



RV Institute of Management

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Jayanagar, Bangalore - 560041, Karnataka, India



Approved by
The Director
University

Approved by
N.T. New Tech
Accredited by NAAC
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Ref. No. 466 / RVIM / MBA / 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,

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.

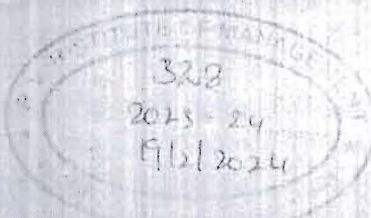
The timings are scheduled according to the timetable given.

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



ALC + Payal
16/2/24

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

ITTC
Individual Taxation
CA Padmen (9886196930)

Sl No	Date	Topic	Duration	Signc
1.	09/1/24	Basic of tax	1hr	<u>✓</u>
2	10/1/24	Other and SPT	1hr	<u>✓</u>
3	16/1/24	1040	1hr	<u>✓</u>
4	18/1/24	Gross Income	1hr	<u>✓</u>
5	19/1/24	Problems	1hr	<u>✓</u>
6	23/1/24	Credits	1hr	<u>✓</u>
7	30/1/24	Review	1hr	<u>✓</u>
			<u>7hr</u>	

Total no. of hrs = 78hrs

Remuneration/hr = Rs 1200/-

Total amount to be paid = Rs 8400/-

Payal Hada

Total Remuneration of Rs = 8400/-

less: TDS @ 10% of Rs = 840/-

Total Remuneration Rs = 7560/-

SL No.	Date	Students -	Topic	Duration	
1	6/4/24	Batch 1	Blood Relations & Discrepancy	2hr	
2	6/4/24	Batch 2	"	2hr	
3	7/4/24	Batch 1	Time & Work	2hr	
4	7/4/24	Batch 2	"	2hr	
5	19/4/24	Batch 1	Coding & Decoding	2hr	
6	19/4/24	Batch 2	"	2hr	
7	20/4/24	Batch 1	Percentages, Ratio Proportion	2hrs	
8	20/4/24	Batch 2	"	2hrs	
9	27/4/24	Batch 1, 2, 3	Letter Series	2hrs	
10	27/4/24	Batch 1, 2, 3	Number Series	2hrs	

2024

Total no. of hours = 20 hrs

Total Remuneration /hr = Rs 1500/-

Total amount to be paid = Rs 30,000/-

Total Remuneration of Rs = 30,000/-

less: TDS @ 2% of Rs = 600/-

Net Total Remuneration Rs = 29,400/-

Ms. Beena

No.	Date	Students	Topic	Duration	Signature
1	6/4/24	Batch 1	Personal Branding	2hr	J
2	6/4/24	Batch 2	"	2hr	J
3	7/4/24	Batch 1	Conflict Resolution	2hr	J
4	7/4/24	Batch 2	"	2hr	J
5	19/4/24	Batch 1	Emotional Intelligence	2hr	J
6	19/4/24	Batch 2	Transactional Analysis	2hr	J
7	20/4/24	Batch 2	Business Etiquette	2hr	J
8	20/4/24	Batch 1	"	2hr	J

16 hrs

Total no of hours = 16 hrs

Remuneration 1 hr = Rs 1500/-

Total amount to be paid = Rs 24,000/-

Total Remuneration of Rs = 24,000/-

less: TDS @ 27. 5% Rs = 180/-

Net total Remuneration Rs = 23,820/-

SL No	Date	Students	Topic	Duration	Sign
1	9/3/24	Batch 1	Numbers (Basic)	1:30 hrs	Ch
2	9/3/24	Batch 2	"	1:30 hrs	Ch
3	23/3/24	Batch 1	Number Systems (Basic)	2 hr	Ch
4	23/3/24	Batch 2	"	2 hr	Ch
5	30/3/24	Batch 1	Number System (Adv)	2 hr	Ch
6	30/3/24	Batch 2	"	2 hr	Ch

11/3/24

Total no of hours : 11 hrs

Remuneration / hr = ₹ 1500/-

Total amount to be paid - Rs 16,500/-

A

Total Remuneration of Rs = 16,500/-

less: TDS @ 2% of Rs = 330/-

Net Total Remuneration Rs = 16,170/-

Ms. Beena.

