



# ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

*(Affiliated to Mumbai University)*

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206  
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

## **A Report of Add on Courses “Certified Project Management Specialist”**

**24 July 2020 to 3 September 2020**

**Coordinated By- Department of Management**

**Faculty Name- Mr. Vijay Saharam Singh**



**St. Wilfred's College of Arts, Commerce & Science**



*Principal*  
**PRINCIPAL**  
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## Value Added Course of Certified Project Management Specialist Index

Sr.No	Particulars
1	Notice
2	Circular
3	Agenda & Minutes of Meeting
4	Notice For Value Added Courses
5	Circular For Value Added Course
6	Expected Outcome
7	Course Outcome
8	Syllabus and Assessments
9	Time Table/Schedule & Lesson Plan of the Classes
10	Application Form
11	List of students Enrolled
12	Sample Certificate
13	Attendance
14	Report on Value Added Course



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Ref. No.

Date: 06/07/2020

## NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on Date: 06/07/2020 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

**Principal**



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## Meeting Minutes

Date: Date: 06/10/2020

Time: 12:00 PM

Place: Seminar Room

### Attendees:

S.No.	Name	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

### Agenda:

1. To organize Alumni, meet and farewell for the final year students.
2. To conduct student exit survey.
3. To discuss important questions for examination.
4. Soft skills training for placement and internship.
5. Analysis of slow learner and their mentoring.
6. To discuss about the conduction of practical examination.
7. Submission of dissertation and projects by students.
8. To organize seminars by final year students.
9. To conduct remedial classes for weak learners on difficult topics on Saturdays.
10. To organize science exhibition, Panache, departmental quizzes, Industrial trips, surveys etc.
11. To organize Value added courses for Semester 2<sup>nd</sup> Students

### Minutes:

The meeting was called to order by Principal at 12.PM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

1. **To organize Alumni, meet and farewell for the final year students:** The Principal proposed organizing an Alumni meet to facilitate interactions between current students





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and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experiences. Additionally, a farewell program will be arranged to bid farewell to the final year students and celebrate their achievements. The specific dates and details of these events will be decided in consultation with the concerned faculty members and student representatives.

2. **To conduct student exit survey:** The Principal suggested conducting a student exit survey to gather feedback from graduating students. The survey will focus on their overall college experience, including academic programs, infrastructure, faculty support, extracurricular activities, and placement opportunities. The feedback received will help in assessing the college's strengths and areas for improvement.
3. **To discuss important questions for examination:** The Principal highlighted the need to discuss and finalize the important questions for the upcoming University examination. Faculty members were encouraged to collaborate and share their expertise in determining the key topics and questions that students should focus on during their exam preparation. This will ensure that students are well-prepared for the examination.
4. **Soft skills training for placement and internship:** To enhance students' employability and prepare them for the professional world, the Principal proposed conducting soft skills
- 5.
6. training programs. These programs will focus on improving students' communication skills, teamwork abilities, time management, and overall personality development. The
7. training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.
8. **Analysis of slow learners and their mentoring:** The Principal emphasized the importance of identifying and addressing the needs of slow learners. It was suggested to analyze the performance and progress of such students and provide them with personalized mentoring and support. Faculty members were requested to closely monitor the academic progress of slow learners and implement strategies to help them overcome their challenges.
9. **To discuss the conduction of practical examination:** The Principal proposed a discussion on the conduction of practical examinations. The logistics, evaluation criteria, and assessment procedures for the practical exams will be determined and communicated to the faculty members. It was emphasized that the practical examinations should provide a fair and comprehensive assessment of students' practical knowledge and skills.
10. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the



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students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.

