

# CLOSURE REPORT 2024



# TRANSIT

Training and Recruitment Partner

**Closure Report for the Training Program**

Name of the College : **K S School of Engineering and Management - MBA**  
Program By : TRANSIT – Training and Recruitment Partner  
Venue : K S School of Engineering and Management, Bangalore  
Dates/Duration : From 18th July 2024 till 19th August 2024

**Objective of the Training Program**

The sole objective of imparting Soft Skills and Advanced Excel training program is to make students able to critically evaluate various real life situations by resorting to an analysis of key issues and factors. This training program will help students to enhance their Communication skills, Presentation skills, Problem solving ability, to improve analytical skills, to discover their interests and future career, to maximise potentialities and boosting self-confidence, understanding high demand in society and have good job prospects. An overview of types of job roles available using excel in present market trends were also briefed,

**Introduction to TRANSIT-TRP**

TRANSIT-TRP is a unique & innovative concept that brings the Corporate & Fresh Employable Talents under a single umbrella, thereby; contributing to India's progress in globalization. We are poised to give training solutions that would enhance the skill sets & knowledge spectrum of the participants. With years of expertise in behavioral skill development and developing analytical and logical thinking, we are one of the premier emerging assessment and training organizations in India. TRANSIT-TRP has a team of fully qualified professionals in the field of IT education & recruitment, with professional experience that dates back to 2020.

We have a history of having trained more than 80,000 students and is still going strong. The services range from assessment services, consulting to training for the Corporate as well as Institutional sector.

Today we are a corporate certified company following well laid out quality procedures and policies. The major objective of implementing the training system was to be a catalyst in the process of transforming dreams to destiny and to make it affordable for every student

across all barriers so that he/she can transform their dream to reality.

The overall services we provide are:

- Foundation from Campus to corporate.
- IT services including web design and templates.
- Virtual HR house.
- IT/BT Core technical/non-technical corporate training.

We are confident that all of the training we deliver is at a gold standard and are constantly striving to improve and become even better. We believe that training should be well planned, well prepared, fit for purpose and delivered by trainers who are motivational and inspirational, trainers who can make it interesting and fun, trainers who can and will make a difference to your people and your organization.

### **Working with K S School of Engineering and Management**

Placement training was conducted for the 2<sup>nd</sup> semester students of K S School of Engineering and Management – MBA from from 18th July 2024 till 19th August 2024. A team of 5 trainers trained one batch of 2<sup>nd</sup> semester MBA students on a total of 9 modules. The modules in this training cycle were focused on enhancing the skill set of 2<sup>nd</sup> semester MBA students so that they are better prepared for their placements.

### **Soft Skills and Aptitude**

Strong communication skills, the ability to speak in plain English, building positive relationships with stakeholders, and showing inspiring leadership qualities– typically called “Soft Skills”– are becoming increasingly essential for degree and manufacturing professionals. Many Degree professionals assume that their technical expertise and experience are the only thing that will get them a job. However, this is changing as engineers are increasingly expected to partner with the business, and these soft skills– when coupled with the right combination of technical skills– are in great demand, and can set them apart in a highly competitive jobs market.

Soft skills are all those personal attributes that sit outside professional qualifications and work experience. They refer to how people interact, lead and communicate with other people, and they’re an essential foundation for any successful career. There is no doubt about the fact that the technical skills are an absolute essential for an engineer to perform his job diligently and efficiently. The fact that the second skill set, that is, the soft skills along with the hard skills are an absolute essential for growth of an engineer in the organization. A blend of both is what determines their level of success as a professional. Soft skills are not just limited to the workplace of a professional but extends to other spheres of their life too for example social and

family. Soft skills is not just about communicating, but includes ability to manage stress, ability to organize, ability to provide solutions. Most of the times the importance of soft skills is ignored and not given adequate attention for engineers. The education that goes in to make an engineer does not concentrate on the people skills. The curriculum tends to ignore the fact that at the end of the training MBA graduates would be working in a team, reporting to someone, taking reports, dealing with work pressures, giving presentations, attending phone calls, sending mails just to specify a few. In all such situations along with technical skills, experience and physiological maturity of an individual is going to play an important role.

#### List of Modules

- 1) Group Discussion
- 2) Personal Interview
- 3) Resume Building
- 4) Drafting Business letters
- 5) Project/ Proposal Presentation
- 6) Business Etiquettes
- 7) Mock Group Discussion
- 8) Mock Personal Interview
- 9) Number system
- 10) Ratio Proportion
- 11) Percentage, Profit and loss
- 12) Averages
- 13) Time and Work
- 14) Time Speed and Distance
- 15) Permutation Combination
- 16) Probability
- 17) Seating arrangement
- 18) Blood relation
- 19) Data arrangement
- 20) Ordering and sequencing
- 21) Sentence correction
- 22) Sentence Completion
- 23) Reading Comprehension
- 24) Parajumblers

#### **Time Schedule:**

The training program was conducted from 18th July 2024 till 19th August 2024. Each day the session would start at 8:50 am and ends on 03:50 pm. There was a 15 minutes Short break at 11 am and 35 minutes lunch break at 1:15 pm daily. The training went for 15 days Advanced Excel training for 4 hours and Soft skills training either 3hours/6 hours daily. A total of 60 hours.

