

RV Institute of Management®

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

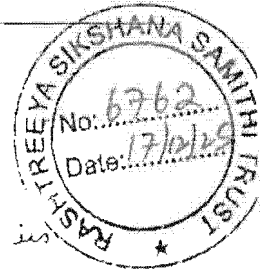
Autonomous
Institution Affiliated
to Bengaluru City
University

Approved by AICTE,
New Delhi, Accredited
by NAAC with 'A+' Grade
QS i-Gauge Diamond Rated

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

Ry NO: 161 | RVIM | MBA | 2025-26

Forwarded to Honorary Secy Sir, RSST



During first semester we offer rigorous training in soft skills and aptitude as part of curriculum. We use the services of professional trainers with a rich experience to impart the training along side our internal faculty.

This time we would like to train them for 24 hrs (8 hours/section x 3 sections) on soft skills and 24 hrs (8 hours/section x 3 sections) on Aptitude by the professional trainers.

Last year we spent around 96 hrs in total instead of 48 hours this time as we didn't had QUICKERN Training platform access to them amounting to ₹ 1.44 Lakh @ 1500/- per hour. copy attached dtd. 26.12.2024. But from 15.05.2025 (II Sem training) they are charging ₹ 2000/- per hour to counter inflation. Approval note enclosed.

So for 48 hours of training, we need to pay the professional fees of ₹ 96000/- (₹ 2000/- x 48).

For your kind consideration and approval.

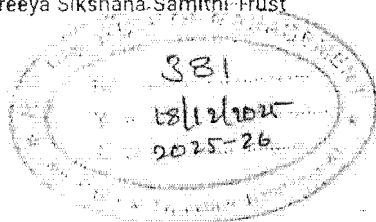


Approved
17/12

[Signature]
16.12.2025

Rashtriya Sikshana Samithi Trust

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Alc2 + Venky
18/12



RV Institute of Management

A. J. R. Institute of Management & Technology
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080 26 547048

Ref No: 59/RVIM/MBA/2025-26



To
The Director
R V Institute of Management
Bengaluru – 560 041

15 May, 2025

[Subject: Request for Approval – “Employability Skills” Training Programme for 2nd Semester MBA (2024–26 Batch), 4th Semester MBA (2023-25 Batch) and PGDBA (25-26 Batch)]

Dear Sir,

This proposal addresses the training requirements of Employability Skills for the 2nd Semester MBA (2024-26 Batch).

Changing expectations from employers:

Based on the feedback from the Placement department, we believe that there is a need to step up the skills of our students. The expectations from industry are increasing, and the kind of job mix being offered is also changing. We would like to improve the quality of internships that are undertaken by our first-year students, to help them prepare for the coming placement season. Those among the second-year students, who are yet unplaced, need extra emphasis on domain-specific skills.

In order to improve the outcomes, we have decided to shift from a solely classroom based approach, to a blended model of employability training. There are certain skills such as aptitude which are more suitable to self-learning mode, whereas personal interviews and group discussion skills will benefit from increased experiential learning. We are therefore proposing to complement the classroom sessions with external MOOCs like Coursera and other learnings tool to enhance the effectiveness of the training. This blended approach will help us provide additional hours of training with individual learning paths, combining with faculty and subject-matter expertise in the areas where they are more needed.

Broadly, our approach consists of the following:

- Career Planning and Resume Building preparation: Delivered through expert sessions
- Aptitude training: Self-learning with regular assessment and feedback
- Group discussions: Preparatory self-study, Live practice group discussions, Assessment and Feedback
- Personal Interviews: Preparatory self-study, and individual interview opportunities for student, Assessment and Feedback

These sessions are designed to enhance the students' preparedness for internship and placement opportunities in the forthcoming semesters. In addition, the faculty members will provide monitoring, feedback and individual counselling.

Forwarded to Honorary Secy Sir, RSST

Sharing our training plan for I & II Sem MBA and PGDBA. We will be using the services of professional trainers/experts/HR services to train our students on Employability skills including; GD, PS, Aptitude, etc and also to conduct workshops on career planning, resume building, using LinkedIn & other Naukri platform etc. Estimated budget is around ₹.4.86 lakhs. Detailed breakdown is also given. U/y approval is also enclosed for your kind consideration & approval.

Rashtriya Sikshana Samithi Trust

Approved
16/5

16/5

(P.T.O.)

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We have provided both a detailed estimate of the investment required below.

