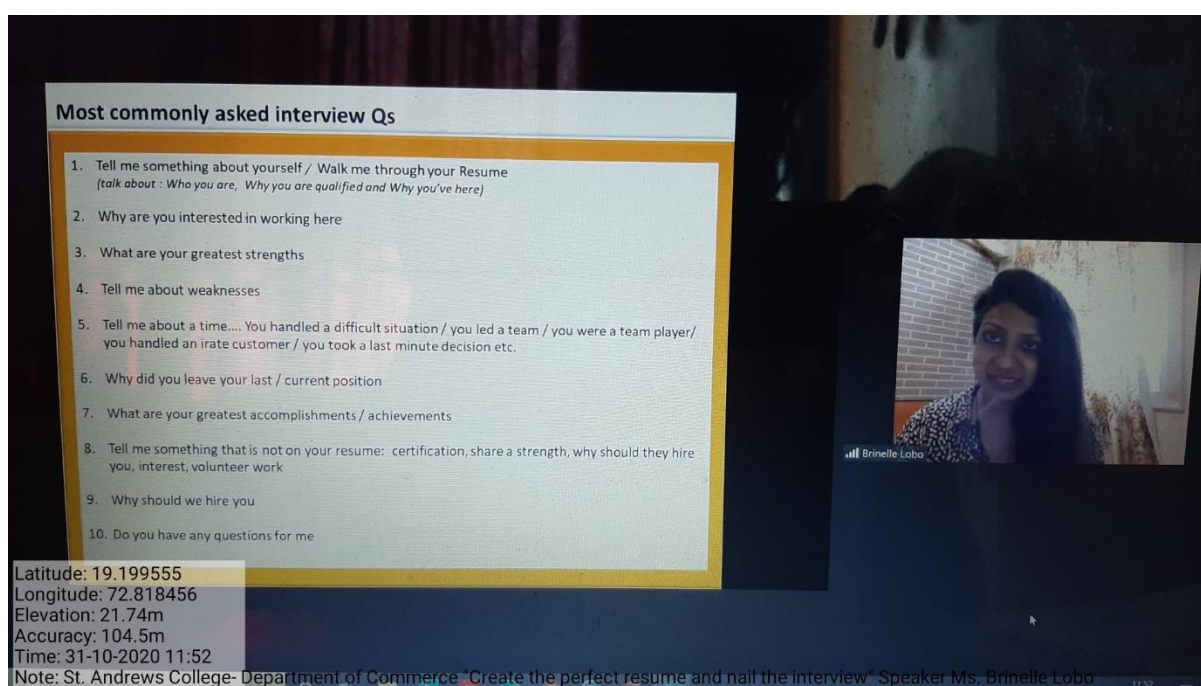
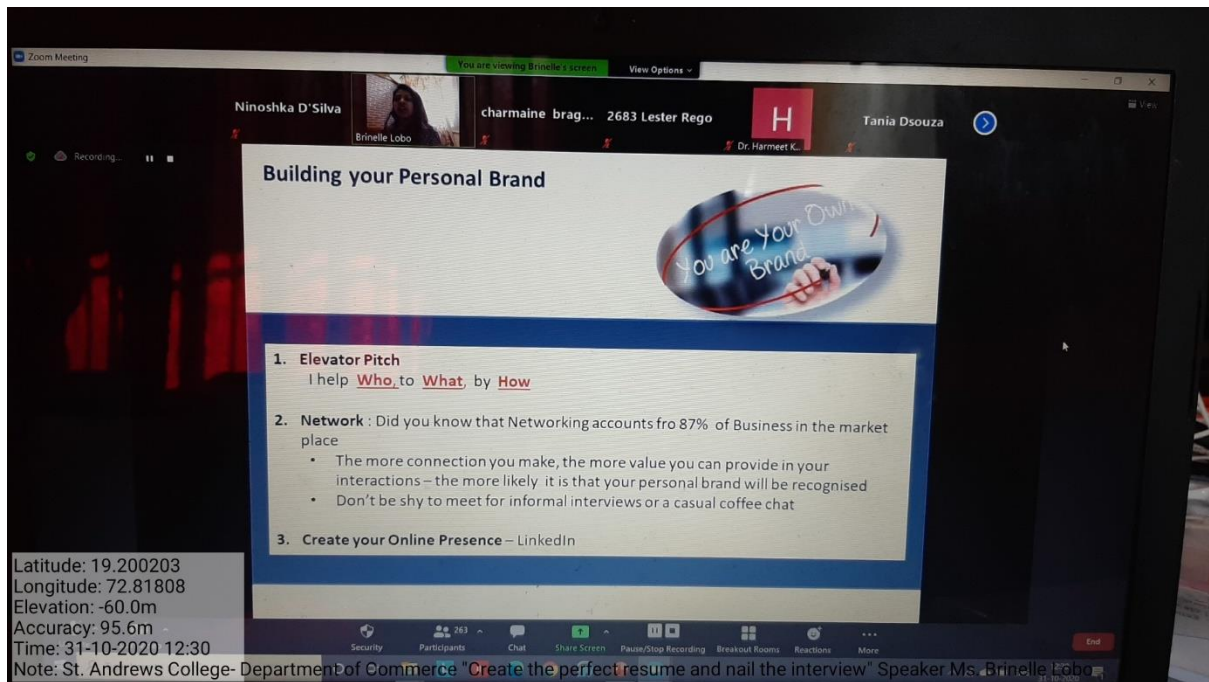


