T.Z.A.S.P.Mandal's Pragati College of Arts & Commerce Dombivili(E)

Notice

This is to inform all the students interested for certificate course on Soft Skill Training Program "Campus to Corporate" is commencing from 1st February 2021 Please register your name to your respective class teachers.

Tarveen Bindra

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Course Incharge

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Sneha Mhatre

Program Coordinator

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T.Z.A.S.P.Mandal's

Pragati College of Arts & Commerce

Dombivili (E)

Report on 30 Days Certificate Course on Soft Skills Training Program -Campus to Corporate

No of learners enrolled- 21

No of girls - 07

No of Boys -05

On 1st February 2021 Department of Management Studies initiated a course on 30 Days Certificate Course on Soft Skills Training Program –Campus to Corporate 15 sessions were conducted according to the designed syllabus the course had emphasized on various practical activity to develop the self confidence and moral among the students.

Learners were provided certificate after completion of the course.

Outcome- Learners were developed with Basic Etiquette

Raise Self confidence

Polished Interview Skills

Course Incharge

gaveen

Tarveen Bindra

Program Coordinator

SnehaMhatre

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PRAGATI COLLEGE OF ARTS & COMMERCE

BMS DEPARTMENT

CERTIFICATE COURSE ON SOFT SKILLS TRAINING PROGRAM

CAMPUS TO CORPORATE

ACADEMIC YEAR 2020-21

Evaluation procedure used for Assessments was Viva Voice and Group Discussion for all the registered learners for the course.

NAME OF THE STUDENTS	VIVA MARKS OUT OF 25	GD MARKS OUT OF 25
1. Kushwaha Shashank Kamlesh Singh	21	20
2. PatilHimanshuUttam	21	2.3
3. More Dakshata Vijay	18	20
4. Singh Prabhat	20	20
5. KorgaonkarTejaswiniMahadev	16	18
6. Yadav Neha Bajrangi	20	21
7. Chavan Shreya Ajiti	14	17
8. PatilKalyaniGopalKrishna	16	19
9. Mhatre HimanshuAnup	20	20
10. Singh Shivani Suresh	16	19
11. Moksha' Arun Gala	18	20
12. OmkarBhagat	21	20

NOTE: The Group Discussion Topic (Change is the only constant)

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Principal
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BMS DEPARTMENT

CERTIFICATE COURSE ON SOFT SKILLS TRAINING PROGRAM

CAMPUS TO CORPORATE

ACADEMIC YEAR 2020-21

NAME OF THE STUDENTS	Amount	Class	Signature
1 Vuoluvala Cl. 1 1 1 V 1 1 CV 1	1000	SYBMS	+: P L
Kushwaha Shashank Kamlesh Singh PatilHimanshuUttam	1000	FYBMS	Topland
2. I athermanshu Ottam			Tatl
3. More Dakshata Vijay	1000	FYBMS	Dakshuta More
4. Singh Prabhat	1000	SYBMS	Singh
5. KorgaonkarTejaswiniMahadev	1000	FYBMS	Tejay vini
6. Yadav Neha Bajrangi	1000	SYBMS	Yadav Neha
7. Chavan Shreya Ajiti	1000	FYBMS	havan She
8. PatilKalyaniGopalKrishna	1000	FYBMS	Sopalkalyan Medre Lines
9. Mhatre HimanshuAnup	1000	FYBMS	Medre Lines
10. Singh Shivani Suresh	1000	FYBMS	Shivani Singt
11. Moksha Arun Gala	1000	FYBMS	from Mouse
2. OmkarBhagat	1000	SYBMS	Deyetonka

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PRAGATI COLLEGE OF ARTS & COMMERCE

BMS DEPARTMENT

ACADEMIC YEAR 2020-21

CERTIFICATE COURSE ON SOFT SKILLS TRAINING PROGRAM CAMPUS TO CORPORATE

Introduction of the Course – Personality is the unique combination of patterns that influence behavior, thought, motivation, and emotion in a human being. An individual's Confidence is the combination of traits and patterns that influence their behavior, thought, motivation, and emotion.

The objective of the course -

To fulfill the demand of corporate world by creating a workforce that possesses soft skills and the ability to achieve workplace targets through practical team engagement.

Duration -30 hours

Assessment Procedure

Certificate Course on "Campus to Corporate" will be evaluated through Group Discussion and Viva. After successful completion of sessions, enrolled students will get one topic based on the content provided they have to make give viva and the topic of GD will be given according to the groups made. To qualify students have to score 40% or more marks in examination and certificate will be allotted to them only.

