Value Added Course
"Professional Development Program"

February 20, 2023 to April 8,2023

Coordinated By- Department of Commerce

Faculty Name- Dr. Kuldeep Singh

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

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
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Value Added Course
Professional Development Program
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Ref. No.   Date: 30/11/2021

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NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 30/11/2021at 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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Ref. No.   Date: 30/11/2021

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Principal

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Where the mind is without fear! where the head is held high!

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Meeting Minutes

Date30/11/2022

Time: 12:00 PM

Place: Seminar Room

Attendees:

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

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 2nd 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 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 training programs. These programs will focus on improving students' communication skills, teamwork abilities, time management, and overall personality development.

5. The training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.

6. **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.

7. **To discuss the conduction of University 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.

8. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.

9. **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

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community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.

10. **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.

11. **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.

12. **To organize Value added courses for Semester 2nd 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 2nd 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 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 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.
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.

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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

CC :-
        1. All members of IQAC

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Date-15/02/2022

Program Academic Advisory Cell (PAAC)

Notice

We are pleased to inform all the students that the Value Added Course (VAC)-**Professional Development Program**classes will commence from**February 20, 2022**. 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: February 20, 2022

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

Faculty Coordinator- Dr. Kuldeep Singh

Principal

CC-
HOD of all departments

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Date-15/02/2022

Circular

We are pleased to inform all the students that the Value Added Course (VAC)-
Professional Development Programclasses will commence from**February 20, 2022**. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

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

Faculty Coordinator- Dr. Kuldeep Singh

Principal

CC-
HOD of all departments

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Value Added Course: Professional Development Program
Expected Outcomes

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

➢ participants will develop and improve essential professional skills, including communication, leadership, time management, problem-solving, and teamwork. They will become more proficient in these areas, enabling them to excel in their roles and contribute effectively to their organizations.

➢ The program will provide participants with specialized knowledge and expertise in their field or industry. They will deepen their understanding of key concepts, theories, and best practices, staying abreast of the latest trends and developments.

➢ By honing their skills and expanding their knowledge base, participants will be better positioned to advance in their careers. They may qualify for promotions, leadership roles, or new opportunities within their organizations or in the job market.

➢ The program will facilitate opportunities for participants to connect and network with peers, mentors, and industry professionals. Building a strong professional network can provide valuable support, mentorship, and career opportunities.

➢ As participants acquire new skills and knowledge, they will gain confidence in their abilities and competence in their roles. This increased self-efficacy can positively impact their performance, motivation, and overall well-being.

➢ Professional Development Programs often include training in adaptability, resilience, and change management. Participants will learn to navigate challenges, embrace change, and thrive in dynamic work environments.

➢ Through case studies, simulations, and real-world scenarios, participants will enhance their decision-making and problem-solving abilities. They will learn to analyze complex situations, weigh alternative courses of action, and make informed decisions.

➢ The program will instill a culture of lifelong learning and professional growth among participants. They will recognize the importance of continuous development and seek out opportunities

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➤ to expand their skills and knowledge throughout their careers.

➤ They will learn to articulate their ideas clearly, collaborate effectively with team members and stakeholders, and present their findings and recommendations convincingly.

➤ he certification program will emphasize the importance of ethical conduct and professionalism in the field. Participants will develop a strong sense of professional ethics, integrity, and responsibility, understanding the implications of their actions and decisions on stakeholders and society.

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Value Added Course: Professional Development Program
COURSE OUTCOME

Subject	Professional Development Program
CO1	conduct a self-assessment of skills, strengths, weaknesses, and career aspirations, and set personalized goals for professional growth and development.
CO2	Improve communication skills, including verbal, written, and interpersonal communication, to effectively convey ideas, information.
CO3	Build leadership and management capabilities, including decision-making, problem-solving.

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Value Added Course
Professional Development Program
(February 20,2023 to April 3,2023)

Syllabus

Topic	Week Days
• Overview of the program objectives and structure • Importance of professional development in career growth • Self-assessment and goal setting	Monday-Saturday
• Effective communication strategies for various contexts (written, verbal, non-verbal) • Active listening and empathy • Constructive feedback and conflict resolution	Monday-Saturday
• Principles of effective leadership and management • Team building and motivation • Decision-making and problem-solving techniques	Monday-Saturday
• Prioritization techniques and time-blocking • Goal setting and action planning • Stress management and work-life balance	Monday-Saturday
• Strategies for building and maintaining professional relationships • Networking etiquette and best practices • Leveraging social media and online platforms for networking	Monday-Saturday

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Syllabus: Professional Development Program