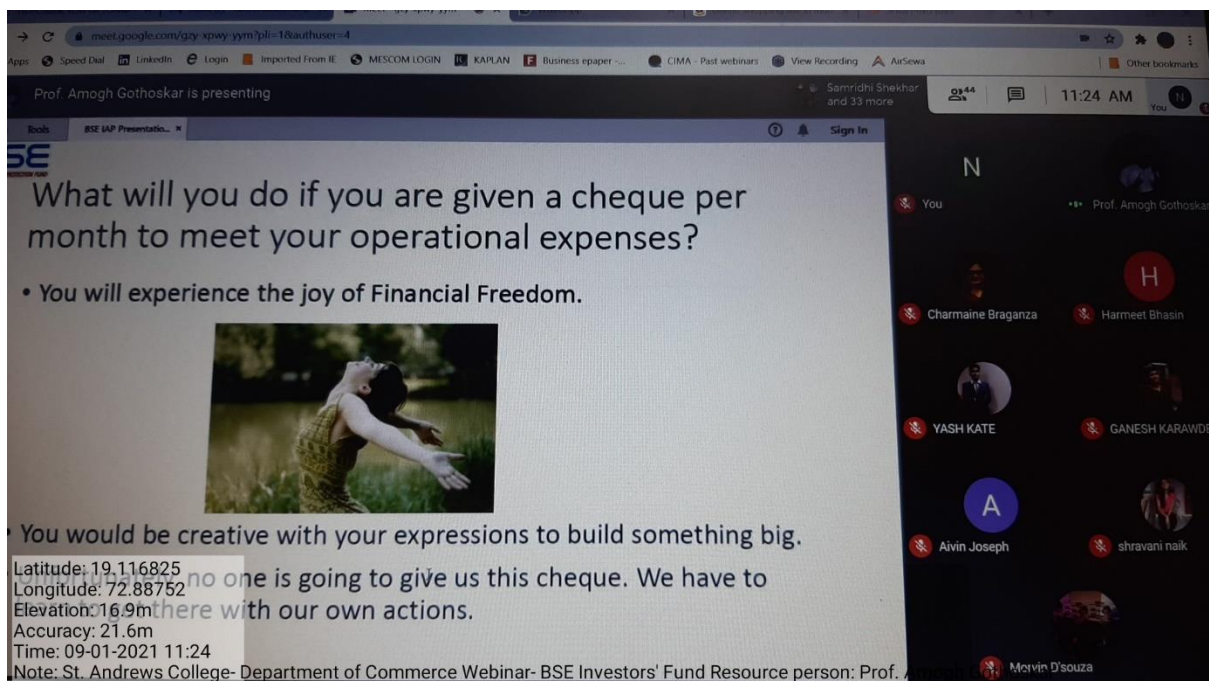
## Department of Commerce Report

In October 2020, the Department of Commerce organised its very first session entitled, 'Create the Perfect Resume and Nail the Interview'. The resource person was our alumna Ms. Brinelle Lobo, Asst. Vice President, CitiBank. There were over 297 T.Y.B.Com. participants as Ms. Lobo began the webinar with a question leading to her presentation. Ms. Lobo provided tips and techniques for better interviews, including improvement in body posture, confidence and communication skills. The session also focused on what needs to be included in an effective resume, engaging in relevant small talk and a few exercises that lead to an effective interview.