Particulars of Expenses	Amount (Rs.)	Explanation
Workshop on Career Planning and Resume Building – II Semester	30,000	One-day workshop on career planning and resume building by 2 industry experts. Cost: 2 x Rs. 15,000 per person = Rs. 30,000
Workshop on Linked-in and Personal Branding – II Semester	15,000	One-day workshop on Linked-in profile building and personal branding using 1 professional trainer. Cost: 1 x Rs. 15,000 = Rs. 15,000
Workshop on effectively using Other SM Platforms – II Semester	15,000	One-day workshop by one industry expert on leveraging other social media platforms such as FirstNaukri, blogging and advanced job search. Cost: 1 x Rs. 15,000 = Rs. 15,000
Aptitude Training - II Semester	96,000	Instructor sessions – 16 hours per section, a total of 3 x 16 = 48 hours. Cost per hour = Rs. 2,000. Cost of faculty = Rs. 96,000.
Personal Interview Sessions – II Semester	1,80,000	Each student will undergo two personal interviews. One interview will be taken by the internal faculty of RVIM and the other by SMEs. Each interview plus feedback will be 25 minutes per student. This will be conducted over a 3 day period with 4 trainers. Cost = 4 trainers x 3 days @Rs. 15,000 per day. Total Rs. 1,80,000
Group Discussion Sessions – II Semester	90,000	Students will be grouped into batches of 10, resulting in 18 batches. Each batch will receive a 1-hour GD session with feedback. This will be conducted over a 3 day period (1 day per section). Cost = 2 trainers x 3 days @Rs. 15,000 per day. Total Rs. 90,000
Employability Skills Review Workshop – IV Semester	30,000	For unplaced students of IV Semester, we will conduct 2 skills review workshops with professional trainers. Cost = 2 trainers x 1 day @Rs. 15,000 per day. Total Rs. 30,000
PGDBA Student Training	30,000	For PGDBA students, we will conduct a 2 day employability skills workshops. Cost = 2 professional trainers x 1 day @Rs. 15,000 per day. Total Rs. 30,000
Grand Total	4,86,000	

We kindly request you to approve the proposed training programme and associated expenses.

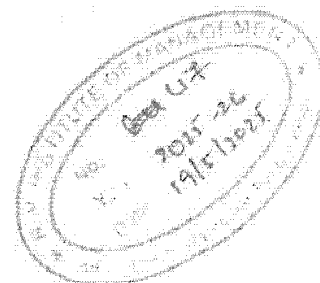
Thanking you.

Yours sincerely,

Prof. Venkatesh

Dr. Krithika

Dr. Sunitha





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

Date: 16/12/2025

Respected Sir,

Subject: Approval for Aptitude and Soft Skills Training Programme for 1st Semester MBA
2025-27 Batch

With reference to the above subject, we would like to conduct the Soft skill, aptitude training programme for 1st semester MBA 2025-27 Batch, as part of the Communication and Soft Skills subject. During all working Saturdays, 4 hours are allotted for train the students on soft skills and aptitude skills. 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 ₹2000 per hour (as per the rates considered for last semester).

The proposed structure and remuneration details are as follows:

Training Category	No of Hours	Remuneration
Soft skills Training- External trainers @ Rs. 2000	24	48,000
Aptitude Training- External trainer @ Rs. 2000	24	48,000
Total		96,000

We request you to approve the proposed training programs and associated expenses.

Thanking you,

Yours sincerely

Dr. Krithika J.

Prof. C.S. Venkatesh

Dr. Sunitha Parameshwaran



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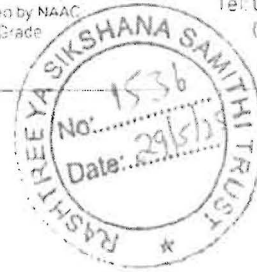
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Ref No: 81/RVM/MBA/2015-26



Forwarded to Honorary Secy, RSST

PHA the proposal submitted by QUICKRN to subscribe to their Training Platform and recommended by our Training & Placement team after giving the same (trial access) for close to one year.

The Platform is well curated to meet all our training needs including;

- Aptitude Skill,
- Communication Skill,
- Soft Skill,
- Employability Skill including GD, PI, career planning, Resume Building and mapped to our curriculum to a great extent.

Through subscription all 180 students get total access to this platform, which has all the resources including; Recorded sessions, case studies, Simulations, multimedia, practice sessions, etc and use the same to hone skills demanded by recruiters.

Quickrn will also train our faculty on how to use this platform in order to make the training more effective & impactful for 4 days.

Licence fee per student per year will be ₹. 2380/- amounting to ₹. 6,11,712.00 in the I year including GST and have phased it down to ₹. 5,50,541.00 in the II year & to ₹. 4,95,487.00 in the III year post negotiations.

As better training leads to better placements, we would like to use this platform.