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																Himanshu	
-	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	SYBMS	Neha Yaday	
n Present	Present Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	SYBMS	Shreya Ajit Chavan	10
n Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	FYBMS	Himanshu Urtam Patil	£
n Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	FYBMS	Shivani Suresh Singh	oe.
it Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Absent	Present	FYBMS	Tejasvini Mahadeo Korgaonkar	-4
1 Present	Present	Present	Present	Present	Present	Present	Presont	Present	Present	Present	Present	Present	Present	Present	SMBAS	Shashank Kamlesh Kushwaha	÷
t Present	Present	Present	Present	Inesent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	FYBMS	Moksha Gala	Q4:
1 Present	Present	Present	Present	Present	Present	Present	Absent	Absent	Absent	Abscat	Picseni	Absent	Absent	Present	FYBMS	Dakshata Vijay More	1.
Present	Present	Present	Present	Present	Absent	Present	Absent	Present	Present	Present	Present	Present	Present	Present	SINBALA	Kalyani Gopalkrishna Patil	Net:
Present	Present	Present	Present	Present	Present	Present	Absent	Absent	Absent	Present	Present	Present	Present	Present	SYBMS	Omkar Bhagat	t a
Present	Present	Present	Present	Prosent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	SYBMS	Prabhat Singh	
Feb	Feb	Feb	Feb	24- Jan	Jan	21- Jan	Jan	Jan	Jan	Jan	Jan	12- Jan	9. Jan	7- Jan	Class	Name of Student	SENO

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PRAGATI COLLEGE DOMESTVAL

MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding is entered into at Mumbai on Monday, this 10th January 2021 BETWEEN

MachInfini Institute a proprietorship firm established by Mr. Raju Madaswamy as Sole Proprietor and as The Principal carrying on and imparting information, knowledge and practical know how as educational activities including Soft skills training programme i.e. Campus to Corporate. The objective of the programme is to fulfil the demand of corporate world by creating a workforce that possesses soft skills and the ability to achieve workplace targets through practical team engagement. The registered office address is at 101, First Floor, Marathon Maxima, Lal Bahadur Shastri Road, Mulund (west), Mumbai - 400080. (here in after referred to as the "First Party", which expression shall, unless repugnant to the context or meaning thereto, be deemed to mean and include its successors in interest and assigns)

AND

T.Z.A.S.P Mandal's Pragati College of Arts & Commerce, Dombivli an educational institution affiliated to Mumbai University carrying on and imparting education in various streams of Recognised Degree Courses (here in after referred to as the "Second Party", which expression shall, unless repugnant to the context or meaning thereto, be deemed to mean and include its successors in interest and assigns).

PRINCIPAL PRAGATI COLLEGE





WHEREAS:

- First Party is engaged in carrying on and imparting information, knowledge and practical know how as the educational activities including Training Courses in Soft Skills.
- Second Party is an educational institution affiliated to Mumbai University carrying on and imparting education in various streams of Recognized Degree Courses.
- 3. Pursuant to the discussions, the First Party and Second Party agree to impart knowledge, information and know-how by way of "Machinfini Institute's Campus to Corporate Programme" at location of Pragati College of Arts & Commerce, Dombivli (herein after called the said Centre) as a Educational Course, upon the terms & conditions more particularly set out herein.

NOW THE PARTIES HEREBY AGREE AS FOLLOWS:

- First Party agrees to conduct soft skills programme called "Campus to Corporate" in the manner and conditions as and when indicated and stipulated by the First Party.
- Second Party grants to the First Party, its permission to conduct the above mentioned Course as value added Course.
- 3. Second Party agrees that no revenues will be collected by the First Party from the participants without the consent of College management.
- 4. Second Party agrees to collect the programme fees of Rs.1000 from students on behalf of the First Party. The receipt of fees from students and payment to Machinfini can be either in cash or online through RTGS/NEFT/IMPS mode. Of the total fees, 20% would be offered to college management as part of the infrastructure support. Second party further agrees to pay the fees to First Party in two tranches i.e 50% during start of the course and remaining 50% fees after completion of course. Fee details along with course coverage are mentioned in Annexure 1.
- 5. First Party agrees that it will be responsible for conducting the course by lectures and power point presentation, recording attendance, assigning projects, assessing such projects, declaring the results of projects / assignments. The projects / assignments will be the responsibility of First Party and their ownership for purpose of records to be maintained by them for three years from the date of certification.
- 6. Second Party will be responsible for overall supervision of the said course and to make the certificates ready for distribution with felicitation.
- 7. First Party agrees to take the students on a corporate visit.