## **Learning Outcomes / Program Outcomes**

1. The students of K S School of Engineering and Management will be able to decide how much data is required to make a sensible model. Will a quick and simple model suffice or is a more complex model required
2. The students will be able to know how to gather data for analysis in order to gain an understanding of what is happening.
3. The students will be able to think creative and outside the box to solve problems in life, work place and Academics as often problems are multi-faceted and are not just clear A to B causal issues. Creative thinking about the problem to locate it is more important – the solution comes second.
4. The students have become familiar with how to perform a root cause analysis and get this right before jumping to conclusions too quickly.
5. The students will also be able to deal with resolutions, i.e. multiple solutions and understand a cost/benefit analysis to make decisions as to which resolution should become the solution.
6. The students Behavioral Skills have improved and they are more confident to Face Corporate and to lead a professional life style.

## **Training Procedures – In brief**

The training session started with setting the class room Atmosphere positive and also included outdoor activities. Trainees were made to give a brief introduction about them which made them feel comfortable with the trainers and helped if further interaction. Ice breakers played a important role to break the boundary set by the trainees and started involving in the activities and on the topic also. Ice breakers were topic related and was aimed at analyzing the trainees' existing knowledge of the subject matter and how much they already know about topic which are to be discussed in the training Program, also to develop an urge to learn the topic.

The trainer, in consultation with the trainees, set the basic guidelines to be applicable during the training days in order to maintain a productive and organized training program. The trainees agreed upon several guidelines for the training like putting their phones on silent, coming on time, respecting others' ideas, not interfering when others talk etc.

Then the trainees were asked about their expectations from the training and what they expected to learn during the four days. Each trainee shared their views which they also noted down in their work books.

After this the session was proceeded further by the trainer explaining the importance of each module and what the trainees will learn about it, by pointing out major topics to be covered during the training. There used to be a lunch break for 35 min.

After the lunch break the session would continue, sometimes by an energizer performed by trainer and participation of all the trainees. This was aimed at vitalizing the trainees back for the class after they took lunch and felt heavy and sleepy.

The session would continue after the lunch break and different methods were used by the trainer for delivering the contents and also involving the participants and the session would end at 03:50 pm. Before ending the day's session the trainer would recap the topics discussed during the day with input from the trainee's.

At the end of each Session, there was a daily feedback form provided by TRANSIT-TRP which was aimed at knowing about the trainee's views about the day's proceedings, what they learnt and what they would like to share with TRANSIT-TRP for improvement of the training.

Every training day would proceed like this and finally an overall course evaluation was conducted by TRANSIT-TRP which was more comprehensive than the daily feedback collected from the trainees. This evaluation was intended to obtain trainee's views about different aspects of the training – from the venue to the effectiveness and coverage of the topics, and from the trainer's knowledge and preparedness to their overall impression of the whole experience. Results of their views are provided in coming sections

### **Facilitation Techniques Used (Methodologies)**

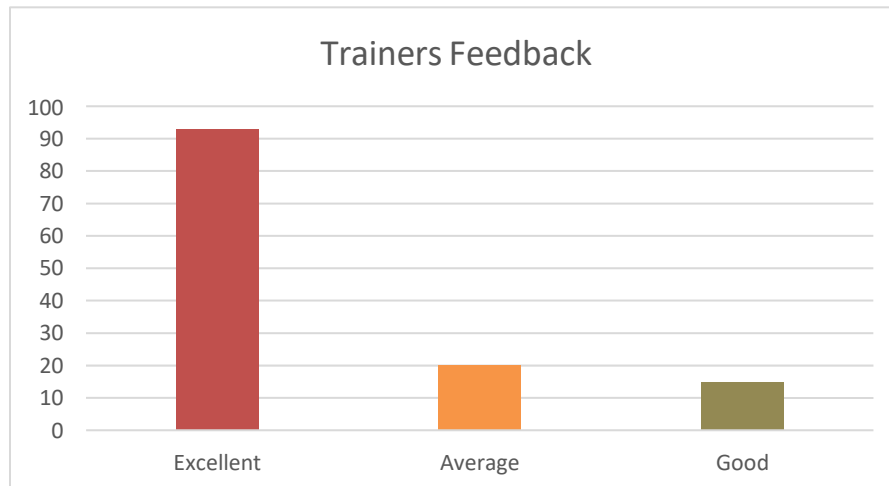
There were several facilitation techniques used by the trainer which included question and answer, Outdoor activities, brainstorming and practical implementation of some of the topics by trainees. The multitude of training methodologies was utilized in order to make sure all trainees get the whole concepts and they practice what they learn, because only listening to the trainers can be forgotten, but what the trainees do by themselves they will never forget.

