Infosys BPM CSR Skill Development Program - KCES Institute of Management and Research

2 messages

Smitha Thomas <Smitha_Thomas@infosys.com>   Fri, May 12, 2023 at 11:16 AM
To: "punit.sharma@imr.ac.in" <punit.sharma@imr.ac.in>, "varsha.pathak@imr.ac.in" <varsha.pathak@imr.ac.in>
Cc: Shalini Jayakrishnan <shalini.j01@infosys.com>, Shelly Kamboj <Shelly_Kamboj01@infosys.com>, Govind V M
<Govind_VM@infosys.com>, NISHA S <nisha.2002299@infosys.com>, CTPC NMU <tpc@nmu.ac.in>

Dear Sir / Madam,

Greetings from Infosys BPM Ltd!

We are pleased to initiate a batch of Skill Development Program for the students of your institution. The dates for the offline program are **22nd May to 7th June 2023.**

To ensure that we are able to conduct a successful program for the benefit of the students, please ensure the following arrangements are made:

- The batch should have a minimum of 60 students.
- Students should be available in the class throughout the program. The classes will be held from Monday to Saturday | 9:00 am -5:00 pm
- Students' details are to be shared before the program starts in the attached template.
- KCES Institute of Management and Research will be responsible for the attendance of the students on all days.
- The attendance sheet should be scanned and sent to us immediately after the program.
- Students with 95% and above attendance only will be given participatory certificates.
- The training room should have the capacity to accommodate 60 students and should have a projector, whiteboard, sound system, and microphones.
- Accommodation arrangements to be taken care of, for the trainer for the duration of the program. It should be equipped with basic amenities, and should be safe and hygienic.
- Books and stationery items for the batch will be sent to the college in the name of the coordinator (Mr. Punit Sharma). Please include the college seal and signature on delivery challans/Invoices, scan the documents and email them to us.
- Please hand over 1 set of books along with the certificate of participation to each student who meets the attendance criteria.
- **I, Smitha Thomas** will be the program coordinator for the batch. Please feel free to contact me at 9823743459 for any queries.

Below are the trainer's details:

Dates	Session	Name	Contact
22nd May to 2nd June 2023	Language & Soft Skills	Salman Rafiq	9916556163

3rd June to 7th June 2023	Quantitative Aptitude		

Looking forward to a successful batch!

Regards,

Smitha Thomas

Infosys BPM Ltd.| HRD-Pune | CSR & Diversity |

Mobile: +91-9175935106 / +91-9823743459 Email: smitha_thomas@infosys.com

📊 **Students Details.xlsx**
16K

Smitha Thomas <Smitha_Thomas@infosys.com>   Thu, May 18, 2023 at 1:12 PM
To: "punit.sharma@imr.ac.in" <punit.sharma@imr.ac.in>
Cc: Shalini Jayakrishnan <shalini.j01@infosys.com>, Shelly Kamboj <Shelly_Kamboj01@infosys.com>, Govind V M
<Govind_VM@infosys.com>, NISHA S <nisha.2002299@infosys.com>

Dear Sir,

Greetings from Infosys BPM Ltd!

As discussed, below are the updated trainer details. Please share the student details in the attached format so that we
can share the attendance sheet with you and the trainers.

Dates	Session	Name	Contact
22nd May to 2nd June 2023	Language & Soft Skills	Remy Sanil	9619627548
3rd June to 7th June 2023	Quantitative Aptitude	Pranav Thorat	7977889404

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📊 **Students Details.xlsx**
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