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- 8. First Party agrees to appoint lecturer/s for conduct of said course and shall be solely responsible not to seek or depend upon Second Party for completion of said course. All expenses as to conduct of said course including lecturers/ faculties/delegates from fields, kit, material, power point programmes, software etc. will be the responsibility of the First Party.
- 9. Second Party shall pay to First Party the agreed fees who have attended the said course irrespective of the attendance status of the students or whether declared pass or fail.
- 10. Second Party shall take responsibility of Certification and felicitation immediately after completion of course on declaration of results.
- 11. The Certification will be by the Second Party in association with First Party to be signed by Principals of both parties.
- 12. Entire course till certification and felicitation will be conducted by co-ordination of both parties and suggestions during the course will be well taken in co-operation by both the parties.
- 13. Second Party shall help in marketing the programme through its existing established network as and when required. Second Party shall nominate a coordinator as a point of contact (POC) for the First Party to ensure proper coordination of activities.
- 14. First Party will always have rights over projects, assignments, course material, study material, systems and conduct of entire course. First Party can implement changes as their rights in conducting the said course as required.
- 15. In case of any disagreement, both parties agree to sort out issues amicably.
- 16. Either party shall have the right to terminate this Agreement by giving written notice of termination to the other by registered post on the address given. The Agreement shall terminate on the 10th day after such notice of termination, in case of substantial breach by the other party of the obligations arising from the contract, or in case of exceptional circumstances justifying the earlier termination. The Second Party has the right to terminate the agreement for non-performance of the First Party. In case the First Party intends to terminate the contract, it shall meet all its obligations for running the announced batches or refund the full fee to the students, as the case may be. In case of termination of the agreement, compensation shall not be demanded or claimed by either of the parties.





Annexure 1 Campus to Corporate

Fee applicable to students is Rs.1000.

Duration: 30 hours

Day	Topic
1	Understanding Oneself
2	Communication skills
3	Stress and Emotional Management
4	Problem Management
5	Teamwork
6	Decision Making skills
7	Leadership
8	Job Interview skills
9	Time Management
10	Goal Setting





Signed and delivered by the Parties above mentioned

First Party For MachInfini Institute Second Party
For T.Z.A.S.P Mandal's Pragati College of Arts & Commerce

Raju Madaswamy Authorized signatory

Date: 10th January 2021

Place: Mumbai

Principal
PRAGATI COLLEGE
DombivII (E) Pro

Prof. Mrs. Jyoti Pohane Principal



- Details of Certificate Course
- College Name -T.Z.A.S.P MANDAL'S

Pragati College of Arts & Commerce Dombivili(E)

- Course Name-Soft Skills Training Program-Campus to Corporate
- Objective -Students will be able to develop business etiquette and make a correct impression in their interviews they will impart personal branding and raise self confidence
- Duration-30 Hours Program
- MOU- MACHINFINI INSTITUE
- Syllabus

Day 1	Understanding Oneself
2	Communication skills
3	Stress and Emotional Management
4	Problem Management
5	Teamwork
6	Decision Making skills
7	Leadership
8	Job Interview skills
9	Time Management
10	Goal Setting





Certificate Course On Soft Skills Training Program -Campus to Corporate -schedule 2020-21

Date	Day	Topic	Time
Feb-01	1st session	Business etiquette-Making right impression	04.00 pm to 6.00 pm
Feb-02	2nd session	Communication & types of communication (Do's and o	04.00 pm to 6.00 pm
Feb-03	3rd session	Non-verbal communication(Body Language, Dressing	04.00 pm to 6.00 pm
Feb-04	4th session	Verbal Communication (assertiveness, pronunciation,	04.00 pm to 6.00 pm
Feb-05	5th session	Written communication (Grammer, Email, etiquette)	04.00 pm to 6.00 pm
Feb-08	6th session	Builiding your Personal Brand (Image enhancing skills	04.00 pm to 6.00 pm
Feb-09	7th session	Team Management & Interpersonal skills	04.00 pm to 6.00 pm
Feb-10	8th session	Interview skills	04.00 pm to 6.00 pm
Feb-11	9th session	Growth mindset v/s Fixed mindset	04.00 pm to 6.00 pm
Feb-12	10th session	Time Management	04.00 pm to 6.00 pm
Feb-15	11th session	Telephonic Communication	04.00 pm to 6.00 pm
Feb-16	12th session	Customer Centricity	04.00 pm to 6.00 pm
Feb-17	13th session	Professionalism	04.00 pm to 6.00 pm
Feb-18	14th session	Conflict Management	04.00 pm to 6.00 pm
Feb-19	15th session	Johari Window	04.00 pm to 6.00 pm

