

Institute Name: Techno Serve

Course Name: English Communication and Digital Education with Excel specialization (batch 1)

Syllabus:

no.	No. of Days	Name of Topic	Module
1	Day 1	Program Introduction	Personal & Professional Effectiveness
2	Day 2	Self Awareness	
3	Day 3	Social Thinking	
4	Day 4	Setting SMART goals	
5	Day 5	Effective Communication	
6	Day 6	Interpersonal Relationships	
7	Day 7	Negotiation & Persuasion	
8	Day 8	Effective Decision Making	
9	Day 9	Financial Awareness	
10	Day 10	Formal & Informal Sector	
11	Day 11	Cover and CV Building	
12	Day 12	How to Create linkedin profile	
13	Day 13	Group Discussion	Communication Readiness
14	Day 14	Journal writing / Diary writing	
15	Day 15	Interview readiness	
16	Day 16	Aptitude test	
17	Day 17	Vocabulary list for Entry level jobs	
18	Day 18	Industry & Career	Career Readiness
19	Day 19	Careers in Sales & Marketing	
20	Day 20	Careers in Accounts & Finance	
21	Day 21	Careers in Customer Executive	
22	Day 22	Careers in Administration	
23	Day 23	Careers in HR	
24	Day 24	Careers in Stock Market	
25	Day 25	Careers in BFSI	
26	Day 26	Work from Home	Work Readiness
27	Day 27	Surviving Skills	
28	Day 28	Effective Presentation skills	
29	Day 29	Professionalism	
30	Day 30	Ethics,Performance & Feedback	
31	Day 31	Email Etiquettes	
32	Day 32	Workplace Dynamics	
33	Day 33	Corporate Linkage Session	Career counseling + Placement Module+ Interview Preparation
34	Day 34	Parents Engagement session	
35	Day 35	Career Counseling Session	
36	Day 36	Mock session	



Sushila

I/C Principal

Dr.Sushila Vijaykumar

17-02-2021	18-02-2021	19-02-2021	22-02-2021	23-02-2021	24-02-2021	25-02-2021	26-02-2021	27-02-2021	01-03-2021	02-03-2021	16-03-2021
1	2	3	4	5	6	7	8	9	10	11	12

Full name	PPE	PPE	PPE	PPE	PPE	PPE	PPE	PPE	PPE	PPE	PPE
Aarti Raghunath Mishra	P	P	P	P	P	P	A	A	P	P	P
Hassan ali Naushad ali Balwar	P	P	P	P	P	P	P	P	P	P	P
Kaushabh Prakash Makwana	P	P	P	P	P	P	P	P	P	P	P
Parvati Balaram Chauhan	P	P	P	P	P	P	P	P	A	P	A
Pooja Tilthu Kanojiya	P	P	P	P	P	P	P	P	P	P	P
Radhika Sudama Dhobi	P	P	P	P	P	P	P	A	P	P	P
Rekha Kalaram Patel	P	P	P	P	P	P	P	P	P	P	P
Riddhi Laxman Kadam	P	P	P	P	P	P	P	P	P	P	P
Rohit Suryprakash Dubey	A	P	P	P	P	P	P	P	A	P	P
Roshani Lalan Jha	P	A	P	P	P	P	P	A	P	P	P
Rupa Swaminath Varma	P	P	A	P	P	P	P	P	P	P	P
Rutuja Raghunath Kadam	P	P	P	P	P	P	P	P	P	P	P
Sagun Chandan Singh	P	P	P	P	P	P	P	P	P	P	P
Sahara Sandeep Swar	P	P	P	P	P	P	P	P	P	A	P
Sanskruiti Khare	P	P	P	A	P	P	P	P	P	P	P
Savita Manohar Tondvalkar	P	P	P	P	P	P	A	A	P	P	P
Sejal Pradeep Jangam	P	P	A	A	A	P	P	P	P	P	P
Sharma Pawan Krishna	P	P	P	P	P	P	P	P	P	P	P
Shraddha Dhaniram Prajapati	P	P	P	A	A	A	P	P	P	P	A
Shweta Kishor Sawant	P	P	P	P	P	P	P	P	P	P	P
Siddhesh Ranjit Vanjare	P	P	P	P	P	P	P	P	P	P	P
Sonali Shantaram Pisal	P	P	P	A	A	A	P	P	P	P	A
Suman Mangeram Jhanjhariya											
Sumati Krishna Pata	P	P	P	P	P	P	A	A	P	P	P
Supriya Rajaram Dukare	P	P	A	A	A	P	P	P	P	P	P
Sushmita Shankar Poojary	P	P	P	P	P	P	P	P	P	P	P
Tejal Vasudeo Phage											
Tejas Bhagoji Thul	P	P	P	P	P	P	P	P	P	P	P
Vineeth Vinay Shetty	P	P	P	P	P	P	P	P	P	P	P
Samruddhi Santosh Khapre	A	P	P	P	P	P	P	P	P	A	P
Vandana Harichandra Gupta	P	A	P	P	P	P	P	A	P	P	P
Darshana Satish Datkhile	P	P	A	P	P	P	P	P	P	P	P
Shweta Vitthal Poojari	P	P	P	P	P	P	P	P	P	P	P
Disha Vithoba Hegde	P	P	P	P	P	P	P	P	P	P	P
Neha Phoolchand Gupta											
Anita Somnath Pawar	P	P	A	A	A	P	P	P	P	P	P

Campus to Corporate Careers Program

C2C

Certificate of Completion

This is to certify that

Rina Sunil Gupta

has successfully completed the C2C Program

Personal Effectiveness, Professional Effectiveness, Professional English, Interview Skills, Corporate Readiness

In association with Manjunath College of Commerce

2020-21



Punit Gupta
Country Director
TechnoServe