For your kind consideration & approval.



Rashtriya SIKSHANA Samithi Trust

[Signature]

Approved *[Signature]* 16/6

[Signature] 23.05.2025

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To
The Director
RV Institute of Management
Bengaluru – 560 041

28 May, 2025

Subject: Request for Approval – Approval for subscribing to Quicklrm Training Platform to support student training activities for 2024-26 Batch (2nd Semester) and 2025-27 Batch (1st Semester)

Dear Sir,

This proposal is to strengthen the training requirements of Employability Skills for the 2nd Semester MBA (2024-26 Batch) and the Communication and Soft Skills for the 1st Semester MBA (2025-27 Batch).

One of the key functions of our department is to strengthen the market-oriented skills of our students, so that their placement opportunities are strengthened. In this placement season, we have seen more companies that have approached our institution. However, we have noticed that some of the students are getting shortlisted for the final interview but not getting selected. While there may be multiple reasons for that, one aspect that we need to strengthen is the individual student's confidence and interview performance.

For this purpose, we would like to complement our training efforts with additional resources that can help individual students measure and improve their own performance.

Proposal:

We would like to propose the adoption of Quicklrm's training platform as part of our training offering. We already use Quicklrm at RVIM – but having this additional functionality would help us in strengthening student performance.

Quicklrm has provided us with a proposal on different training and assessment modules. These modules are in line with the existing curriculum for I and II semesters. Broadly, there is content and assessments for the following areas:

- Carer Planning
- Communication Skills - including oral, written and business communication
- Interpersonal Skills
- Aptitude Skills – numerical, logical, statistical
- Employability Skills – resume and social media profile building, group discussion and personal interviews

Some of the benefits of integrating this technology into our training include:

- We can offer a hybrid approach combining the strengths of technology couple with experiential learning
- Individual students can learn at their own pace and spend more time on areas that need strengthening
- The AI tools available are able to interpret each student's communication and give them pointed feedback, which is not practical in a classroom setting
- We can assess and monitor individual student's performance and provide counselling as and when needed
- Their coverage addresses our curriculum needs as well
- Strengthen the placement performance, especially of the low to middle performers among the students



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Tel: 080 4214 1111
080 4214 1112

Investment Required:

Sl No.	Description	Basis	Rate Rs.	Costs Rs.
1	License fee for Communication and Soft Skills, Employability Skills, Question Banks and Content Update	180 students	2380	4,28,400
2	Faculty training	4 day workshop		90,000
	Total for the year			5,18,400
	GST @18%			93,312
	Total inclusive of GST			6,11,712

We kindly request you to approve the proposed investment.

Thanking you.

Yours sincerely,

Prof. Venkatesh

Dr. Krithika

Dr. Sumitha



RV Institute of Management

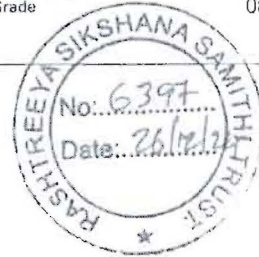
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Tel 080 42540300
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Ref No: U30/RVM/MBA/2024-25



Forwarded to Honorable Secy Sir, RST

We use the services of professional trainers to impart training in the domain of Aptitude, Soft skill & Communication skills. Internal faculty take sessions during week days, whereas 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 96 hrs and we pay them ₹.1500/- per hour based on their engagement every month.

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

For your kind consideration & approval.



- Perused and discussed with the Director, RVM.

- The workload of Professional Trainers is as given below.

① Mr. Chidananda: 48 hrs @ ₹1500/- per hr.

② Mr. Deena: 18 hrs @ ₹1500/- per hr.

③ Mr. Jaiprakash: 12 hrs @ ₹1500/- per hr.

④ Mr. Deena: 18 hrs @ ₹1500/- per hr.

- The above workload is for 1st Semester.

- College is advised to submit individual files with their credentials for clarity.

- Submitted for approval please.

Director/RVM: Janu/21

Rashtriya Sikshana Samithi Trust

273
2024-25
15/1/2025

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IInd Semester

10 Employability Skills

Contact no. 9901899771

Email - Santu.0707@gmail.com

June. 2023

2024-2026 Batch

Mr. Santhosh Kumar

L	Date	Section & Year	Topic covered	Duration	In	Out	Sign.
1	05-06-23	A, 2 nd sem I st yr	Resume Building	2 hrs	9:00 AM	10:00 AM	
					10:30 AM	11:30 AM	
2	05-06-25	B, 2 nd sem I st yr	Resume Building	2 hrs	11:35 AM	12:35 PM	
					12:40 PM	01:40 PM	
3	05-06-25	C, 2 nd sem I st yr	Resume Building	2 hrs	02:30 PM	03:30 PM	
					03:35 PM	04:40 PM	
1	10-06-25	B, 2 nd sem I st year	G.D & PT over view	2 hr	11:00 AM	1:30 (10:00-10:30 Break)	
2	10-06-25	A, 2 nd sem I st year	G.D & PT over view	2 hr	1:30	1:30	
3	10-06-25	C, 2 nd sem I st year	G.D & PT over view	2 hr	2:30	4:30	

