



RV Institute of Management®

CA 17, 26th 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@rv.edu.in
www.rvim.edu.in
Tel: 080 42540300
080 26547048

Forwarded to Hon'ble Secy, RST

We use the services of professional trainers to impart training in the domain of Aptitude, Soft skills & Communication Skills. Internal faculty take sessions during week days, while external trainers take sessions on Saturdays or we dedicate Saturdays for training. Trainers profile and the training calendar is enclosed herewith for your reference.

In total external trainers get around 26 days, and we pay them ₹.1500/- per hour based on their engagement every month.

Last year approval note (which is for the entire 2 years) enclosed for your reference. But going forward we intend to plan it Semesterwise (in three batches of 60 each).

For your kind consideration & approval.

[Signature]
2024



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Contact
W : www.rvinstitute.org
Tel: 080 42540300
080 26547448

Date: 26/12/2024

To
The Director
R.V. Institute of Management
Bangalore – 560041

Respected Sir,

Subject: Approval for Aptitude and Soft Skills Training Programme for 1st Semester MBA 2024–26 Batch

It is proposed to conduct a training programme focusing on aptitude and soft skills for the 1st semester MBA students as part of the 4th, 5th and 6th module of the Communication and Soft Skills subject.

a) Aptitude Training

The aptitude training sessions are scheduled as per the timetable, and Mr. Chidanand has been identified as the resource person to conduct these sessions.

b) Softskills Training

Training category	No of sessions	No of hours
Soft skills training – Internal faculty	24	48
Communication and softskills- Internal faculty (during regular class hours) 8hrs-month/For 3 months in a semester is 24 hours	24	48
INTERNAL	48	96
Soft skills training- External trainers	24	48
Aptitude training- External trainer	24	48
EXTERNAL	48	96
		192 hours

For the soft skills component, the sessions will be delivered by both internal faculty and external trainers. The external trainers profiles are attached with this proposal. In the event of unforeseen

changes that result in variations in the total number of training hours, the trainer's remuneration will be adjusted proportionately at the rate of ₹1,500 per hour.

Batch	3 (60 students in a batch)
No of hours for each batch	6hours/day/batch
Total approximate Saturdays	8
Time slot	9.00am-11.00 am 11.30 am-1.30 am 2.30 am -- 4.30 pm

Kindly grant permission to procure the necessary materials, such as workbooks and stationery, required for conducting these programs, as per the trainers' requests. I kindly request your approval for this proposal to proceed with the arrangements for the training programme.

Thank you.

Yours sincerely,


26/12/24

Dr. J. Krithika, Coordinator- Center for Career Development

Enclosed:

- 1.Training topics with the trainer details (Aptitude training and softskills)
- 2.Trainers profile
- 3.Previous year letter approval



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www.rvin.edu.in
Tel. 080 42540400
080 26547034

Ref. No. J.66/RVIN/HBA/2023-24

Date: 15-02-2024

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

To
The Director
RV Institute of Management
Bangalore - 560041

Forwarded to Honorary Secy. Sir, B.S.

We use the services of 1 professional to impart training on communication skill, employability skill, pre placement training and to do counselling (especially career counselling & profiling) by experts during the entire 2 years. We pay them on no. of hours engaged per hour, every month. Last year approval enclosed for your reference.
For your kind consideration & approval.

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.

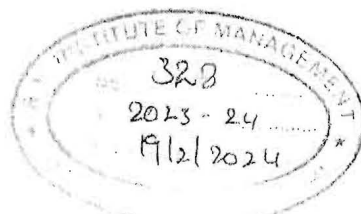
The timings are scheduled according to the timetable given.

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



ALCT + Payal Jindal
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)

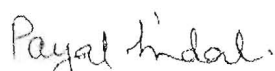
Training on soft skills and Aptitude	192hrs
Career & Leadership Program (Profiling & Mentoring)	106hrs
Total	298hrs

Enclosed:

1. Training Topics(Business Communication 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

Name: Beena Rao

Email ID: beena1911@gmail.com

No	Date	Topic covered	Section	Duration	In	Out	Sign
1	28-12-24	Collaboration & team building	B	6.00hr	9:00	4:30	J
Total number of hrs = 6 hr							
Total amount = (15000/per hour) x 6 = 90000 Rs							
Co-ordinator name: Dr. Kritika J							
Co-ordinator Sign: J. K. H. H.							
Signature of The Director							

Contact No: 8050448459

Name: Chidanand

Email ID: chida198601@gmail.com

No	Date	Topic covered	Section	Duration	In	Out	Sign
1	28/12/24	Number Systems [1]	B	6 hr	9	4:30	Chid
Total number of hrs = 6 hr							
Total amount = (15000/per hour) x 6 = 90000 Rs							
Co-ordinator name: Dr. Kritika J							
Co-ordinator Sign: J. K. H. H.							
Signature of The Director							

Monthly Report December - 2024

No	Trainer's Name	Total Duration	Co-ordinator name	Co-ordinator Sign
1	Mr. Chidanand	6 hr	Dr. Kritika J	J. K. H. H.
2	Mr. Beena Rao	6 hr	Dr. Kritika J	J. K. H. H.