In January 2021, the Department of Commerce in collaboration with BSE organised a webinar, 'Investors' Awareness Program', by Mr. Amogh Gothoskar. 41 students across the F.Y., S.Y. & T.Y.B.Com attended the session which focussed on different types of Mutual Funds. The 'pay winning' and 'salary spending' exercise provided an effective budgetary framework. Mr. Gothoskar even highlighted the need to start investment early and invoked sensitivity amongst participants on the value of money.



Prof. Amogh Gothoskar is presenting

Home Tools BSE IAP Presentation... Sign In

**BSE**  
BSE INVESTORS' FUND

## Precautions in the Stock Market

- Deal with only registered brokers/sub-brokers
- Receive contract notes from your broker
- Do not be misled by market rumours, hot tips etc.
- Take informed decisions by studying the fundamentals of the company
- Do not be attracted by announcements of fantastic result/news reports about a company
- Do not be attracted to stocks based on what internet website promotes (do your study)
- Low price/ penny stocks do not guarantee high return
- Sudden spurt in stock price - be cautious

Any advise or tip that claims huge return may lead to losing some, most or all of your money

Issue account payee cheque /DD in the name of your broker only , as it appears on the contract note

Latitude: 19.116883 Longitude: 72.88759 Elevation: -51.3m Accuracy: 16.5m Time: 09-01-2021 11:56

Note: St. Andrews College- Department of Commerce Webinar- BSE Investors' Fund Resource person: Prof. Amogh Gothoskar

This year's Skill Development Program was entitled, 'Business Secrets to Accelerate Your Success', and focussed on the T.Y.B.Com students. CA Rajesh Seshadri; Global CFO of DHL Global & co- founder & creator of Nirmiti Nidra was the resource person.

The first session on MAFA Syndrome, in January 2021, saw Mr. Rajesh introducing the Eisenhower Matrix. This helped students to prioritise their workload, into urgent tasks, re-scheduling, delegating or eliminating them.

Recording... Ninoshika Dsilva is talking...

View

**The Eisenhower Matrix**

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	<b>DO</b> it today	<b>SCHEDULE</b> a time to do it
<b>Not Important</b>	<b>DELEGATE</b> it to someone else	<b>ELIMINATE</b> Stop doing this

MAFA Syndrome

Latitude: 19.116914 Longitude: 72.887598 Elevation: 16.7m Accuracy: 48.9m Time: 02-01-2021 12:25

Note: St. Andrews College- Department of Commerce Program "Business Secrets to Accelerate your Success" by Mr. Rajesh Seshadri Session 1

2376 Hannah D'...  
2481 Joseph ...  
2346 shannon r...  
2636 Jennifer F...  
2366 Akanksha...  
2617 Jonah Dias

**The Eisenhower Matrix**

2514 Zara Mene...

2376 Hannah D'...

2481 Joseph ...

2346 shannon r...

2636 Jennifer F...

2366 Akanksha...

Latitude: 19.11697  
 Longitude: 72.887626  
 Elevation: -51.7m  
 Accuracy: 30.0m  
 Time: 02-01-2021 12:23  
 Note: St. Andrews College- Department of Commerce Program "Business Secrets to Accelerate your Success" by Mr. Rajesh Seshadri Session 1

In the second session on The Power of Focus & The Pain of Procrastination, SMART goals were discussed along with procrastination and habits. Goal setting, Habits & Distractions and the causes of procrastination were highlighted.

Rajesh

2490 Trisma Fer...

**THE POWER OF FOCUS, THE PAIN OF PROCASTINATION**  
 BY MR RAJESH SESHADRI

**Are you a procrastinator?**

- When you have an important deadline which you are aware of, do you tend to be distracted until the last moment, where you rush against all odds to meet the deadline?
- When there is something you must do, as compared to something that you want to do, do you find it tough to get started or spend an extraordinary amount of time ruminating over it than commencing to act upon it?
- You fail to create schedules or plan your day or your week and prefer to deal with things as they come. Do you always find yourself doing things you would prefer to ignore them.
- Do you tend to get stressed because you are always doing things at the eleventh hour?