11. **To organize seminars by final year students:** To showcase the research and academic achievements of the final year students, the Principal suggested organizing seminars where they can present their findings and share their knowledge with the college community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.
12. **To conduct remedial classes for weak learners on difficult topics on Saturdays:** The Principal recommended organizing remedial classes on Saturdays to provide additional support to weak learners. These classes will focus on addressing difficult topics and concepts, helping students overcome their challenges and improve their understanding. Faculty members were encouraged to volunteer and contribute to these remedial classes.
13. **To organize science exhibition, Panache, departmental quizzes, industrial trips, surveys, etc.:** The Principal proposed organizing various extracurricular activities and events, such as science exhibitions, cultural events like Panache, departmental quizzes, industrial trips, and surveys. These activities will provide students with opportunities for practical learning, creative expression, and holistic development.
14. **To organize Value added courses for Semester 2<sup>nd</sup> Students**  
The Principal elaborated on the importance of providing value-added courses to enhance the academic experience and skill set of students. Various suggestions were put forth regarding the types of value-added courses that could be beneficial for Semester 2<sup>nd</sup> students. Suggestions included courses related to communication skills, coding, financial literacy, and career development.

## Action Items:

1. The Principal will coordinate with faculty members and student representatives to finalize the dates and details of the Alumni meet and farewell program.
2. Faculty members will develop and conduct the student exit survey, ensuring comprehensive feedback is collected.
3. Faculty members will collaborate to finalize important questions for the upcoming UOR examination.
4. The administration will organize soft skills training programs, focusing on placement and internship opportunities.
5. Faculty members will identify slow learners, provide personalized mentoring, and monitor their progress.
6. Faculty members will discuss and plan the conduction of UOR practical examinations, ensuring fairness and thorough assessment.
7. The administration will remind students about the submission deadline for dissertations and projects, providing clear guidelines.
8. The administration will facilitate the organization of seminars by final year students, allowing them to showcase their research and knowledge.



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9. Faculty members will schedule remedial classes for weak learners on Saturdays, focusing on difficult topics.
10. The administration will coordinate the organization of science exhibitions, Panache, departmental quizzes, industrial trips, surveys, and other extracurricular activities.
11. The Academic Committee will compile a list of potential value-added courses based on the suggestions provided during the meeting.

These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.

### **Closing:**

Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.

The meeting concluded at 02.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

**Principal**



Date-20/07/2020

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## Notice

We are pleased to inform all the students that the Value Added Course (VAC)-  
**Project Management Specialist Course**classes will commence from **July 24, 2020**. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

### Details of the VAC Classes:

Start Date: July 24, 2020

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Mr. Vijay Saharam Singh

**Principal**

CC-  
HOD of all departments

Date- 20/07/2020



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## **Details of the VAC Classes:**

Start Date: July 24, 2020

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Mr. Vijay Saharam Singh

**Principal**

CC-  
HOD of all departments

**Value Added Course: Certified Project Management Specialist  
Program**

**Expected Outcomes**



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## **On completion of the course, student will be able to-**

- Obtaining certification as a Project Management Specialist demonstrates your proficiency and expertise in project management principles.
- methodologies, and best practices. It validates your skills and knowledge in effectively managing projects from initiation to completion.
- Certification can enhance your career prospects by making you more competitive in the job market. It can qualify you for higher-level project management positions, promotions, and increased responsibilities within your organization or in new job opportunities.
- Certified Project Management Specialists often command higher salaries compared to non-certified professionals.
- Many Project Management certifications are recognized internationally, allowing you to pursue career opportunities worldwide.
- The process of preparing for certification exams typically involves in-depth study and practical application of project management concepts.
- Certification programs often provide opportunities to connect with other project management professionals through networking events.
- Certification adds credibility and confidence to your interactions with clients, stakeholders, and team members
- Maintaining certification typically requires ongoing professional development through continuing education and recertification requirements.