Total no of hrs: 12.00 hours
for session

Beena Rao / Chidanand

total value Rs = 9000/-

15% TDS @ 21.83 180/-

8820/-

Signature of The Director,

31/12

Joy cherry 2702@gmail.com

9508219932

110

A. Angel JoyCelene

SL No	Date	Students	Topic	Duration	Sign
1	6/8/24	3 groups	Mock GD - Virtual	1 hr	<i>[Signature]</i>
2	07/08/24	3 groups	Mock GD - Virtual	1 hr	<i>[Signature]</i>
3	08/08/24	3 groups	Mock GD - Virtual	1 hr	<i>[Signature]</i>
4	3/8/24	8 student (V)	GD (P2P)	2 hr	<i>[Signature]</i>
5	1/9/24	20 students (P2P)	PI (P2P)	5 hr	<i>[Signature]</i>
6	13/8/24	8 students	PI (Virtual)	2 hr	<i>[Signature]</i>
7	14/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
8	15/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
9	16/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
10	17/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
11	18/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
12	19/8/24	11	PI (Virtual)	2 hr	<i>[Signature]</i>
13	20/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
14	21/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
15	22/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
16	23/8/24	4	PI (Virtual)	2 hr	<i>[Signature]</i>
				<u>32 hr.</u>	

Remuneration/hr = 1200/-

Total amount = Rs 38,400/-

32 hr @ 1200/-

[Signature]
6/9

Total Remuneration: Rs = 38,400/-

less: TDS @ 5% = 1,920/-

Total value of Rs = 36,480/-

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

Remuneration/hr = Rs 1500

Total amount = Rs 13500/-

Total Remuneration Rs 13500/-
 less:- TDS @ 2% Rs 270/-
 Total value Rs 13230/-

5 hrs @ 1500/-

L
6/9

Rajavendra Prasad

1	1/9/24	20 students (P2P)	PI (P2P)	5 hr	<u>Rajav</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/-

L
6/9

Sasanya

1	1/9/24	22 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/-

L
6/9

1085 Arivu Ramachandram

6361922632

9482353495

SL No	Date	Students	Topic	Duration	Sign
1	13/08/24	B1	Resume Building	2hrs	
2	14/08/24	B2	Resume Building	2hrs	
3	26/08/24	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	PT (V) - 8 students	2hrs	
10	11/08/24	B2	PT (V) (8 students)	2hrs	
11	31/8/24	8 students	PT (F2P)	2hrs	
12	1/9/24	20 students	PT (F2P)	5hrs	
13	12/8/24	7:30pm-9:30pm	PT (V) - 8 students	2hrs	
14	13/8/24	4	PT (V) - 8 students	2hrs	
15	14/8/24	4	PT (V) - 8 students	2hrs	
16	15/8/24	4	PT (V) - 8 students	2hrs	
17	16/8/24	4	PT (V) - 8 students	2hrs	
18	17/8/24	4	PT (V) - 8 students	2hrs	
				<u>35hrs</u>	

Remuneration /hr = 1200/hr

Total amount = Rs 42,000/-

35 hrs @ 1200/-

Total Remuneration Rs 42,000/-

less: FDS @ 2% Rs 840/-

Total value Rs 41,160/-

2
619

	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 (R2P)	2 hrs	Pavan.BN
4	1/9/24	24 students	PI (R2P)	6 hrs	Pavan.BN
5	31/8/24	8 students	PI	2 hrs	Pavan.BN
				14.5 hrs	

Remuneration/hr = Rs 1200/hr

Total amount = Rs 17,400/-

14.5 hrs @ 1200/-
Total value = 17,400/-
less: TDS @ 2% = 348/-
17,052/-

BAGUAR HUSSAIN

1	31/8/24	6 Grps (8)	GD (R2P)	3 hrs	B
2	31/8/24	6 Grps (8)	PI (R2P)	2 hrs	B
				5 hr	

Total amount = Rs 6000/-

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

5 hrs @ 1200/-
619

PAZABL

1	31/8/24	6 Grp (8)	GD (R2P)	3 hrs	Pa
2	31/8/24	8 student	PI (R2P)	2 hrs	Pa
				5 hr	

Total amount = Rs 6000/-

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

5 hrs @ 1200/-
619

Saravanan Sarathy

1	31/8/24	5 Grp (8)	GD (R2P)	2 hrs	S
2	31/8/24	8 students	PI (R2P)	2 hr	S
3	1/9/24	16 students	PI (R2P)	4 hrs	S
				8.5 hrs	

Total amount = Rs 10,200/-

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

8.5 hrs @ 1200/-
619

SL no	Date	Students	Topic	Duration	Sign
1	29/6/24	Batch 2	Time Speed and Distance	2	Chid
2	"	Batch 1	Time Speed and Distance	2	Chid
3	13/7/24	Batch 1	Data Interpretation / Per	2	Chid
4	"	Batch 2	Data Interpretation / Per	2.5	Chid
5	"	All Batch	Analytical Reasoning	2.5	Chid
6	26/7/24	Batch 1	Syllogism	2	Chid
7	"	Batch 2	Syllogism	2	Chid
8	"	All Batch	clocks	3	Chid
9	10/8/24	Batch 2	calendars	2	Chid
10	10/8/24	Batch 1	calendars	2	Chid
				22 hr	

Total No. of hrs

- 22 hrs

Remuneration/hr

- 1500/hr

Total amount to be paid - 33,000

22 hrs @ 1500/-

6/9

Total Remuneration 33,000/-

less: TDS @ 2% Rs. 660/-

Total value Rs. 32,340/-