Unit-I

1. Overview of the program objectives and structure

2. Importance of professional development in career growth

3. Self-assessment and goal setting

Unit-II

1. Effective communication strategies for various contexts (written, verbal, non-verbal)

2. Active listening and empathy

3. Constructive feedback and conflict resolution

Unit-III

1. Principles of effective leadership and management
2. Team building and motivation
3. Decision-making and problem-solving techniques

Unit-IV

1. Prioritization techniques and time-blocking
2. Goal setting and action planning
3. Stress management and work-life balance

Unit-V

1. Strategies for building and maintaining professional relationships
2. Networking etiquette and best practices
3. Leveraging social media and online platforms for networking

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Professional Development Program

Time Table

Days	Subject	Time
Monday	**Professional Development Program**	03:00-04:00PM
Tuesday	**Professional Development Program**	03:00-04:00PM
Wednesday	**Professional Development Program**	03:00-04:00PM
Thursday	**Professional Development Program**	03:00-04:00PM
Friday	**Professional Development Program**	03:00-04:00PM
Saturday	**Professional Development Program**	03:00-04:00PM

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Copy to:
- **Vice Principal**
- **HOD's of all Departments**

Professional Development Program
Lesson Plan

Unit	Topic	Weekdays	Allotment
Unit-I	Overview of the program objectives and structure Importance of professional development in career growth	Monday-Saturday	03:00-04:00PM
Unit-I	Self-assessment and goal setting	Monday-Saturday	03:00-04:00PM
Unit-II	Effective communication strategies for various contexts (written, verbal, non-verbal) Active listening and empathy	Monday-Saturday	03:00-04:00PM
Unit-II	Constructive feedback and conflict resolution	Monday-Saturday	03:00-04:00PM
Unit-III	Principles of effective leadership and management Team building and motivation Decision-making and problem-solving technique	Monday-Saturday	03:00-04:00PM
Unit-III	Decision-making and problem-solving techniques	Monday-Saturday	03:00-04:00PM
Unit-IV	Prioritization techniques and time-blocking Goal setting and action planning	Monday-Saturday	03:00-04:00PM
Unit-IV	Stress management and work-life balance	Monday-Saturday	03:00-04:00PM
Unit-V	Strategies for building and maintaining professional relationships Networking etiquette and best practices	Monday-Saturday	03:00-04:00PM
Unit-V	Leveraging social media and online platforms for networking	Monday-Saturday	03:00-04:00PM

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APPLICATION FORM
Add On Course-"Professional Development Program"

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 : …………………………………..

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"ProfessionalDevelopment Program"
February 20, 2023 to April 8,2023

Enrolled List-

S. No.	Class	Name
1.	B.A.F	Patel NamrahJaved
2.	B.A.F	PatilVaibhaviBalkrushana
3.	B.A.F	PatilNehaKishor
4.	B.A.F	PrachiKishorPatil
5.	B.A.F	Sawant Raj Krushna
6.	B.A.F	Singh Abhaypratap
7.	B.A.F	YadavAnkush Kumar
8.	B.B.I	WalidHanifKarjikar
9.	B.B.I	NagrkarPrachi
10.	B.B.I	PetheSahilRajendra
11.	B.B.I	ShettyNeeravNiranjan
12.	B.Sc. CS	SnehalBhuwad
13.	B.Sc. CS	ChakravortyPritamParitosh
14.	B.Sc. CS	TanmayNarendra
15.	B.Sc. CS	DuttaBisal
16.	B.Sc. CS	VikramDigambar
17.	B.Sc. CS	KhopadeS&EshSantosh
18.	B.Sc. CS	Mali IshwariPundalik
19.	B.Sc. CS	Vishal Kumar Srivastava
20.	B.Sc. CS	YadavSumeet Ramesh
21.	B.Sc. (I.T.)	BurumkarShraddha
22.	B.Sc. (I.T.)	DubeySaurabhVinayak
23.	B.Sc. (I.T.)	GaikwadRuchita Ramesh
24.	B.Sc. (I.T.)	Gaw&Dipti An&
25.	B.Sc. (I.T.)	GholapSrushti Vijay
26.	B.Sc. (I.T.)	Joshi Mansi Hanuman
27.	B.Sc. (I.T.)	KadamPranal Anil
28.	B.Sc. (I.T.)	KasbeAakashPrakash
29.	B.Sc. (I.T.)	Khan NoumanMohd
30.	B.Sc. (I.T.)	Khan AnamAbusad
31.	B.Sc. (I.T.)	KumbharSauravYuvraj
32.	B.Sc. (I.T.)	LoharMadhumatiKishor
33.	B.Sc. (I.T.)	Mali AkshadSantosh
34.	B.Sc. (I.T.)	Malik Sahista Muslim
35.	B.Sc. (I.T.)	MhatreJaymalaDattaram
36.	B.Sc. (I.T.)	MukriAfzal Abdulla
37.	B.Sc. (I.T.)	NikamKiranSachin
38.	B.Sc. (I.T.)	PathakYogesh An&
39.	B.Sc. (I.T.)	PatilShubhamBaliram
40.	B.Sc. (I.T.)	PatilAvishkarAnanta

