

Affiliated to Mumbai University
Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Dist Raigad, Navi Mumbai-410206

Value Added Course

"Certificate Course in Corporate Training"

(January 7, 2020 to February 20, 2020)

Coordinated By - Department of Law

Faculty Name- Mr. Subhash Sonkar





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Value Added Course Certificate Course in Corporate Training

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	Course Outcome
7	Syllabus and Assessments
8	Time Table/Schedule & Lesson Plan of the Classes
9	Application Form
10	List of students Enrolled
11	Sample Certificate
12	Attendance
13	Report on Value Added Course





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Ref. No. SWCL/2019-20/43

Date: 02/01/2020

NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAC) that there will be a meeting on 04/01/2020 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.

Dr M. Pendeyr PRINCIPAL





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St.Wilfred's College of Law

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MEETING MINUTES

DATE: 04/01/2020

TIME: 12:00 PM

PLACE: SEMINAR HALL

Attendees:

Sr. NO.	NAME	DESIGNATION	SIGNATURE
l.	Dr.Mntyujai Pandey	Principal	n pondey
2,	Dr. Anirudh Singh	Professor	Aisur
3,	Mr. Subhash Sonkar	Assistant Professor	Sarbharta
4.	Ms. Anjali Patil	Assistant Professor	ditte
5.	Ms. Bhagyashree Kamble	Assistant Professor	Vanble

Agenda:

- 1. To organise alumni, meet and farewell for the final year students.
- 2. To conduct students 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 organise seminar by final year students
- 9. To conduct remedial classes for weak learners on difficult topics on Saturdays
- 10. To organise science exhibition, surveys etc.
- 11. To organise value added course for 1", second and third year 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.

To organise alumni, meet and farewell for the final year students: The principal
proposed organising an Alumni meet to facilitate interactions between current
students and successful graduates. The event will serve as an opportunity for
networking, mentorship, and sharing experience. Additionally a farewell program will

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- 1. To organise alumni, meet and farewell for the final year students: The principal proposed organising an Alumni meet to facilitate interactions between current students and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experience. 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 Skill Programme, 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 analyse 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 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

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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.
- 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 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 Skill Programme, 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 (IPA)

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- 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.

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.

Dr M. Penduy Principal





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Date- 04/01/2020

Notice

We are pleased to inform all the students that the Value Added Course (VAC) – Certificate Course in Corporate Training classes will commence from (January 7, 2020 to February 20, 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: 07/01/2020

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

Faculty Coordinator- Mr. Subhash Sonkar

CC -

HOD of all departments

D. M. Pendug PRINCIPAL





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Value Added Course

Certificate Course in Corporate Training

COURSE OUTCOME

- 1. **Understanding Adult Learning Principles**: Grasp the theories and principles of adult learning and how they apply in a corporate setting.
- **2. Training Needs Analysis**: Learn how to conduct a thorough training needs analysis to identify skill gaps and training requirements within an organization.
- **3.** Curriculum Design and Development: Gain skills in designing and developing effective training curricula that align with organizational goals and objectives.
- **4. Training Delivery Techniques**: Master various training delivery methods, including inperson, online, and blended approaches, to engage and motivate adult learners.
- **5. Facilitation Skills**: Enhance facilitation skills to manage group dynamics, encourage participation, and ensure an inclusive learning environment.
- **6.** Use of Technology in Training: Learn to leverage technology, such as Learning Management Systems (LMS), e-learning tools, and virtual training platforms, to enhance the training experience.
- **7. Assessment and Evaluation**: Understand how to assess the effectiveness of training programs through various evaluation techniques and metrics, and use feedback to improve future training initiatives.
- **8.** Communication Skills: Improve verbal and written communication skills to effectively convey information and instructions to diverse audiences.
- **9. Project Management**: Acquire project management skills to plan, execute, and oversee training projects from inception to completion.
- **10.** Compliance and Ethical Considerations: Familiarize with legal and ethical considerations in corporate training, including confidentiality, data protection, and diversity and inclusion.
- 11. Creating Engaging Training Materials: Develop the ability to create engaging and interactive training materials that cater to different learning styles.
- 12. Leadership and Coaching: Learn how to provide leadership and coaching to support continuous learning and development within the organization.