11/5/24

Sl no	Date	Students	Topic	Duration	Signature
1	Batch 2	9/3/24	Negotiation Skills	1.30 hrs	A
2	Batch 1	9/3/24	"	1.30 hrs	A
3	Batch 2	23/3/24	People's Skills	2 hr	A
4	Batch 1	23/3/24	"	2 hr	A
5	Batch 2	30/3/24	Email Etiquette	2 hr	A
6	Batch 1	30/3/24	"	2 hr	A

Total no of hours = 11 hrs

Remuneration / hr = Rs 1500/-

Total amount to be paid = Rs 16,500/-

11/5/24

A

Total Remuneration of Rs = 16,500/-

less: TDS @ 21% of Rs = 3,300/-

Net total Remuneration @ = 16,170/-

Sr	Date	Students	Topic	Duration	Sign
1	29/6/24	2 nd Semester ^{B1}	EMPLOYABILITY SKILLS	2-Hours	Pavan.BN
2	29/6/24	2 nd Semester ^{B2}	EMPLOYABILITY SKILLS	2-Hours	Pavan.BN
3	31/8/24	5 Grps (8)	GD (P2P)	2 hrs	Pavan.BN
4	1/9/24	24 students	PI (P2P)	6 hrs	Pavan.BN
5	3/8/24	(8 students)	PI	2 hrs	Pavan.BN
				14.5 hrs	

Remuneration/hr = Rs 1200/hr

Total amount = Rs 17,400/-

14.5277 @ 1200/-
Total value = 17,400/-
less TDS @ 2% = 348/-
Total = 17,052/- G/g

BAGUAR HUSSAIN

1	31/8/24	6 Grps (8)	GD (P2P)	3 hrs	/
2	31/8/24	6 Grps (8)	PI (P2P)	2 hrs	/
				5 hr	

Total amount = Rs 6000/-

Total value Rs = 6000/-
less TDS @ 2% = 120/-
Total Rs = 5880/-

5.277 @ 1200/-
Total = 5880/- G/g

PAZABL

1	31/8/24	6 Grp (8)	GD (P2P)	3 hrs	/
2	31/8/24	8 student	PI (P2P)	2 hrs	/
				5 hr	

Total amount = Rs 6000/-

Total value Rs = 6000/-
less TDS @ 2% = 120/-
Total = 5880/-

5.277 @ 1200/-
Total = 5880/- G/g

Sasavaran Sasathig

1	31/8/24	5 Grp (8)	GD (P2P)	2 hrs	/
2	31/8/24	8 students	PI (P2P)	2 hr	/
3	1/9/24	16 students	PI (P2P)	4 hrs	/
				8 hrs	

Total amount = Rs 10,200/-

Total value Rs = 10,200/-
less TDS @ 2% = 204/-
Total value Rs = 9,996/-

8.5277 @ 1200/-
Total = 9,996/- G/g

106

Mr. Chidananda

SL No	Date	Students	Topic	Duration	Sign
1	29/6/24	Batch 2	Time Speed and Distance	2	Chid
2	11/07/24	Batch 1	Time Speed and Distance	2	Chid
3	13/7/24	Batch 1	Data Interpretation/Per	2	Chid
4	14/7/24	Batch 2	Data Interpretation/Per	2.5	Chid
5	14/7/24	All Batch	Analytical Reasoning	2.5	Chid
6	26/7/24	Batch 1	Syllogism	2	Chid
7	26/7/24	Batch 2	Syllogism	2	Chid
8	26/7/24	All Batch	Clocks	3	Chid
9	10/8/24	Batch 2	Calendars	2	Chid
10	10/8/24	Batch 1	Calendars	2	Chid
				22hr	

