



Prof. Puneet Sharma &lt;punit.sharma@imr.ac.in&gt;

## SDP - Sep-Oct 2024

1 message

Tejashri Hanumant Todankar &lt;tejashri.todankar@infosys.com&gt;

Tue, Sep 3, 2024 at 1:55 PM

To: "Prof. Punit Sharma" &lt;punit.sharma@imr.ac.in&gt;

Cc: Shelly Kamboj &lt;Shelly\_Kamboj01@infosys.com&gt;, Govind V M &lt;Govind\_VM@infosys.com&gt;, "Nisha S ." &lt;nisha.s07@infosys.com&gt;

Respected Sir,

Greetings from Infosys BPM Ltd!

As part of our CSR programs under Project Genesis, we are happy to initiate Skill Development Program for your final year students from non-engineering and non- IT backgrounds.

The dates for the offline program are **23rd Sep to 10th Oct, 2024.**

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

- Batch should have minimum 70 students.
- Students should be available in the class throughout the program. The classes will be held from Monday to Sunday. 2nd Oct will be a holiday | 9:00 am - 5:00pm
- Students details to be shared before the program starts in the attached template
- KCES 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 70 students and should have a projector, white board, sound system and microphones.
- Accommodation arrangements to be taken care for the trainer/s for the duration of the program. It should be equipped with basic amenities, should be safe and hygienic.
- Books and stationery items for the batch will be sent to the college in the name of the coordinator. Please include college seal and signature on delivery challans/Invoices, scan the documents and email them to us.
- Please handover 1 set of books along with the certificate of participation to each student who meet the attendance criteria.
- I'm the program coordinator for this batch. Please feel free to connect with me at +91 7385644468 for any queries.

Below are the trainers' details:

Dates	Session	Name	Contact
23rd Sep to 4th Oct	Language & Soft Skills	Juthika Dasgupta	9987823418
7th Oct to 10th Oct	Quantitative Aptitude	Pranav Thorat	7977889404

Regards,

Tejashri Todankar

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



**Students Details - KCES.xlsx**

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