12:19 PM

SATURDAY, 16 JAN

DEPARTMENT OF COMMERCE

LONGITUDE 72.8581° E 72°51'28"E

LATITUDE 19.2555° N 19°15'19"N

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE

Session 3 on The Enchantment of Energy began with the idea that, “Energy follows intention and flows with an attention”. The students were told how important and necessary it is to be physically fit and were also given various suggestions of how one can improve the same with incline sprints and supplementary diet. Later, Mr. Rajesh spoke about the difference between the Mind and the Brain, that the Conscious Mind, which is 10% includes willpower and long-term memory, whereas, the subconscious mind, which is 90% includes beliefs, emotions and habits.

Christina Dâ€™s... Rajesh 2695 Ryan Se... 2627 Monica ... 2341 - SUSH...

THE ENCHANTMENT OF ENERGY  
BY MR RAJESH SESHADARI

## Hydration

- Loss of energy levels can be directly correlated to dehydration.
- Water also directly influences nerve function which we know is crucial to our brain communicating with our body and vice-versa.
- Insufficient water consumption has been shown to be a huge factor in people feeling run-down at work, especially during the late morning and early afternoon timeframe.
- At the very least, the majority of your physiological systems are used / stimulated when drinking water.
- Your body needs a minimum of 33 inches of water per day to maintain weight.

11:42 AM  
SATURDAY, 30 JAN

DEPARTMENT OF COMMERCE  
LONGITUDE 72.8581° E 72°51'28"E  
LATITUDE 19.2555° N 19°15'19"N

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE

Christina Dâ€™s... Rajesh 2695 Ryan Se... Charmaine Br...

THE ENCHANTMENT OF ENERGY  
BY MR RAJESH SESHADARI

## Supplements

- If one were to eat a balanced healthy diet, include moderate exercise in the daily regimen, meditate for 10 minutes twice a day and get some sunshine, perhaps supplements are not required at all.
- From what I have read and researched, I could recommend the following to boost energy levels:
  - For thousands of years, **Ginseng** and its Indian counterpart, **Ashwagandha** have been used to promote health, vitality and longevity. They stimulate your metabolism and increases the efficiency with which your body uses carbohydrates and proteins. In addition, they have profound immune system-enhancing effects.
  - Another excellent supplement is **Ginkgo Biloba** which has been shown to improve thinking, learning, memory, muscular endurance and blood flow.
  - The third natural supplement is **Green Tea**. It has countless benefits, including improved blood flow, fighting infections, lowering cholesterol levels, weight loss, reduced body odor, improved metabolic rate (without increasing heart rate) and improved mental alertness.
- Disclaimer: I am neither a medical practitioner nor a nutritionist.

11:56 AM  
SATURDAY, 30 JAN

DEPARTMENT OF COMMERCE  
LONGITUDE 72.8581° E 72°51'28"E  
LATITUDE 19.2555° N 19°15'19"N

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE

In February 2021, the fourth session on Nirmiti Nidra and Stress Management proved extremely exciting session. Mr. Rajesh explained the theory of Mind, learning a skill which includes Unconscious Incompetence, Conscious Incompetence, Conscious Competence and Unconscious Competence. Mr. Rajesh explained about neural pathways, the Autonomic Nervous System, Meditation & Myths. Then came the important part of the session i.e. Nirmiti Nidra which was a practical example of how to manage stress. Students were first given instructions on the prerequisite Nirmiti Nidra before the session started.

The screenshot shows a Zoom meeting interface. At the top, there are participant names: "Dâ€™souza Chri...", "2317 Tanya Fe...", "(1009)Ritchell...", and "Rajesh". The main presentation slide has a dark background with a large blue circle in the center. Inside the circle, it says "Conscious - 12%" and "Subconscious - 88%". A red line separates the two. To the right of the circle, there is a box labeled "Critical Area". Below the circle, there is a cartoon of two brains connected by a line, with a speech bubble saying "WE NEED TO WORK TOGETHER!". Below the cartoon, it says "CORPUS CALLOSUM THE GREAT MEDIATOR!". At the bottom of the slide, there is a large white clock showing "11:47 AM" and "SATURDAY, 13 FEB". To the right of the clock, there is text: "DEPARTMENT OF COMMERCE", "LONGITUDE 72.8581° E 72°51'28\"E", "LATITUDE 19.2555° N 19°15'19\"N", and "ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE".

