Prof. Punit Sharma <punit.sharma@imr.ac.in>

RE: New Batch Registration - SDP Sept 2023

1 message

Smitha Thomas <Smitha_Thomas@infosys.com>   Mon, Sep 4, 2023 at 12:48 PM
To: "Prof. Punit Sharma" <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>

Dear Prof. Punit,

Greetings from Infosys BPM Ltd!

We are pleased to initiate Batch 2 of Skill Development Program for the students of your institution. The dates for the offline program as discussed and finalized on call are **5th September to 23rd September 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
- Final 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.
- You have already connected with our trainer Mridula Deshpande, she will not need accommodation, however, we will need accommodation arrangements to be taken care for our Quant trainer Jayanth V Gowda 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.
- Kindly help to form a Whatsapp group and add the trainers and me to the group.
- **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
5th Sept to 16th Sept 2023	Language & Soft Skills	Mridula Deshpande	7558377465

20th Sept to 23rd Sept 2023	Quantitative Aptitude	Jayanth V Gowda	8660198158

Looking forward to a successful batch!

Regards,

Smitha Thomas

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

Mobile: +91 9823743459 Email: smitha_thomas@infosys.com

From: Prof. Punit Sharma <punit.sharma@imr.ac.in>
Sent: Wednesday, August 2, 2023 10:08 AM
To: Smitha Thomas <Smitha_Thomas@infosys.com>
Subject: New Batch Registration - August 2023

[**EXTERNAL EMAIL**]

Dear Respected Smitha Ji,

PFA the final list of enrollment for August batch - Infosys SDP.

Date : Tentative dates can be 17th August onwards.

Please update.

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THANKS & REGARDS,

Prof. PUNIT SHARMA

(HOD - Training & Placement Department)

KCES Institute of Management & Research

(NAAC 'A' & NBA Accredited MBA Program)

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LinkedIn: Punit Sharma **|** LinkedIn

Students Details.xlsx
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