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SYLLABUS: Course in Corporate Training

Module 1: Introduction to Corporate Training

- Overview of Corporate Training
- Role and Importance of Training in Organizations
- Current Trends in Corporate Training

Module 2: Adult Learning Principles

- Theories of Adult Learning (Andragogy)
- Learning Styles and Preferences
- Motivation and Engagement Techniques

Module 3: Training Needs Analysis

- Identifying Training Needs
- Conducting Needs Assessments
- Analysing Data and Reporting Findings

Module 4: Curriculum Design and Development

- Designing Training Programs
- Developing Learning Objectives
- Structuring Training Sessions
- Creating Course Materials

Module 5: Training Delivery Methods

- In-person Training Techniques
- Online and Blended Learning Approaches
- Use of Multimedia and Interactive Tools



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Module 6: Facilitation Skills

- Managing Group Dynamics
- Techniques for Effective Facilitation
- Handling Difficult Participants

Module 7: Use of Technology in Training

- Learning Management Systems (LMS)
- E-Learning Tools and Platforms
- Virtual Training Environments

Module 8: Assessment and Evaluation

- Formative and Summative Assessment Techniques
- Measuring Training Effectiveness
- Using Feedback for Continuous Improvement

Module 9: Communication Skills

- Effective Verbal and Non-Verbal Communication
- Presentation Skills
- Writing Training Materials

Module 10: Project Management for Training

- Planning and Organizing Training Projects
- Budgeting and Resource Allocation
- Risk Management in Training Projects

Module 11: Compliance and Ethical Considerations

- Legal Aspects of Corporate Training
- Ethical Issues in Training
- Diversity and Inclusion in Training

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Module 12: Creating Engaging Training Materials

- Designing Visual Aids and Hand-outs
- Developing Interactive Activities
- Using Case Studies and Real-World Scenarios

Module 13: Leadership and Coaching in Training

- Coaching Techniques for Trainers
- Providing Feedback and Support
- Promoting a Learning Culture

Module 14: Capstone Project

- Designing and Delivering a Training Session
- Practical Application of Learned Skills
- Peer and Instructor Feedback

Module 15: Professional Development and Career Planning

- Building a Career in Corporate Training
- Networking and Professional Associations
- Continuing Education and Certification Opportunities





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Time Table

Course in Corporate Training

W.e.f.: January 7, 2020

Days	Subject	Time
Monday	Course in Corporate Training	3 pm to 4 pm
Tuesday	Course in Corporate Training	3 pm to 4 pm
Wednesday	Course in Corporate Training	3 pm to 4 pm
Thursday	Course in Corporate Training	3 pm to 4 pm
Friday	Course in Corporate Training	3 pm to 4 pm
Saturday	Course in Corporate Training	3 pm to 4 pm

PRINCIPAL

Copy to:

HOD of all departments





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LECTURE PLAN

TIME - Monday to Saturday (3 pm to 4pm)

Introduction to Corporate Training

- 1. Lecture 1: Overview of Corporate Training
- 2. Lecture 2: Importance of Corporate Training in Organizations
- 3. Lecture 3: Roles and Responsibilities of a Corporate Trainer
- 4. Lecture 4: Understanding Learning Styles and Training Needs

Training Design and Development

- Lecture 5: Principles of Adult Learning
- Lecture 6: Training Needs Analysis (TNA)
- Lecture 7: Setting Training Objectives and Outcomes
- Lecture 8: Designing Effective Training Programs
- Lecture 9: Developing Training Materials and Resources
- Lecture 10: Incorporating Technology in Training

