

Vidya Vikas Education Society's

Vikas College Of Arts Science & Commerce

Report on Certification Programs at Vikas College of Arts, Science & Commerce in Collaboration with Infosys Springboard for the academic year 2022-23

Vikas College of Arts, Science & Commerce, in partnership with Infosys Springboard, has successfully conducted numerous certification programs for students, completely free of charge. This initiative is part of Infosys' Corporate Social Responsibility (CSR) efforts, aimed at enhancing students' skills and knowledge in various domains.

The process begins with students registering for the program through the college. Upon registration, they are provided with login credentials that grant them access to the course material. The courses span a wide range of subjects, helping students develop both technical and soft skills, preparing them for future career opportunities.

For evaluation, students must secure a minimum of 70% to be eligible for certification. In case they do not achieve the required score, they are given the opportunity to retake the test, ensuring that all students have a fair chance to succeed.

This collaboration has empowered students by providing them with valuable industry-recognized certifications, boosting their employability and skillset.

Name of the program: Time Management program

Date:

- Students can complete the certification program at their convenience, with the flexibility to choose **different dates** that fit their schedules.
- They have the freedom to log in and access video lectures anytime, from anywhere, ensuring a seamless learning experience that adapts to their needs.

List of students participated and completed the course

Vidya Vikas Education Society's
Vikas College of Arts, Science & Commerce
Students Enrollment list of- Time Management
A.Y. 2022-23

Sr. No	Name of Students	Sign
1.	Divya Saigoankar	
2.	Viraj Rajguru	
3.	Vivek jaiswal	
4.	Gaurav Sharma	
5.	Ravishankar Yadav	
6.	Ayush Khopkar	
7.	Shubhangi Lengare	
8.	Sneha jadhav	
9.	Harshada Talekar	
10.	Chichankar Shreya Gangadhar	
11.	Sagar Panigrahi	
12.	Pooja Duppal Hanumantha	
13.	Gurav sayli ashok	


Coordinator - on Courses

Curriculum:

- **Understanding Time Management:** Definition and importance of time management in personal and professional life.
- **Setting Goals and Priorities:** Techniques for setting SMART goals and prioritizing tasks.
- **Planning and Scheduling:** Creating effective daily and weekly plans using tools like calendars and to-do lists.
- **Techniques for Productivity:** Exploring methods such as the Pomodoro Technique, time blocking, and the Eisenhower Matrix.
- **Overcoming Procrastination:** Identifying causes of procrastination and strategies to overcome it.
- **Review and Reflection:** Importance of regular review of time management practices and adjusting strategies for continuous improvement.

Duration:

1. The program was conducted over a 15-day period, providing a structured time frame for learning.
2. Completion of the program depends on each individual student's pace, allowing them to finish the course as per their own schedule within the given time

MODEL CERTIFICATE OF THE STUDENTS



EVALUATION

For evaluation, students must secure a minimum of 70% to be eligible for certification. In case they do not achieve the required score, they are given the opportunity to retake the test, ensuring that all students have a fair chance to succeed.