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S. No.	Class	Name
41.	B.M.S.	Abdul FahadNistar
42.	B.M.S.	Anwar ShifaHussain
43.	B.M.S.	BaraskarShradha Krishna
44.	B.M.S.	Bhatesara Mittal Vasram
45.	B.M.S.	BhatesaraKajalKarmanbhai
46.	B.M.S.	Singh GurveerCharanjeet
47.	B.M.S.	Deshmukh Nikhil Pradeep
48.	B.M.S.	DeshmukhYashHemant
49.	B.M.S.	DwivedyShishirRavindra
50.	B.M.S.	GadeMayurDevidas
51.	B.M.S.	Gavaskar Harsh Sunil
52.	B.M.S.	GharatKomalArun
53.	B.M.S.	GharatVaishnaviRaju
54.	B.M.S.	GhogareDhanashriSantosh
55.	B.M.S.	Gupta HritikMahavir
56.	B.M.S.	JadhavTejasKiran
57.	B.M.S.	KambleAnurag Ashok
58.	B.M.S.	KangaleSiddheshwarSantosh
59.	B.M.S.	Khan Abdul Rahim Shah
60.	B.M.S.	KshirsagarSanatAtul

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February 20, 2023 to April 8,2023
Attendance Sheet

S. No.	Class	Name	Signature	March/ April																					
1.	B.A.F	Patel NamrahJaved																							
2.	B.A.F	PatilVaibhaviBalkrushana																							
3.	B.A.F	PatilNehaKishor																							
4.	B.A.F	PrachiKishorPatil																							
5.	B.A.F	Sawant Raj Krushna																							
6.	B.A.F	Singh Abhaypratap																							
7.	B.A.F	YadavAnkush Kumar																							
8.	B.B.I	WalidHanifKarjikar																							
9.	B.B.I	NagrkarPrachi																							
10.	B.B.I	PetheSahilRajendra																							
11.	B.B.I	ShettyNeeravNiranjan																							
12.	B.Sc. CS	SnehalBhuwad																							
13.	B.Sc. CS	ChakravortyPritamParitosh																							
14.	B.Sc. CS	TanmayNarendra																							
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17.	B.Sc. CS	KhopadeS&EshSantosh																							
18.	B.Sc. CS	Mali IshwariPundalik																							
19.	B.Sc. CS	Vishal Kumar Srivastava																							
20.	B.Sc. CS	YadavSumeet Ramesh																							
21.	B.Sc. (I.T.)	BurumkarShraddha																							
22.	B.Sc. (I.T.)	DubeySaurabhVinayak																							
23.	B.Sc. (I.T.)	GaikwadRuchita Ramesh																							
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25.	B.Sc. (I.T.)	GholapSrushti Vijay																							
26.	B.Sc. (I.T.)	Joshi Mansi Hanuman																							
27.	B.Sc. (I.T.)	KadamPranal Anil																							
28.	B.Sc. (I.T.)	KasbeAakashPrakash																							
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39.	B.Sc. (I.T.)	PatilShubhamBaliram																							
40.	B.Sc. (I.T.)	PatilAvishkarAnanta																							

Teacher's Signature

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43.	B.M.S.	BaraskarShradha Krishna																							
44.	B.M.S.	Bhatesara Mittal Vasram																							
45.	B.M.S.	BhatesaraKajalKarmanbhai																							
46.	B.M.S.	Singh GurveerCharanjeet																							
47.	B.M.S.	Deshmukh Nikhil Pradeep																							
48.	B.M.S.	DeshmukhYashHemant																							
49.	B.M.S.	DwivedyShishirRavindra																							
50.	B.M.S.	GadeMayurDevidas																							
51.	B.M.S.	Gavaskar Harsh Sunil																							
52.	B.M.S.	GharatKomalArun																							
53.	B.M.S.	GharatVaishnaviRaju																							
54.	B.M.S.	GhogareDhanashriSantosh																							
55.	B.M.S.	Gupta HritikMahavir																							
56.	B.M.S.	JadhavTejasKiran																							
57.	B.M.S.	KambleAnurag Ashok																							
58.	B.M.S.	KangaleSiddheshwarSantosh																							
59.	B.M.S.	Khan Abdul Rahim Shah																							
60.	B.M.S.	KshirsagarSanatAtul																							

Teacher's Signature

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