



RV Institute of Management®

CA 17, 36th Cross Rd, 26th Main, 4th T Block East,
Jayanagar, Bengaluru - 560041, Karnataka, India



Affiliated to
Bengaluru Central
University

Approved by
AICTE, New Delhi,
Accredited by NAAC
with 'A+' Grade

contact.rvim@rvei.edu.in
www.rvim.edu.in
Tel: 080 42540300
080 26547048

Ref. No. 466/RVIM/HBA/2023-24

Date: 15-02-2024

From,
Payal Jindal
Centre for Career Development
R V Institute of Management
Bangalore - 560041

To
The Director
R V Institute of Management
Bangalore - 560041

Respected Sir,

Forwarded to Honorary Secy Sir, RSST

We use the services of professional trainers to impart training on communication skills, soft skills, employability skills, preplacement training and also to do counselling (especially career counselling and initial profiling) by experts during the entire 1 year on Saturday. We pay them on no. of hours engaged @ Rs. 1500/- per hour, every month. Last year approval is enclosed for your reference.

For your kind consideration & approval.

J. Lattam
16.02.2024

Subject: Approval for conducting Soft skill, Aptitude training programme and Mentoring for 1st and 2nd semester MBA 2023-25 batch students on the identified training need analysis.

With reference to the above subject, we would like to conduct Soft skill, aptitude training programme and Mentoring for 1st and 2nd semester MBA students keeping in mind the topics that will help them in pre-placement.

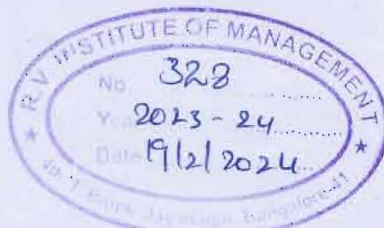
The timings are scheduled according to the timetable given.

Resource person invited for conducting Soft skill, aptitude training programme and Mentoring for 1st and 2nd semester MBA students are enclosed along with this letter.

The Soft skill, aptitude training programme and Mentoring is scheduled for 1st and 2nd semester. For any unforeseen reasons, if there is a reduction or increase in total number of hours in the training programme, proportionate amount is to be paid to the trainer based on the total number of training hours handled by the trainer. (Rs.1500/per hour).

Training

Batch	2 batch with 90 students each in the class
No. of Hours for each batch	4hrs/day/batch
Total Approximate Saturdays	24 Saturdays
Total No. of hours for each batch	96hrs for each batch (192hrs in total approximation for an year.)
Time slot (Every Saturday)	10am to 11:30am 12noon to 1:30pm



Approved + Payoff
J. Lattam
19/2

Career & Leadership Program (Profiling & Mentoring)

No. of Hours for 1 st and 2 nd semester	106 hours
Total Approximate Wednesdays	36 Wednesday
Time slot/Student	15min-20min

Total Training on Soft skills, Aptitude and Mentoring (In Total)

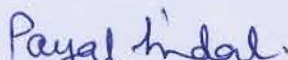
Training on soft skills and Aptitude	192hrs
Career & Leadership Program (Profiling & Mentoring)	106hrs
Total	298hrs

Enclosed:

1. Training Topics(Business Commination and Soft skills, Employability Skills)
2. Trainers Profile
3. Letter from Ayyush.Life for Career & Leadership Program (Profiling & Mentoring)
4. Previous year letter approval

Broad topics for training areas are only indicative in nature and changes will be made (if required) based on the inputs received from Faculty Members, trainees and the trainer.

Thank you
Yours sincerely


Payal Jindal