Total no of Sessions; 12 hours

Co-ordination Name : Dr. K. M. Isha

Co-ordinator's Sign :

Signature of The Director

12 x 2000 = 24,000/-

Total value Rs = 24000/-

Less: TDS @ 2% Rs = 480/-

Mr. Sai Prasad

Sl no	Date	Section B Year	Topic	Duration	Time		Sign
					In	Out	
1.	22/3/25	A	Overview & Revision	2 Hrs	10.30	12.30	✓
2.	22/3/25	B	Overview / soft skills	2 Hrs	12.30	2.30	✓
3.	22/3/25	C	Overview / soft skills	2 Hrs	3.00	5.00	✓

Total Number of Sessions: 6 hours

Co-ordinator Name : Dr. Kritika J

Co-ordinator Sign : S. Jayanthi

Signature of the Director.

Monthly Report : March 2025

Sl no	Visiting Faculty name	Duration	Co-ordinator Name	Co-ordinator Sign
1.	Mr. Chidambaram	6 hour	Dr. Kritika J	S. Jayanthi
2.	Mr. Sai Prasad	6 hour	Dr. Kritika J	S. Jayanthi

Signature of the Director

2024 - 2026 Batch

Mr. Chidhanand

Sl No	Date	Section & year	Topic covered	Duration	gn	Start	Sign
1	12/6/2025	A	Time Speed & Distance	2hrs	9.00 am	11.30 am (10.00 to 10.30 Break)	Chid
2	12/6/2025	C	- " -	2hrs	11.30 am	1.30 pm	Chid
3	12/6/2025	B	- " -	2hrs	2.30 pm	4.30 pm	Chid
	26/6/25	A	Syllabus { A B	2hrs	9.00 am	11.30 am (10.00 to 10.30 Break)	Chid
	26/6/25	C	- " -	2hrs	11.30 am	1.30 pm	Chid
	26/6/25	B	- " -	2hrs	2.30 pm	4.30 pm	Chid
	3/7/25	A	clocks	2hrs	9.00 am	11.30 am (10.00 to 10.30 break)	Chid
	3/7/25	C	- " -	2hrs	11.30 am	1.30 pm	Chid
	3/7/25	B	- " -	2hrs	2.30 pm	4.30 pm	Chid

18hrs

Total no of Sessions : 18 hours

Co-ordinator Name : Dr. Krithika J

Co-ordinator Sign : J. Krithika

Signature of The Director

18 hours (weekend & day & night session)

18 x 2000 = 36,000/-

Total value Rs = 36,000/-

TDS @ 2% Rs = 720/-

Total Rs = 36,720/-

8

March 2025

Mr. Chidanand

Sl. No.	Date	Section & Year	Topic Covered	Time		Sign	
				Duration	In out		
1.	22/3/25	B	Overview & Revision	2 hrs	10.30 12.30	Chid.	1.
2.	22/3/25	C	"	2 hrs	12.30 2.30	Chid	2.
3.	22/3/25	A	"	2 hrs	3.00 5.00	Chid	3.

Total Number of Sessions : 6 hours

Co-ordinator Name : Dr. Jyotika J

Co-ordinator Sign : J. Jyotika

Signature of Mr. Director

SL no	Date	Session a year	Topic covered	Duration	Time gm out	Sign
1	8/2/2025	A, B & C	How to climb the corporate ladder quietly and have a successful career?	6 hours	9AM - 5PM	h

Total number of Sessions : 6 hrs.

Co-ordinator Name : Dr. Krithika J

Co-ordinator Sign : J. Krithika

[Signature]

Signature of The Director

Monthly Report : February 2025

SL no	Visiting Faculty name	Duration	Coordinator name	Coordinator Sign
1.	Mr. Chidambaram	6 hours	Dr. Krithika J	J. Krithika
2.	Mr. Sri Prasanna	6 hours	Dr. Krithika J	J. Krithika

[Signature]

Signature of The Director.

February 2025

Mr. Ranga S.