Training Delivery

Lecture 11: Training Delivery Methods and Techniques

Lecture 12: Classroom Management and Engagement

Lecture 13: Facilitating Interactive and Experiential Learning

Lecture 14: Virtual and Online Training Techniques

Lecture 15: Handling Difficult Trainees and Situations

Lecture 16: Using Visual Aids and Multimedia in Training

Assessment and Evaluation

Lecture 17: Assessing Training Effectiveness

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- Lecture 18: Designing Assessment Tools and Techniques
- Lecture 19: Evaluating Training Programs and Outcomes
- Lecture 20: Feedback Mechanisms and Continuous Improvement

Specialized Training Areas

- Lecture 21: Leadership and Management Training
- Lecture 22: Soft Skills Training (Communication, Teamwork, etc.)
- Lecture 23: Technical Skills Training
- Lecture 24: Compliance and Regulatory Training
- Lecture 25: Diversity and Inclusion Training
- Lecture 26: Wellness and Stress Management Training

Practical Application and Capstone Project

- Lecture 27: Planning and Conducting a Training Session
- Lecture 28: Case Studies and Real-World Applications
- Lecture 29: Capstone Project Presentation and Feedback
- Lecture 30: Course Review and Future Trends in Corporate Training





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Assessment: Course in Corporate Training

Question Paper

Instructions:

- Answer all questions.
- Each question carries 10 marks
- 1. Explain the principles which are most associated with adult learning theory?
- 2. Outline the key steps involved in conducting a training needs analysis.
- 3. You have been asked to design a training program for new managers in your organization. Describe the process you would follow to develop the curriculum, including how you would ensure it meets the organization's goals and addresses the needs of the participants.
- 4. Develop a 30-minute training session plan on effective time management, including learning objectives, key topics, and activities to engage participants.
- 5. Discuss the advantages and challenges of using technology in corporate training. Provide examples of how technology can enhance learning outcomes and potential barriers to its effective use.





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Result Analysis: Course in Corporate Training

Sr. No	Class	Name	Q1 Q2 Q3		Q3	Q4	Q5	Total				
1	LLB-3	Khandare Ranjit Pundlik	8 7		8	7	7	37				
2	LLB-3	Kompeli Shrikant Shriniwas	7	7	8	7	8	37				
3	LLB-3	Kulkarni Shilpa Sharadkumar	7 7		9	8	9	40				
4	LLB-3	Kumbhar Muktai Vivek	9 9		9	8	9	44				
5	LLB-3	Lokegoankar Sarvesh Vijay	8	9	9	7	9	42				
6	LLB-3	Magdum Ishwari Ravindra	9	8	7	8	9	41				
7	LLB-3	Mali Yogesh Namdev	7 8		8	7	7	37				
8	LLB-3	Mangle Kaustubh Madhukar	7	7	7	7	9	37				
9	LLB-3	Memon Mohsin Gaffar	8 7		9	8	8	40				
10	LLB-3	Mestry Sushamita Pravin	8 9		8	7	7	39				
11	LLB-3	Mhatre Madhukar Shankar	9			8	8	41				
12	LLB-3	Mhatre Pratiksha Rohidas	9			7	9	42				
13	LLB-3	Mishra Anurag Rakesh Mishra	7			7	7	37				
14	LLB-3	Moro Maxwel Louis	9	9	9	8	9	44				
15	LLB-3	Mulani Faiyaj Karim	7			9	7	40				
16	LLB-3	Nade Arpan Anant	8 7		8 7		9	39				
17	LLB-3	Nayagam Aroon Sp Nayagam	9 7		9	9	7	41				
18	LLB-3	Nazir Saffanha Abdulmannan	9 9		9 9		8	44				
19	LLB-3	Oswal Rajesh Ashok Oswal	9			7	8	39				
20	LLB-3	Pagare Maya Lalit	9	8	7	9	7	40				
21	LLB-3	Pandey Sushma Nandkishor	7	7 9		7 9		7 9 7		9	8	40
22	LLB-3	Parekh Kamana Vinod	8	9	7	9	8	41				
23	LLB-3	Parmar Hardik Amubhai	9	9	9	7	9	43				
24	LLB-3	Patil Kalyani Ramesh	9	8	8	7	7	39				
25	LLB-3	Patil Manoj Vasudev	8	8	7	9	7	39				
26	LLB-3	Patil Pournima Prasad	8 7		8) 9	8	40				
27	LLB-3	Patil Pramod Raghunath	8	225	n8g	8	8	39				
28	LLB-3	Patil Sanjay Appa	7	8	7 0	7	7	36				
29	LLB-3	Patil Sanjay Sanebrao	8 P	RINCI EDIS ACII	PAL LEGE O	7 FLAW	7	39				