Zoom Meeting

Dâ€™souza Chri... 2317 Tanya Fe... 2336 Alreena ... (1009)Ritchell...

**NIRMITI NIDRA AND STRESS MANAGEMENT**  
BY MR RAJESH SESHADARI

# Neural Pathways

Information

5 Senses

Neurons in the Brain

Synapse (Chemical Signal)

Converted to Electrical signals in the nucleus

Converted back into Chemical signals

Dendrites of other Neurons

Response based on these signals

11:57 AM

SATURDAY, 13 FEB

DEPARTMENT OF COMMERCE

LONGITUDE 72.8581° E 72°51'28"E

LATITUDE 19.2555° N 19°15'19"N

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE

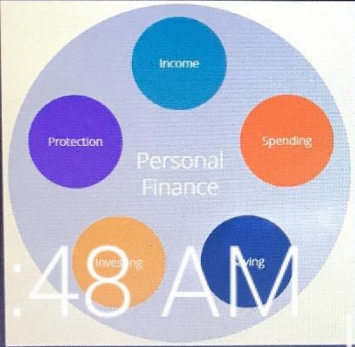
The fifth session on Personal Finance included the Personal Finance Concept, 7 Golden Rules for successful Personal Finance Management, Finance Plan Components & the Thumb Rule to begin with Personal Finance. Students were guided about savings and the difference between savings and investment.

Zoom Meeting

(1016) Christi... Sachin Phatak Charmaine Brag... Rajesh

**PERSONAL FINANCE**  
BY MR RAJESH SESHADARI

## Personal Finance Concept



Personal finance, as a term, covers the concepts of managing your money, saving, and investing.

It also includes banking, budgeting, mortgages, investments, insurance, retirement planning, and estate planning.

11:48 AM  
SATURDAY, 27 FEB

DEPARTMENT OF COMMERCE  
LONGITUDE 72.8581° E 72°51'28"E  
LATITUDE 19.2555° N 19°15'19"N



ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE

Zoom Meeting

(1016) Christi... Charmaine Brag... Rajesh 2346 Shanno...

