Bank's discretion. This role will comprise of Sales & Relationship Management.

5. The choice of branches / offices of the Bank and the role will be as per the manpower needs and business requirements of the Bank.
6. While in the Program you will be eligible for below:
 - a) During the 1 month of OJT at Axis Bank branches: CTC as mentioned in Annexure A.
7. The course fees payable to NIIT IFBI, for this 4-month Certificate course in Virtual Sales and Relationship Management is Rs. 85,000 excluding GST@18%. The said fees will be payable to NIIT IFBI in two installments as per the schedule advised (Refer to Annexure B).

The fee amount is all inclusive covering course fees, course material during the four months training period. The training will be delivered on digital mode.

Please note that the course fee is paid towards the VSRM program to NIIT IFBI and not to Axis bank for getting a guaranteed job. Also, note that no refund of the course fees will be permissible under any circumstances, if the candidate decides to leave after course commencement, as notified by NIIT IFBI.

8. As a Part of the Virtual Sales and RM Program, the Code of conduct and Rules of the Program will be binding on you.
9. During the 4 months study, acts of Indiscipline shall attract suitable Disciplinary action including dismissal from the course.
10. In case you are unable to complete the course / unable to pass all the subjects / unable to get the required credits / unable to clear OJT as stipulated within the four-month course duration, this offer of subsequent appointment with Axis Bank, shall stand withdrawn automatically. Any additional expenses required to be incurred in appearing for repeat attempts will have to be borne by the candidate, with no commitment of appointment to the Bank.
11. In case you are unable to complete the course for any reason, you will be liable to make payments towards the Fees and other academic charges for the entire course to NIIT IFBI. Axis Bank will not be liable for any payments or claims in this regard.

You need to furnish a copy of the LOI duly signed by you, at the time of admission at NIIT IFBI.

We at Axis Bank wish you success and look forward to you having a long and rewarding career with us!

Yours faithfully,



Anand Bardhan
Deputy Vice President
Human Resources

Encl: - a/a

- 1) Annexure A (Grade & Indicative Compensation Breakup)
- 2) Annexure B (Steps until Joining the program at NIIT IFBI)

Annexure A: Grade & Indicative Compensation Breakup

COMPENSATION	CTC (P.A)
Basic	90,000
Basket of Allowances	1,33,200
Provident Fund	21,384
Gratuity	4,332
Statutory Bonus	16,800
Fixed Cash + Retiral	2,65,716
Location Pay	0
Fixed Pay	2,65,716
Target Variable Pay	30,000
Total Pay	2,95,716

Please Note:

- Retirals are non-encashable.
- Staff Loan Benefits (Vehicle/Housing) are non-encashable and can be availed only upon confirmation. The figure indicated is the Staff Loan value as and when availed. Staff loans will be applicable as per the eligibility and terms of the employment.
- Target Variable Pay is defined at a rating of MP and has been calculated basis the role and grade as on 01 April 2021. Is subject to the Bank's performance, and the employee meeting performance standards set by the Bank. Does not represent the guaranteed or maximum variable pay. In the past, based on the Bank's performance scale, high performers (rating of MP++ or MP+) have been rewarded with up to 200% of target variable pay.
- Basket of Allowances can be allocated under the following heads as long as it adheres to the maximum limits; Fixed allowance, HRA, Superannuation, Mobile Handset, Broadband, Conveyance, Meal Vouchers, Child Education allowance, any other allowances as applicable. The current default structure is the most tax efficient structure, however you can log on to the TSR Darashaw portal post joining the bank and change it as per your requirement under the Flexi Pay tab.
- Location Pay which is dependent on the posted location of the employee, is liable to change in case an employee is transferred to some other location subsequently.
- You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities. The value mentioned is as per prevailing regulation. Any changes to regulation may lead to adjustment of Gratuity values within the overall Fixed Pay values.
- From current Financial Year, Statutory Bonus is a new Component which will be added as part of your Monthly salary payout for all employees as per the revised Compensation policy.

ANNEXURE B: Steps for your joining the Virtual Sales and RM Program at NIIT IFBI

Step 1: Payment of Fees

Course Fee structure is appended below for your reference

Term	Fee Components	Fee	GST @18%	Total	Payment Schedule
1	Admission Fee	Rs. 5000	Rs. 900	Rs. 5900	By 14 th Jan 2022
2	Tuition Fee - Instalment 1	Rs. 40000	Rs. 7200	Rs. 47200	By 14 th Jan 2022
3	Tuition Fee - Instalment 2	Rs. 40000	Rs. 7200	Rs. 47200	On or before 15 th Feb 2022
Total Fee		Rs. 85000	Rs. 15300	Rs. 100300	

Step 2: Acceptance of the LOI

- o Kindly confirm your acceptance by submitting the signed copy of this letter at the time of joining the program to NIIT IFBI.

Step 3: Initiation of Pre joining formalities

- o At the time of joining the Course – Document verification – KYC, Marksheet, Payment receipts
- o At the time of joining the Bank - Please note that Axis Bank Ltd has a well-defined structured pre-joining process. This includes the medical fitness declaration and background verification process. You will receive an email for Background Verification Process. Kindly adhere to all the steps and enter correct details & upload all supporting documents.

Step 4: Commencement of the Program

- o The program will start on 15th Jan 2022

Activity 2: Value added courses and certificates to students:

For reference few certificates attached here



Devi
SWARNIM SCHOOL OF
BUSINESS




SWARNIM
SCHOOL OF BUSINESS

CERTIFICATE OF VALUES ADDED COURSE COMPLETION

This Certificate is presented to
MAKWANA SONU GAUTAMBHAI


MBA / BBA / B.Com

For Successfully Completing Value added course of Subject
"Green Finance" in the academic year 2022-23 offered by
Swarnim School of Business, Swarnim Startup and Innovation University.


Head
School of Business




Course Expert
School of Business


SWARNIM SCHOOL OF
BUSINESS



SCHOOL OF BUSINESS

SSIU/SOB/2021-2022/Report Advance Learner

Date: 15/12/2021

Report on Extra classes for advance learner student's enrichment

The extra classes for slow learner were taken during session July- December. All listed students under the advance learner category attended the classes.

Objective:-

The objective of program was help to advance learner students to achieve certificates for publications and other exams and preparation for final placement, to fulfil the requirements for future career growth.

Programme Activities:

The sessions were scheduled once in a semester and were arranged as per activity.

Outcome:

More than 60% of Listed students able to achieve the certificates and prepared for next level of career growth.


HOD

Dr. PARUL SHAH

SWARNIM SCHOOL OF
BUSINESS



SCHOOL OF BUSINESS

SSIU/SOB/2021-2022/Report Advance Learner

Date: 23/05/2022

Report on Extra classes for advance learner student's enrichment

The extra classes for slow learner were taken during session July- December. All listed students under the advance learner category attended the classes.

Objective:-

The objective of program was help to advance learner students to achieve certificates for publications and other exams and preparation for final placement, to fulfil the requirements for future career growth.

Programme Activities:

The sessions were scheduled once in a semester and were arranged as per activity.

Outcome:

More than 70% of Listed students able to achieve the certificates and prepared for next level of career growth.

HOD

Dr. PARUL SHAH

SWARNIM SCHOOL OF
BUSINESS