### Student Feedback

The training program was conducted successfully and all the participants took active part in all the training session.

TRANSIT-TRP took regular feedback from students for Fourteen days and the analysis of the feedback forms imply that 96% of the students who participated in the program found the training to be useful and rated EXCELLENT , 3 % of the students found the training to be GOOD and 1% of the students found the training to be AVERAGE. TRANSIT-TRP believe there is always a room for improvement and is striving to reach out as many students as possible. Trainers ratings by students are attached below and trainers rating t students is also shown

### Trainers Feedback



Kannur University, 1952  
K.S. School of Engineering and Management  
Department of MBA

Placement Training Program  
For Second sem MBA  
28th July 2024

Objectives  
Resume Writing,  
E-Mail &  
Linked in



Prof. Roopu Balaveni  
COORDINATOR

Prof. Manjunatha S  
HOD-MBA

Dr. E. Rama Narasimha  
PRINCIPAL / DIRECTOR

Kannur University, 1952  
K.S. School of Engineering and Management  
Approved by AICTE & SIETMAE (New Delhi) Affiliated to VITU, Manipal  
ACCREDITED BY NAAC  
Department of MBA

GROUP DISCUSSION  
FOR  
2 & 4 SEM MBA  
STUDENTS

On 28-07-24  
Venue: KSSEM Seminar Hall



Prof. Roopu Balaveni  
Coordinator

Prof. Manjunatha S  
HOD

Dr. E. Rama Narasimha  
Principal / Director

Kannur University, 1952  
K.S. School of Engineering and Management  
Department of MBA

ADVANCED  
EXCEL  
For 2nd Semester MBA  
28th July 2024

OBJECTIVES  
Power Point  
Simulation / Question Paper  
Motivational Activities  
Life Skills



Prof. Roopu Balaveni  
COORDINATOR

Prof. Manjunatha S  
HOD-MBA

Dr. E. Rama Narasimha  
PRINCIPAL / DIRECTOR

Kannur University, 1952  
K.S. School of Engineering and Management  
Department of MBA

PLACEMENT TRAINING  
ON  
PERSONAL  
INTERVIEW  
For 2nd Semester MBA  
28th July 2024



Prof. Roopu Balaveni  
COORDINATOR

Prof. Manjunatha S  
HOD-MBA

Dr. E. Rama Narasimha  
PRINCIPAL / DIRECTOR

Kannur University, 1952  
K.S. School of Engineering and Management  
Approved by AICTE & SIETMAE (New Delhi) Affiliated to VITU, Manipal  
ACCREDITED BY NAAC  
Department of MBA

PLACEMENT TRAINING PROGRAM  
ON  
GROOMING AND BODY LANGUAGE  
25.07.2024



Prof. Roopu Balaveni  
COORDINATOR

Prof. Manjunatha S  
HOD

Dr. E. Rama Narasimha  
Principal / Director

Kannur University, 1952  
K.S. SCHOOL OF ENGINEERING AND MANAGEMENT  
DEPARTMENT OF MBA

PLACEMENT TRAINING PROGRAM  
ADVANCE EXCEL  
For 2nd Sem MBA  
28th July 2024

Objectives  
Ppt & Desktop Printing  
Job Application  
Resume Job Application  
Presentation & Job Interview  
Life Skills



Prof. Roopu Balaveni  
COORDINATOR

Prof. Manjunatha S  
HOD-MBA

Dr. E. Rama Narasimha  
PRINCIPAL / DIRECTOR

Kannur University, 1952  
K.S. School of Engineering and Management  
Department of MBA

Placement Training Program  
on  
Presentation skills  
For  
2nd sem MBA  
28th July 2024



Prof. Roopu Balaveni  
COORDINATOR

Prof. Manjunatha S  
HOD-MBA

Dr. E. Rama Narasimha  
PRINCIPAL / DIRECTOR

Kannur University, 1952  
K.S. School of Engineering and Management  
Department of MBA

PLACEMENT TRAINING PROGRAM  
ON  
BUSINESS COMMUNICATION  
FOR 2ND SEM MBA  
25.07.2024



Prof. Roopu Balaveni  
Coordinator

Prof. Manjunatha S  
HOD

Dr. E. Rama Narasimha  
Principal / Director