**PERSONAL FINANCE**  
BY MR RAJESH SESHADARI

## Personal Finance Management

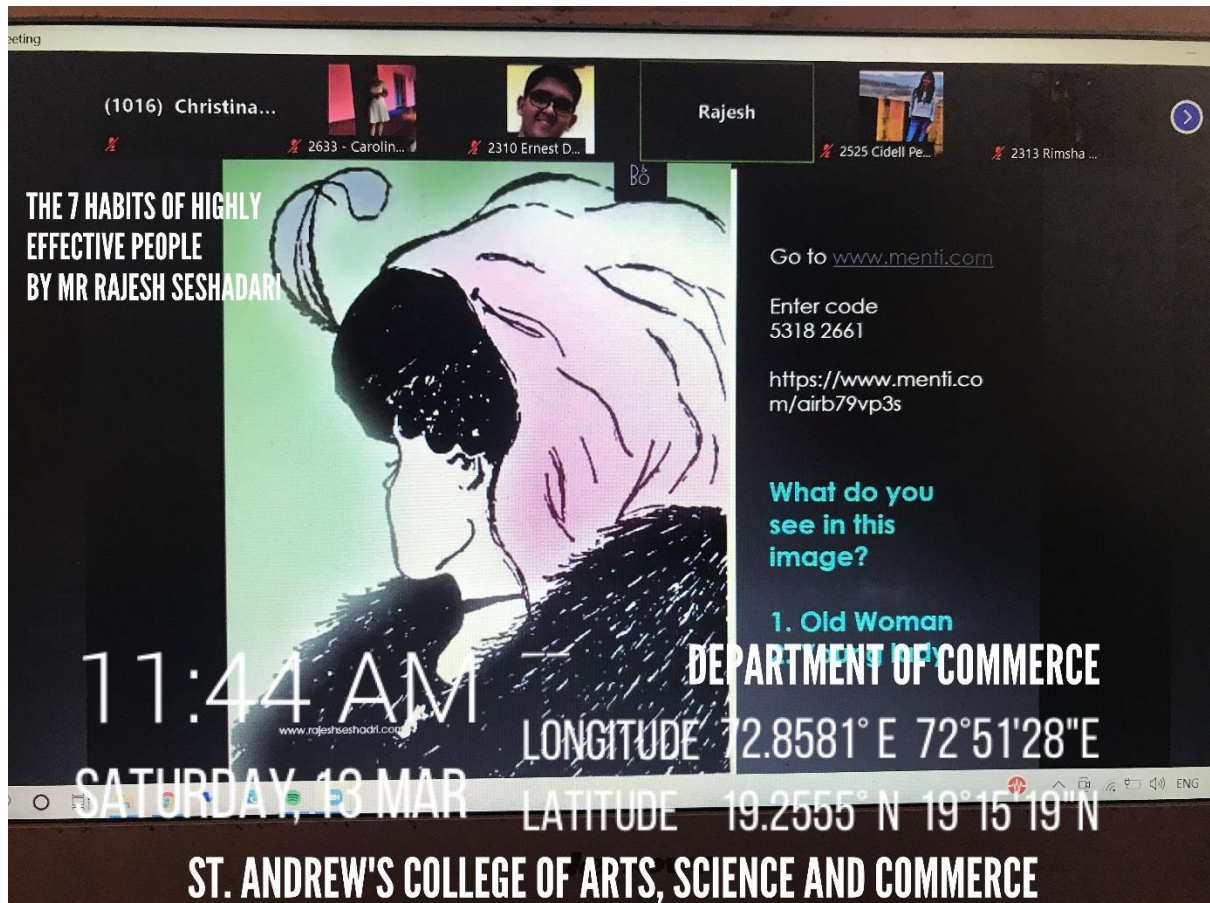



11:51 AM  
SATURDAY, 27 FEB

DEPARTMENT OF COMMERCE  
LONGITUDE 72.8581° E 72°51'28"E  
LATITUDE 19.2555° N 19°15'19"N

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE

In March 2021, the sixth session was on, “The 7 Habits of Highly Effective People”. The session was inspired from the book “The 7 Habits of Highly Effective People” by Stephen R. Covey which spoke on the 7 habits- Be Proactive, begin with the End in Mind, Put first things first, Think Win-Win, Seek to first understand then be understood, Synergise and Sharpen the saw. Mr. Rajesh in the session explained the application of the 7 habits in real life situations and even emphasised on the need for one to make a list of activities that would help renew oneself.



016) Christina... THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE BY MR RAJESH SESHADARI

2310 Ernest D... 2313 Rimsha ... 2683 Lester R...

Rajesh

**THE SEVEN HABITS ITS PARADIGM**

11:53 AM DEPARTMENT OF COMMERCE

SATURDAY, 13 MAR LONGITUDE 72°51'28"E

LATITUDE 19°15'19"N

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE

The seventh session on “The 7 Spiritual Laws of Success”, included the 7 Non-Religious Spiritual Laws which were namely- Law of Pure Potentiality, Law of Giving, Law of “Karma” or Cause and Effect, Law of Least Effort, Law of Intention and Desire, Law of Detachment and Law of “Dharma” or Purpose in Life. The students were explained on the powerful principles that would help to enable one to attain self-mastery.



Zoom

Leave

## The Law of Detachment

### - How do we apply it?

6

- By not consciously seeking security, which is very ephemeral.
- By operating beyond the comfort zone – stepping into uncertainty and the unknown.
- By seeking opportunities instead of problems and solutions.
- By not imposing my thoughts, ideas and opinions on others (control).
- By being excited and enthusiastic.

[www.danisharad.com](http://www.danisharad.com)

Unmute



Start Video



Share



Participant



More



## The Law of Dharma

### - How do we apply it?

7

- By realizing you are a spiritual being in a physical body with a purpose for your life on this planet we call Earth.
- By not just doing things right but also by doing the right things.
- By becoming aware of the nature of the spirit within me.
- By listing my unique abilities and talents and inculcating more.
- By utilizing these talents in the service of others (people, nature, environ).