**Value Added Course: Certified Project Management Specialist**

**Program**

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## COURSE OUTCOME

Subject	Certified Project Management
CO1	Gain a comprehensive understanding of project management principles, methodologies, and best practices
CO2	Learn how to develop project plans, including defining project scope, objectives, deliverables, timelines, budgets, and resource allocation
CO3	Explore ethical considerations and professional responsibilities in project management, including integrity, honesty, fairness, and respect for stakeholders

**Value Added Course**  
**Certified Project Management Specialist**  
**(24 July 2020 to 3 September 2020)**



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## Syllabus

Topic	Week Days
<ul style="list-style-type: none"><li>• Definition of Project Management</li><li>• Project Management Framework</li><li>• Project Management Processes</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Project Selection Criteria</li><li>• Stakeholder Identification and Analysis</li><li>• Project Charter Development</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Work Breakdown Structure (WBS)</li><li>• Activity Definition and Sequencing</li><li>• Resource Planning</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Team Development and Management</li><li>• Procurement Management</li><li>• Quality Assurance</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Performance Measurement and Reporting</li><li>• Earned Value Management (EVM)</li><li>• Change Control Process</li></ul>	Monday-Saturday

## Syllabus: Certified Project Management Specialist



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## Unit-I

1. Definition of Project Management
2. Project Management Framework
3. Project Management Processes

## Unit-II

1. Project Selection Criteria
2. Stakeholder Identification and Analysis
3. Project Charter Development

## Unit-III

1. Work Breakdown Structure (WBS)
2. Activity Definition and Sequencing
3. Resource Planning

## Unit-IV

1. Team Development and Management
2. Procurement Management
3. Quality Assurance

## Unit-V

1. Performance Measurement and Reporting
2. Earned Value Management (EVM)
3. Change Control Process

## Time Table

## Certified Project Management Specialist



Date: 06/10/2020

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Days	Subject	Time
Monday	<b>Certified Project Management Specialist</b>	03:00-04:00PM
Tuesday	<b>Certified Project Management Specialist</b>	03:00-04:00PM
Wednesday	<b>Certified Project Management Specialist</b>	03:00-04:00PM
Thursday	<b>Certified Project Management Specialist</b>	03:00-04:00PM
Friday	<b>Certified Project Management Specialist</b>	03:00-04:00PM
Saturday	<b>Certified Project Management Specialist</b>	03:00-04:00PM

**PRINCIPAL**

**Copy to:**

- Vice Principal
- Deans
- HOD's of all Departments

**Lesson Plan**  
**Certified Project Management Specialist**

  
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Unit	Topic	Weekdays	Allotment
Unit-I	Definition of Project Management Project Management Framework	Monday-Saturday	03:00-04:00PM
Unit-I	Project Management Processes	Monday-Saturday	03:00-04:00PM
Unit-II	Project Selection Criteria Stakeholder Identification and Analysis	Monday-Saturday	03:00-04:00PM
Unit-II	Project Charter Development	Monday-Saturday	03:00-04:00PM
Unit-III	Work Breakdown Structure (WBS) Activity Definition and Sequencing	Monday-Saturday	03:00-04:00PM
Unit-III	Resource Planning	Monday-Saturday	03:00-04:00PM
Unit-IV	Team Development and Management Procurement Management	Monday-Saturday	03:00-04:00PM
Unit-IV	Quality Assurance	Monday-Saturday	03:00-04:00PM
Unit-V	Performance Measurement and Reporting Earned Value Management (EVM)	Monday-Saturday	03:00-04:00PM
Unit-V	Change Control Process	Monday-Saturday	03:00-04:00PM

## APPLICATION FORM

**Add On Course-"Certified Project Management Specialist"**

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**Student's Name** : .....  
**Father's Name** : .....  
**Class** : .....  
**Percentage of Marks obtained in Last Qualifying Examination:** .....  
**Date of Admission in this Institution:** .....  
**Phone No.** : .....  
**Mobile** : .....

