



गोंडवाना विद्यापीठ, गडचिरोली

(महाराष्ट्र शासन अधिसूचनाक्रमांक २००७/(३२२/०७)विशि-४ महाराष्ट्र विद्यापीठ अधिनियम १९९४(१९९४ चा महा.३५) च्या कलम ३ च्या पोटकलम(२) अन्वये दिनांक २७ सप्टेंबर, २०११ रोजी स्थापित व महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ (सन २०१७ चा महाराष्ट्र विद्यापीठ अधिनियम क्रमांक ६) द्वारा संचालित राज्य विद्यापीठ)

(कुलसचिव कार्यालय)

एम. आय. डी. सी. रोड, कॉम्प्लेक्स, गडचिरोली जि. गडचिरोली ४४२६०५

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जा.क्र. /गोंविग/कुसका/ ६०८५ /२०२५

दि: २५/०८/२०२५

प्रति,
सर्व संलग्नीत महाविद्यालय,
गोंडवाना विद्यापीठ, गडचिरोली

विषय :- इंफौसीस सी.एस.आर. ॲक्टिव्हिटी प्रोग्राम - पुणे अंतर्गत आपल्या महाविद्यालयाच्या विद्यार्थ्यांची नोंदणी करण्याबाबत.

संदर्भ :- Infosys CSR Activity Programme - Pune यांचे पत्र.

महोदय,

वर उल्लेखित संदर्भांकित विषयान्वये आपणास कळविण्यात येते की, Infosys CSR Activity Programme अंतर्गत विद्यार्थ्यांना रोजगारक्षम करण्याच्या दृष्टीने निशुल्क प्रशिक्षण देण्याची माहिती Infosys CSR द्वारे कळविण्यात आलेली आहे. सदर प्रशिक्षणाकरीता आपल्या महाविद्यालयातील प्रथम, द्वितीय व तृतीय वर्षाचे विद्यार्थी पात्र असणार आहे. विद्यार्थ्यांना रोजगारक्षम करण्याच्या दृष्टीने सदर प्रशिक्षण अतिशय महत्वाचे असणार आहे.

करीता, संलग्नीत पत्राचे अवलोकन करुन संलग्नीत गुगल फॉर्मच्या माध्यमाने आपल्या विद्यार्थ्यांची नोंदणी दिनांक ०७/०९/२०२५ पर्यंत पूर्ण करुन घ्यावी. या संदर्भातील पुढील माहिती आपणास वेळोवेळी कळविण्यात येईल.

धन्यवाद !

(डॉ. अनिल हिरेखण)

कुलसचिव

प्रतिलिपी -

१. मा. कुलगुरु महोदय यांचे स्वयं सहाय्यक, गोंडवाना विद्यापीठ, गडचिरोली
२. मा. प्र-कुलगुरु महोदय, गोंडवाना विद्यापीठ, गडचिरोली



Infosys CSR Activity Programme-Pune

Soft Skills Development Program

Target Participants:

- Students from **First Year, Second Year, and Third Year** (Graduates)
- **Minimum eligibility:** 12th Pass
- **Age Group:** 18 to 26 years
- **Open to:** Students from all academic streams

Program Overview

This program is designed to equip college students with essential soft skills that enhance employability, boost confidence, and prepare them for professional challenges. Through practical assignments, interactive activities, and guided practice, participants will develop critical workplace competencies.

Program Components & Module Details

1. Resume Writing (Assignment)

Objective: Enable students to create professional, customized resumes that effectively showcase their skills and achievements.

Module Content:

- **Structure & Formatting:** Understanding standard resume formats, choosing the right layout.
- **Writing Impactful Content:** Highlighting strengths, achievements, and experience effectively.
- **Tailoring Resumes for Job Roles:** Customizing resumes for specific industries or positions.

Activity/Assignment:

- Each participant prepares and submits a professionally formatted resume for feedback.

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- ① online or offline - ?
 - ② Letter to colleges with google form on the website to register on or before 7th sep.



2. Interview Techniques

Objective: Equip students with strategies to excel in interviews with confidence and professionalism.

Module Content:

- **Common Interview Questions:** Understanding and practicing structured answers (STAR method).
 - **Body Language & Etiquette:** Non-verbal cues, posture, handshake, and appearance.
 - **Mock Interviews & Feedback:** Simulated interview sessions with real-time feedback.
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3. Communication Skills (Activity)

Objective: Build strong interpersonal communication abilities for academic and professional contexts.

Module Content:

- **Verbal and Non-Verbal Communication:** Clarity in speech, tone, and body language.
- **Listening Skills & Confidence Building:** Active listening exercises, handling feedback.
- **Public Speaking:** Overcoming stage fear, delivering impactful presentations.

Activity:

- Role-plays, group discussions, and short public speaking challenges.



Time Management

Objective: Help students manage tasks efficiently and improve productivity.

Module Content:

- **Tools of Time Management:** To-do lists, prioritization techniques (Eisenhower Matrix), digital productivity tools.

Activity:

- Creating a personal time management plan and tracking progress for one week.
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5. Goal Setting (Activity)

Objective: Guide students in defining and working towards realistic career and personal goals.

Module Content:

- **SWOT Analysis:** Identifying strengths, weaknesses, opportunities, and threats.
- **SMART Goals:** Setting Specific, Measurable, Achievable, Relevant, Time-bound objectives.

Activity:

- Each participant conducts a personal SWOT analysis and sets 3 actionable short-term goals.
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6. Group Discussions

- **Purpose of Group Discussions:** Screening tool for recruiters, assessing communication, teamwork, and analytical skills.
- **Types of GD Topics:**
 - **Factual:** Based on current events or general knowledge.
 - **Abstract:** Open-ended and creative thinking required.
 - **Case-based:** Problem-solving scenarios.
 - **Controversial:** Testing ability to handle pressure and differing opinions.
- **GD Process:** Initiation → Discussion → Conclusion.
- **Dos and Don'ts in a GD:** Language etiquette, respectful disagreement, avoiding interruptions.

Expected Outcomes

By the end of the program, participants will:

- Create professional, job-ready resumes.
- Demonstrate confidence and professionalism in interviews.
- Communicate clearly and effectively in various settings.
- Apply time management tools to academic and personal life.
- Set clear, realistic, and achievable goals for future.

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Programme Organiser

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