Mr. Chidanand

Date	Section P. year	Topic Content	Time	Sign
8/2/2025	All	Personal budget budgetary policy	2 hr - 4:30	Dr

Mr. Chidanand

8/2/2025	B	Time & work	2 hr	Dr. Chid
8/2/2025	C	Th. & work	2 hr	Dr. Chid
8/2/2025	A	Time & work	2 hr	Dr. Chid

Total number of Sessions: 6 hours

Co-ordinator Name

Dr. Jeyathiraja J

Co-ordinator Sign

Dr. Jeyathiraja J

Signature of the Director

Contd. no: 961103823

Email: Sai.Prasad@Selflessmercury.com

January - 2025

SL No.	Date	Session	Duration	Time in	Time out	TM
	11/1/25	AM	Conflict Resolution	6 hours	3 AM	5 PM ✓

Total no. of Sessions: 6 hrs

Co-ordinator name: Dr. Krithika J

Co-ordinator Sign: J. K. J.

Total value for 6 hrs:

less: 10% to

net value for 6 hrs:

Signature of the Director

Monthly Report: January 2025

Sino Visiting Faculty name: Dr. Krithika J. Co-ordinator name: Co-ordinator Sign

1. Mr. Chidanand 18 hrs Dr. Krithika J J. K. J.
2. Ms. Leena Ravi 6 hrs Dr. Krithika J J. K. J.
3. Ms. Sheeba Rajendran 6 hrs Dr. Krithika J J. K. J.
4. Mr. Sai Prasad 6 hrs Dr. Krithika J J. K. J.

Signature of the Director

4

MS. Sheeba Rajendran

Sheeba.sheeba@gmail.com

Contact no: 9986935443

January - 2025

SL No.	Date	Section & year	Topic Covered	Duration	Time In	Time out	Sign
1)	6/1/25	Sec C/I	Corporate Readiness	2 hrs	2:30	4:30	Sheeba
	7/1/25	Sec B/I	Corporate Readiness	2 hrs	2:30	4:30	Sheeba
	8/1/25	Sec A/I	Corporate Readiness	2 hrs	2:30	4:30	Sheeba

Total no. of Sessions : 6 hrs

Co-ordinator Name : Dr. Kishika J

Co-ordinator Sign : J. Kishika

Signature of the Director

Total value (6 hrs x 1500) = 9000/-

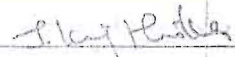
Less: TDS @ 2% (194T) = 180/-

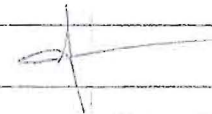
Total value of Re = 8820/-

o.	Date	Section	Topic covered	Duration	Time		Sign
		in year			in	out	
1	1/1/2025	'C' Year	Memory of Comm.	2 hrs	2:30	4:30	L
2	2/2/2025	'B' Year	Memory of Comm.	2 hr	2:30	4:30	L
3	3/11/2025	'B' Year	Memory of Comm.	2 hr	2:30	4:30	L

Total no. of Session: 6 hrs

Co-ordinator name: Dr. Krimika J

Co-ordinator Sign: 


Signature of the Director

Total value Rs (6 hrs x 1500) = 9000/-

less: TDS @ 2% (194T) = 180/-

Total value of Rs = 8820/-

January - 2025

L.No	Date	Section & Year	Topic Covered	Duration	Time		Sign	SL
					In	Out		
1	1/1/2025	'B' I Year	Number Systems	2 hrs	2:30	4:30	Chiel.	2
2)	1/1/2025	'E' I Year	Meningitis & Gonorrhea	2	2:30	4:30	Chiel.	
2)	2/1/2025	'C' I Year	Number Systems	2 hrs	2:30	4:30	Chiel.	
3)	3/1/2025	'A' I Year	Number Systems	2 hrs	2:30	4:30	Chiel.	
4)	6/1/2025	'A' I Year	Number Series	2 hrs	2:30	4:30	Chiel.	
5)	7/1/2025	'C' I Year	Number Series	2 hrs	2:30	4:30	Chiel.	
6)	8/1/2025	'B' I Year	Number Series	2 hrs	2:30	4:30	Chiel.	
7)	11/1/2025	'A' II	Blood Relations & Denton's	2 hrs	9:00	11:00	Chiel.	
8)	11/1/2025	'B' II	"	2 hrs	11:30	1:30	Chiel.	
9)	11/1/2025	'C' II	"	2 hrs	2:30	4:30	Chiel.	

Total no. of hours: 18

Name of the Co-ordinator: Dr. Krithika J

Co-ordinator Sign: J. Krithika

Signature of the Director

Total value Rs (18 hrs x 1500) = 27000/-

less:- TDS @ 24.1945% = 5401/-

Total value of Rs = 21,460/-