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30	LLB-3	Patil Vrushali Ramdas	8	7	7	8	9	39
31	LLB-3	Pawar Bhakti Mahesh	8	7	7	9	7	38
32	LLB-3	Pingale Asmita Raghunath	9	8	9	7	9	42
33	LLB-3	Polekar Sandip Kamalakar	9	7	9	7	7	39
34	LLB-3	Prabhu Nilkanth Mukund	8	8	9	7	9	41
35	LLB-3	Purohit Pooja Dharmendra	7	7	7	9	7	37
36	LLB-2	Koymavalappil Draviya Praveen	7	7	9	7	9	39
37	LLB-2	Kumar Sushil Raghunath	9	9	8	7	7	40
38	LLB-2	Maurya Mamata Ramratan Maurya	8	8	7	7	9	39
39	LLB-2	Mehta Gunjan Ajay	7	7	8	7	8	37
40	LLB-2	Mhase Amar Krushna	8	8	7	7	7	37
41	LLB-2	Mhatre Pooja Vishwanath	7	9	9	7	7	39
42	LLB-2	Mhatre Rakesh Ramdas	9	8	7	7	7	38
43	LLB-2	Mhatre Shobhana Dattatray	8	8	8	7	9	40
44	LLB-2	Mishara Vinayak Dharamprakash	9	8	9	7	8	41
45	LLB-2	Mishra Aditi Abhimanyu	9	7	9	7	8	40





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APPLICATION FORM

Add on Course: - Course in Corporate Training

(January 7, 2020 to February 20, 2020)



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APPLICATION FORM

Add on Course: - Course in Corporate Training

(January 7, 2020 to February 20, 2020)

Students Name: Memon mehs	in Gallan
Father's Name: - Gallas mem.	0.17
Class:- LLB = 3	
Percentage of Marks Obtained in Last Quali-	fying Examination:
Date of Admission in the Institution:	7 Dec 2017
Phone no. :	
Mobile no - 828678031	1
Details of Add on Courses Parent's signature Date: Reference	Student's Signature - Date: 0.2/01/2010
Reference	
	Signature of Counsellor
Name of Counsellor:	
Remarks of Counsellor:	
Remarks of Principal:	

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APPLICATION FORM

Add on Course: - Course in Corporate Training

(Junuary 7, 2020 to February 20, 2020)

Students Name: Mishen Ali	ti Abhimanyu
Father's Name: Abhimany	mishra
Class:448-2	
Percentage of Marks Obtained in Last Quali	ifying Examination;
Date of Admission in the Institution:	17 NOV 2018
Phone no. 1-	**********
Mobile no 70.21.923.4.	33
Details of Add on Courses	
Parent's signature:	Student's Signature:
Date:	Date: 03/01/2020
<u>Reference</u>	
	Signature of Counsellon
Name of Counsellor:	,
Remarks of Counsellor:	

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Remarks of Principal:-....