Total No. of hrs

22hrs

Remuneration/hr

1500/hr

Total amount to be paid - 33,000

22 hrs @ 1500/hr

Total Remuneration 33,000/-

Less: TDS @ 2% Rs. 660/-

Total value Rs. 32,340/-

SL NO	Date	Students	Topic	Duration	Sign
1	13/07/24	B1	Resume Building	2hrs	✓
2	13/07/24	B2	Resume Building	2hrs	✓
3	26/07/24	B1	Group discussion	2hrs	✓
4	"	B2	Group discussion	2hrs	✓
5	6/08/24	3 groups	Mock GD - 3 groups (V)	1hr	✓
6	7/08/24	3 groups	Mock GD - 3 groups (V)	1hr	✓
7	8/08/24	3 groups	Mock GD - 3 groups (V)	1hr	✓
8	9/08/24	3 groups	Mock GD - 3 groups (V)	1hr	✓
9	10/08/24	B1	PI (V) - 8 students	2hrs	✓
10	11/08/24	B2	PI (V) (8 students)	2hrs	✓
11	31/8/24	8 students	PI (P2P)	2hrs	✓
12	1/9/24	20 students	PI (P2P)	5hrs	✓
13	12/8/24	7:30pm-9:30pm	PI (V) - 8 students	2hrs	✓
14	13/8/24	"	PI (V) - 8 students	2hrs	✓
15	14/8/24	"	PI (V) - 8 students	2hrs	✓
16	15/8/24	"	PI (V) - 8 students	2hrs	✓
17	16/8/24	"	PI (V) - 8 students	2hrs	✓
18	17/8/24	"	PI (V) - 8 students	2hrs	✓
				<u>35hrs</u>	

Remuneration /hr = 1200/hr

Total amount = Rs 42,000/-

35 hrs @ 1200/-

Total Remuneration R = 42,000/-

less: TDS @ 2% R = 840/-

Total value R = 41,160/-

619

SL no	Date	Students	Topic	Duration	Sign
1	6/8/24	3 Groups	Mock GD (Virtual)	1 hr.	<u>4</u>
2	7/8/24	3 Groups	Mock GD (Virtual)	1 hr.	<u>4</u>
3	8/8/24	3 Groups	Mock GD (Virtual)	1 hr.	<u>4</u>
4	12/8/24	8 students	PI (Virtual)	1.5 hr.	<u>4</u>
5	13/8/24	8 students	PI (Virtual)	1.5 hr.	<u>4</u>
6	14/8/24	8 students	PI (Virtual)	1.5 hr.	<u>4</u>
7	21/8/24	6 students	PI (Virtual)	1.5 hr.	<u>4</u>
				9 hrs	

Remuneration/hr = Rs 1500

Total amount = Rs 13500/-

Total Remuneration Rs. 13500/-
less:- TDS @ 2% Rs. 270/-

Total value Rs = 13230/-

9 hrs @ 1500/-

1/-
619

RAGHAVendra Prasad

1	11/9/24	20 students (P2P)	PI (P2P)	5 hr	<u>Raghu</u>
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Remuneration/hr = Rs 1200/-

Total amount = Rs 6000/-

Total Remuneration Rs = 6000/-

less:- TDS @ 2% Rs = 120/-

Total value Rs = 5880/-

5 hrs @ 1200/-

1/-
619

Saanya

1	11/9/24	24 students (P2P)	PI (P2P)	6 hr.	<u>Ram</u>
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Remuneration/hr = Rs 1200/-

Total amount = Rs 7200/-

Total Remuneration Rs = 7200/-

less:- TDS @ 2% Rs = 144/-

7056/-

6 hrs @ 1200/-

1/-
619

110

A. Angel JoyCelenc

Sl no.	Date	Students	Topic	Duration	S
1	6/8/24	3 groups	Mock GD - Virtual	1 hr	
2	07/08/24	3 groups	Mock GD - Virtual	1 hr	
3	08/08/24	3 groups	Mock GD - Virtual	1 hr	
4	31/8/24	8 student (CV)	GD (P2P)	2 hr	
5	1/9/24	20 students (P2P)	PD (P2P)	5 hr	
6	13/8/24	8 students	PD (Virtual)	2 hr	
7	14/8/24	4	PD (Virtual)	2 hr	
8	15/8/24	4	PD (Virtual)	2 hr	
9	16/8/24	4	PD (Virtual)	2 hr	
10	17/8/24	4	PD (Virtual)	2 hr	
11	18/8/24	4	PD (Virtual)	2 hr	
12	19/8/24	4	PD (Virtual)	2 hr	
13	20/8/24	4	PD (Virtual)	2 hr	
14	21/8/24	4	PD (Virtual)	2 hr	
15	22/8/24	4	PD (Virtual)	2 hr	
16	23/8/24	4	PD (Virtual)	2 hr	
				<u>32 hr.</u>	

Remuneration / hr = 1200/-

Total amount = Rs 38,400/-

32 hr @ 1200/-

J.
6/9

Total Remuneration Rs = 38,400/-

less: TDS @ 21. Rs = 7,680/-

Total value of Rs = 30,720/-