Signature of Course Incharge

Signature of Program Coordinator

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			_	students Enrolle	ed for Certificate Course - Campus to Corpora	ite 2020-2	21		
Email address	Name of the Learner (Surname,F	Whatsapp contac	Gender	Date of Birth	Name of the Institute/College	Qualifica	Declarati	Amount	Signature
shashankkushwaha420@	Kushwaha Shashank Kamlesh Si	9264999610	Male	9/29/2003	Pragati College of Arts & commerce	Undergr	I Agree	1000	Shashak
Www.himanshupatil2216@	Patil Himanshu Uttam	9136201978	Male	12/22/2002	Pragati College	H.S.C.	I Agree	1000	Hayw
dakshatavm2501@gmail.d	More Dakshata Vijay	9326733995	Female	3/25/2001	Pragati college of arts and commerce Domb		I Agree	1000	Mose Day.
prabhatsingh150897@gm	Singh Prabhat	9721445652	Male	8/15/1997	Pragati college of arts and commerce	Undergra	I Agree	1000	Sight
tejasvinikorgaonkar03@gr	Korgaonkar Tejasvini Mahadeo	9920449128	Female	1/2/2003	Pragati College	H.S.C.	I Agree		Tesaim
nehay1242@gmail.com	Yadav Neha Bajarangi	9769459941	Female	6/8/2000	Pragati college of arts and commerce	Undergr	I Agree	1000	Yadauncha .
shreyachavan910@gmail.	Chavan Shreya Ajit	8928808375	Female	11/24/2000	Pragati College of Arts and commerce	Undergra	I Agree		ghaeyen.
kalyani1007.patil@gmail.c	Patil Kalyani Gopalkrishna	9022832063	Female	7/10/2002	Paragati college	H.S.C.	I Agree		Kalyanpohl
himanshumhatre02@gma	Mhatre Himanshu Anup	9152475879	Male	3/15/2003		H.S.C.	The state of the s		mhatiching
shivanisinghbba6@gmail.	Singh Shivani Suresh	7977105418	Female	12/26/2001		H.S.C.			Shivan
galamoksha71@gmail.cor	Moksha Arun Gala	7977957093	Female	1/30/2002		H.S.C.		1000	Anin
omkarbhagat795@gmail.d	Omkar Bhagat	9699328986	Male			Undergra	The state of the s		onkers





Screenshots of Certificate Course 2020-21



Importance of soft skill

Soft skill are very important

- > To handle interpersonal relations
- > To take appropriate decisions
- > To communicate effectively
- >To have good impression and impact to gain professional development



Professional ethics

- Professional ethics is the need of the hour in India
- When a person is at the work spot, he must think of his work only
- He must put his heart & soul into the work
- Each employee is a organic part of the organization & must strive to contribute his mite to the successful functioning of the organization





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This is to certify that

Mr. Arun Gala Moksha

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

IN ASSOCIATION WITH MACHINFINI INSTITUTE

James

Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Mr. Bhagat Omkar

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

in association with MachInfini Institute

James

Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Ms. Dakshata Vijay More

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

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James

Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Mr. Himanshu Anup Mhatre

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

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James

Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Mr. Himanshu Uttam Patil

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021 .

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Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Ms. Kalyani Goplakrishna Patil

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

in association with MachInfini Institute

James

Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Ms. Neha Bajarangi Yadav

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

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Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Mr. Prabhat Singh

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

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James

Ms.. Tarveen Bindra
Course Incharge

Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Mr. Shashank Kamlesh Singh Kushwaha

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

in association with MachInfini Institute

James

Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



Affiliated to University of Mumbai Accredited by NAAC B

This is to certify that

Ms. Shivani Suresh Singh

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

IN ASSOCIATION WITH MACHINFINI INSTITUTE

James

Ms.. Tarveen Bindra Course Incharge Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Ms. Shreya Ajit Chavan

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

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James

Ms.. Tarveen Bindra
Course Incharge

Ms.Sneha Mhatre B.M.S Coordinator



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This is to certify that

Ms. Tejasvini Mahadeo Korgaonkar

has successfully completed 10 day certificate course comprising of 30 hours in "Soft Skills training Program - Campus to Corporate" conducted in collaboration with MachInfini on March 2021.

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James

Ms.. Tarveen Bindra
Course Incharge

Ms.Sneha Mhatre B.M.S Coordinator