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Course in Corporate Training

(January 7, 2020 to February 20, 2020)

Enrollment List:-

S.No.	Class	Name
1	LLB-3	KHANDARE RANJIT PUNDLIK
2	LLB-3	KOMPELI SHRIKANT SHRINIWAS
3	LLB-3	KULKARNI SHILPA SHARADKUMAR
4	LLB-3	KUMBHAR MUKTAI VIVEK
5	LLB-3	LOKEGOANKAR SARVESH VIJAY
6	LLB-3	MAGDUM ISHWARI RAVINDRA
7	LLB-3	MALI YOGESH NAMDEV
8	LLB-3	MANGLE KAUSTUBH MADHUKAR
9	LLB-3	MEMON MOHSIN GAFFAR
10	LLB-3	MESTRY SUSHAMITA PRAVIN
11	LLB-3	MHATRE MADHUKAR SHANKAR
12	LLB-3	MHATRE PRATIKSHA ROHIDAS
13	LLB-3	MISHRA ANURAG RAKESH MISHRA
14	LLB-3	MORO MAXWEL LOUIS
15	LLB-3	MULANI FAIYAJ KARIM
16	LLB-3	NADE ARPAN ANANT
17	LLB-3	NAYAGAM AROON SP NAYAGAM
18	LLB-3	NAZIR SAFFANHA ABDULMANNAN
19	LLB-3	OSWAL RAJESH ASHOK OSWAL
20	LLB-3	PAGARE MAYA LALIT
21	LLB-3	PANDEY SUSHMA NANDKISHOR
22	LLB-3	PAREKH KAMANA VINOD
23	LLB-3	PARMAR HARDIK AMUBHAI
24	LLB-3	PATIL KALYANI RAMESH
25	LLB-3	PATIL MANOJ VASUDEV
26	LLB-3	PATIL POURNIMA PRASAD
27	LLB-3	PATIL PRAMOD RAGHUNATH
28	LLB-3	PATIL SANJAY APPA
29	LLB-3	PATIL SANJAY SAHEBRAO
30	LLB-3	PATIL VRUSHALI RAMDAS
31	LLB-3	PAWAR BHAKTI MAHESH
32	LLB-3	PINGALE ASMITA RAGHUNATH
33	LLB-3	POLEKAR SANDIP KAMALAKAR
34	LLB-3	PRABHU NILKANTH MUKUND
35	LLB-3	PUROHIT POOJA DHARMENDRA
36	LLB-2	KOYMAVALAPPIL DRAVIYA PRAVEEN
37	LLB-2	KUMAR SUSHIL RAGHUNATH
38	LLB-2	MAURYA MAMATA RAMRATAN MAURYA
39	LLB-2	MEHTA GUNJAN AJAY
40	LLB-2	MHASE AMAR KRUSHNA
41	LLB-2	MHATRE POOJA VISHWANATH
42	LLB-2	MHATRE RAKESH RAMDAS
43	LLB-2	MHATRE SHOBHANA DATTATRAY
44	LLB-2	MISHARA VINAYAK DHARAMPRAKASH
45	LLB-2	MISHRA ADITI ABHIMANYU





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Course in Corporate Training

(January 7, 2020 to February 20, 2020)



Course in Corporate Training

S. No.	Class	Name (Sanuary 7, 2)	20 to February 20, 2020)
		Name	Signature January/February
1	HB-3	MIANDARE RANDIT PUNDER	7777777777
2	118-3	KOMPELI SHRIKANT SHRINIWAS	D 9 1 1 9 1 A 1 9 9 9 7 7 9 0
,	118-3	KULKARNI SHILPA SHARADKUHAR	0 0000000000000000000000000000000000000
	LLB-3	KUMPHAR MUKTAL VIVEK	Skips 11 AP 11 1 1 PP
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of St. Wilfred's College LAW has participated in Value added course

CERTIFICATE COURSE IN CORPORATE TRAINING

on January 7, 2020 to February 20, 2020

PRINCIPAL

Mr. Subhash Sonkanvel 410206 (Faculty Coordinator)

Affiliated with University of Mumbai, Approved by BCI

Old Mumbai-Pune Highway, near Panvel Toll Plaza, Panvel, Shedung, Maharashtra 410206



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