

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

Batch 1

sr. no	Full Name	Stream
1	Aarti Deepak Gupta	BAF
2	Abhineet Eknath Naik	BAF
3	Ankita Somnath Pawar	BBI
4	Gauthami Suresh Kotian	BAF
5	Gourav Pramod Sarothia	BAF
6	Jagdish Ruplalji Nagdha	BBI
7	Kaushal Bhimsen Joshi	BMS
8	Monil Rajen Gala	BBI
9	Namita Narayan Poojari	BAF
10	Nandani Chandrakant Ravidas	BBI
11	Pranali Parshuram Kadam	BAF
12	Priti Badal Ghosh	BMS
13	Priya Prakash Bhise	BAF
14	Rakesh Kumar Kashinath Patra	BBI
15	Samiksha Kishor Jadhav	BAF
16	Sanket Suryakant Kadam	BBI
17	Shruti Sunil Padwal	BAF
18	Shweta Chandra Shetty	BMS
19	Shweta Kishor Sawant	BMS
20	Siddhi Shivaji Paradkar	BBI
21	Suraksha Ramesh Poojary	BAF
22	Swati Narsu Kalvikatte	BBI
23	Tannu Mahendra Yadav	BAF
24	Vaibhavi Nagabhushan Shetty	BMS
25	Vishakha Vilas Salvi	BBI

Batch 2 :

1.	Vishal Chandresh Patel	BAF
2.	Aditya Ranjit Shirwadkar	BBI
3.	Deeksha Harish Poojary	BBI
4.	Ganesh Sanjay Vichare	BBI
5.	Priya Sharad Gaonkar	BBI
6.	Shravani Vijay Keluskar	BBI
7.	Shweta Ishwar Pawar	BBI
8.	Shyam Pravin Joshi	BBI
9.	Supraja Anil Botle	BBI
10.	Janhvi Harakhchand Sangoi	BMS
11.	Binita Bijay Parida	BMS
12.	Niraj Sameer Shinde	BAF
13.	Pritesh Hiralal Patil	BMS
14.	Priti Bangera	BBI
15.	Priti Benny Rai	B.Com
16.	Rahul Prakash Kadam	B.Com
17.	Rinki Gyanchand Yadav	BAF
18.	Roshan Raghu Mogaveera	BAF
19.	Simran Vijay Narayan Upadhyay	B.Com
20.	Tejal Bajirao Pawase	BAF

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Certificate of Completion

This is to certify that

Aarti Deepak Gupta

has successfully completed the C2DC Program

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

In association with Manjunath College

2021-22

A handwritten signature in blue ink that reads "Rupa Bohra".

Rupa Bohra
Managing Director
TNS India Foundation

Former Brand affiliate- TechnoServe Inc.

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This is to certify that

Supraja Anil Botle

has successfully completed the C2DC Program

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Rupa Bohra
Managing Director
TNS India Foundation
Former Brand affiliate- TechnoServe Inc.



A handwritten signature in blue ink that reads "Sushila".

I/C Principal

Dr.Sushila Vijaykumar