[www.rameshrastogi.com](http://www.rameshrastogi.com)

Rajesh's screen



In April 2021, the eighth session on “Enhanced Personal Productivity” explained the importance of productivity. Mr. Rajesh explained the concept of Total Leadership as a process that every person at every level must practice. The Total Leadership concept encompassed 4 sub-concepts- Personal productivity, personal leadership, motivational leadership and strategic leadership. Mr. Rajesh spoke of the importance of having a life plan and reviewing one’s goals. He emphasised the need to write one's personal goals and explained the power of visualisation.

**The Holistic Approach**

Physical, Mental / Intellectual, Emotional, Financial, Relational, Spiritual, Wellbeing / Growth

Latitude: 19.118998  
Longitude: 72.882527  
Elevation: 25.27m  
Accuracy: 13.2m  
Time: 17-04-2021 11:48  
Note: St. Andrews College- Department of Commerce Skill Development program Session 8- Enhanced Personal Productivity

**Life Plan / Review**

Purpose / Objective, Area / Dimension / Role, SMART Goals, Prioritization, Plans / Scheduling, Scheduling / Delegating, Review / Work, Repurpose

Latitude: 19.118999  
Longitude: 72.882529  
Elevation: -43.1m  
Accuracy: 14.6m  
Time: 17-04-2021 11:49  
Note: St. Andrews College- Department of Commerce Skill Development program Session 8- Enhanced Personal Productivity

In May 2021, the penultimate session was on “Personal Management Skills” focussing on 12 management skills which including communicating clearly, managing time, making decisions, delegating successfully, motivating people, managing teams, managing meetings, presenting successfully, negotiating successfully, interviewing people, managing change and minimising stress. He went on to explain the importance and application of each skill, both in personal and professional life. He went on to elaborate the 4A Stress Minimisation which includes- Avoid, Alter, Accept and Adopt and even demonstrated stress minimising tools.

## The 12 Essential Skills

Communicating Clearly	Managing Time	Making Decisions	Delegating Successfully
Motivating People	Managing Teams	Managing Meetings	Presenting Successfully
Negotiating Successfully	Interviewing People	Managing Change	Minimizing Stress

Latitude: 19.118954  
 Longitude: 72.882455  
 Elevation: 26.17m  
 Accuracy: 13.4m  
 Time: 01-05-2021 11:39  
 Note: St. Andrews College- Department of Commerce Skill Development program Session 9- Essential Management Skills

## Delegating Successfully

Rationale for Delegation	Dealing with Barriers	Building Relationships	Selecting Tasks
Considering Roles	Understanding Accountability	Right Person for the Right Job	Briefing Effectively
Clarifying Expectations	Monitoring Progress	Intervening	Reviewing and CIP

Latitude: 19.118954  
 Longitude: 72.88246  
 Elevation: 26.16m  
 Accuracy: 12.9m  
 Time: 01-05-2021 12:10  
 Note: St. Andrews College- Department of Commerce Skill Development program Session 9- Essential Management Skills

The tenth & final session was on “Introduction to Neuro Linguistic Programming”. Mr. Rajesh briefed the students about the concept of NLP. He demonstrated the visible eye accessing cues in NLP that helps one person to understand the behaviour of another person. He went on to elaborate on the Visual-Auditory and Kinaesthetic Representational Systems which connect one to one’s subconscious mind and help to overcome any type of problem. Further, he spoke about the VAK Sub-modalities in NLP wherein he showed how people can visualise, hear and feel situations.

### Eye Accessing Cues in NLP

Constructed

Recalled

Latitude: 19.118954  
Longitude: 72.882436  
Elevation: 25.66m  
Accuracy: 20.0m  
Time: 08-05-2021 11:52  
Note: St. Andrews College- Department of Commerce Skill Development program Session 10- Introduction to NLP

### The NLP Communication Model

Latitude: 19.118956  
Longitude: 72.882439  
Elevation: 25.66m  
Accuracy: 20.0m  
Time: 08-05-2021 12:09  
Note: St. Andrews College- Department of Commerce Skill Development program Session 10- Introduction to NLP

Students in-charge,  
Christina D'Souza (SYBA)  
Ritchelle Brahmane (SYBA)

Profs in-charge,  
Dr. Charmaine Braganza (HOD & Vice-Principal),  
Dr. Harmeet Kaur Bhasin,  
Ms. Ninoshka D'Silva,  
Ms. Fiona D'Souza.