## DETAILS OF ADD ON COURSES

**Parent's Signature:** .....  
.....

**Student's Signature:**

**Date:**

**Date:**

**Reference**

**Signature of Counsellor:** .....

**Name of Counsellor** : .....

**Remarks of Counsellor** : .....

**Remarks of Principal** : .....

**Certified Project Management Specialist**  
24 July 2020 to 3 September 2020



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## Enrolled List:-

S. No.	Class	Name
1.	B.Com. (A&F)	JayaswalNeeraj Chandrasekhar
2.	B.Com. (A&F)	Mande Raj Pundlik
3.	B.Com. (A&F)	Mate NehaBalaram
4.	B.Com. (A&F)	Mishra AnanyaArvind Mishra
5.	B.Com. (A&F)	ParatheHarshali Sunil
6.	B.Com. (A&F)	Patel NamrahJaved
7.	B.Com. (A&F)	PatilNehaKishor
8.	B.Com. (A&F)	PatilPrachiKishorPatil
9.	B.Com. (A&F)	PatilVaibhaviBalkrushana
10.	B.Com. (A&F)	Sawant Raj Krushna
11.	B.Com.	BhagatChetanNaresh
12.	B.Com.	ChibShiyaSohan Singh
13.	B.Com.	ChoudhariBhushan Vilas
14.	B.Com.	DalviShruti Sunil
15.	B.Com.	Gupta SarikaSantosh
16.	B.Com.	JambhaleYuvraj Rajesh
17.	B.Com.	KadamShivaniArjun
18.	B.Com.	KambleSrushti Sunil
19.	B.Com.	KarawaleTanmayNivas
20.	B.Com.	KarjekarMuhafeez Mustafa
21.	B.M.S.	Bhatesara Mittal Vasram
22.	B.M.S.	ChannaGurveerCharanjeet
23.	B.M.S.	Deshmukh Nikhil Pradeep
24.	B.M.S.	DwivedyShishirRavindra
25.	B.M.S.	GadeMayurDevidas
26.	B.M.S.	Gavaskar Harsh Sunil
27.	B.M.S.	GharatKomalArun
28.	B.M.S.	GharatVaishnaviRaju
29.	B.M.S.	GhogareDhanashriSantosh
30.	B.M.S.	Gupta HritikMahavir
31.	B.Sc. (I.T.)	GholapSrushti Vijay
32.	B.Sc. (I.T.)	GogawaleSuyog Sanjay
33.	B.Sc. (I.T.)	Joshi Mansi Hanuman
34.	B.Sc. (I.T.)	KadamPranal Anil
35.	B.Sc. (I.T.)	Khan AnamAbusad
36.	B.Sc. (I.T.)	Khan NoumanMohd Salam
37.	B.Sc. (I.T.)	KumbharSauravYuvraj
38.	B.Sc. (I.T.)	LoharMadhumatiKishor
39.	B.Sc. (I.T.)	Mali AkshadSantosh
40.	B.Sc. (I.T.)	Malik Sahista Muslim



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S. No.	Class	Name
41.	B.Sc. CS	BhaskarHeemanshuDevendra
42.	B.Sc. CS	ChakravortyPritamParitosh
43.	B.Sc. CS	DuttaBisalBiplabchandra
44.	B.Sc. CS	JamadarVikramDigambar
45.	B.Sc. CS	Khandagale Hitesh Rajendra
46.	B.Sc. CS	KhopadeSandeshSantosh
47.	B.Sc. CS	Mali IshwariPundalik
48.	B.Sc. CS	PawarAkanksha Ashok
49.	B.Sc. CS	Srivastava Vishal Ashok Srivastav
50.	B.Sc. CS	YadavSumeet Ramesh Yadav



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Teacher's Signature

S. No.	Class	Name	Signature	July/August																											
41.	B.Sc. CS	BhaskarHeemanshuDevendra																													
42.	B.Sc. CS	ChakravortyPritamParitosh																													
43.	B.Sc. CS	DuttaBisalBiplabchandra																													
44.	B.Sc. CS	JamadarVikramDigambar																													
45.	B.Sc. CS	Khandagale Hitesh Rajendra																													
46.	B.Sc. CS	KhopadeSandeshSantosh																													
47.	B.Sc. CS	Mali IshwariPundalik																													
48.	B.Sc. CS	PawarAkanksha Ashok																													
49.	B.Sc. CS	Srivastava Vishal Ashok Srivastav																													
50.	B.Sc. CS	YadavSumeet Ramesh Yadav																													

Teacher's Signature



  
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