



Kalpataru Vidya Samsthe ®
DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION
KALPATARU INSTITUTE OF TECHNOLOGY, TIPTUR-572202

(Affiliated to Visvesvaraya Technological University Belgaum & approved by AICTE, New Delhi)

Fax: +91-8134-251939, Mobile: +91- 9108788615



KIT ESTD. 1986, MBA ESTD- 2008

Prof. DeepthiAmith

Head, Dept of MBA

www.kittiptur.ac.in

deepthiamith@kittiptur.ac.in

Ref: KIT/MBA/ODD SEM/04/2021

Date: 01-12-2021

To

The Principal

Kalpataru Institute of Technology,

Tiptur.

Dear Sir,

Sub: Requisition to conduct Life Skills Training Program facilitated by BARCLAYS, UK through 'Rubicon Skill Development' from 2nd December to 4th December 2021 in association with Training & Placement Department.

With reference to the above cited subject, the company Barclays, UK(CSR Activity) through 'Rubicon Skill Development' will conduct offline training sessions (3 days placement related training) to the MBA final year students. The dates to conduct training are as follows.

Sl.#	Date	Day
1	02/12/2021	Thursday
2	03/12/2021	Friday
3	04/12/2021	Saturday

Venue : KIT Auditorium

Timings : 9 am to 5 pm.

Thanking you,

Kindly permit us to conduct the training session and do the needful.

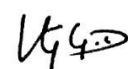
Yours faithfully


Prof. DeepthiAmith

HOD, Department of MBA

Kalpataru Institute of Technology

Tiptur


Principal

Kalpataru Institute of Technology
TIPTUR - 572 201.

Re: Confirmation of training KIT_MBA students from Rubicon (Dec 2 to 4, 2021)

AA Aniket Awad <aniketa@rubiconngo.org>
Mon 11/29/2021 4:13 PM
To: KIT_Placement <placement.kit@gmail.com>
Cc: DEEPTHI AMITH; Tahnuja Ghonekar <tahnujag@my-rubicon.com>



Respected Sir,

Greetings from Rubicon.

I would like to let you know that we will share the trainer's details with you soon.

I would also like to request you that we will require a classroom with projector setup will be an additional advantage in it.

We also request you to share the accommodation snaps with us for the records. We request you to maintain a hygienic environment in accomodation considering the covid crisis going on world wide.

Thanks And Regards,
Aniket Awad
Sr.SIB
9309271725
Rubicon Skill Development

On Mon, 29 Nov 2021 at 15:43, KIT_Placement <placement.kit@gmail.com> wrote:
Dear Mr. Aniket

Greetings from Kalpataru Institute of Technology, Tiptur

Thanks for confirming offline training from December 2nd to 4th for KIT MBA students

Please let us know the following:

1. Name, Contact number & Travel plans of the trainer so that accommodation can be arranged
2. Requirements in classroom for training like board / projector etc
3. Any other teaching aids

Thanks & Regards

Dr. Kiran T S (9844113298)
TPO
KIT, Tiptur
www.kittiptur.ac.in



Kalpataru Vidya Samsthe(R) Estd.1961

KALPATARU INSTITUTE OF TECHNOLOGY
(Affiliated to Visvesvaraya Technological University Belgaum & Recognized by AICTE, New Delhi)
DEPARTMENT OF TRAINING AND PLACEMENT CELL
N.H.206,B.H.Road, Tiptur-572 202, Karnataka, India

Ref: KIT/T&P/2021/075

Date: 30/11/2021

To,

The HOD
Dept of MBA
KIT, Tiptur

Through the Principal,

Respected Madam,

Sub: Requisition to conduct life – skills training program facilitated by BARCLAYS,UK through ‘Rubicon Skill Development’

With reference to the above cited subject, the company Barclays, UK(CSR Activity) through ‘Rubicon Skill Development’ will conduct offline training sessions (3 days placement related training) to the MBA final year students. The dates to conduct training are

Sl. No.	Date	Day
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Kindly permit us to conduct the training session and do the needful.

Venue : KIT Auditorium

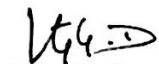
Timings : 9am – 5pm

Thanking you,

Yours faithfully,


30/11/2021
Training & Placement Officer
Kalpataru Institute of Technology
B. H. Road, TIPTUR - 572202.

CC : MBA


Principal
Kalpataru Institute of Technology
TIPTUR - 572 201

Rubicon Training Outline

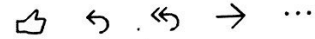
New Hire Training/ Personality Development/ Employability Skills

Sr. No.	Topic	Learning Objectives	Duration
1	Expectation setting	To learn Industry expectations from fresher's	1
2	Ice breaking	To know more about the trainer & candidates	1
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat	2
5	Corporate Jargons	To learn most commonly used words in corporates	1
6	Public Speaking	To eliminate stage fear	2
7	Presentation Skills	To articulate your thoughts through Power point presentation	2
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	1
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2
12	Group Discussion	To access candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
Total			24 hrs.



Re: Confirmation of training KIT_MBA students from Rubicon (Dec 2 to 4, 2021)

AA Aniket Awad <aniketa@rubiconngo.org>
Wed 12/1/2021 10:12 AM



To: KIT_Placement <placement.kit@gmail.com>
Cc: DEEPTHI AMITH; Tahnuja Ghonekar <tahnujag@my-rubicon.com>

Respected Team,

Greetings from Rubicon.

Please find the contact details of the trainer for offline training at your college.

Name of the trainer : Sameer Kotwal

Contact number : 8970550414

Thanks And Regards,
Aniket Awad
Sr.SIB
9309271725
Rubicon Skill Development

On Mon, 29 Nov 2021 at 16:13, Aniket Awad <aniketa@rubiconngo.org> wrote:

Respected Sir,

Greetings from Rubicon.

I would like to let you know that we will share the trainer's details with you soon.

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Thanks And Regards,
Aniket Awad
Sr.SIB



Kalpataru Vidya Samsthe (R) Estd : 1961

KALPATARU INSTITUTE OF TECHNOLOGY

(Affiliated to Visvesvaraya Technological University, Belagavi & Recognised by A.I.C.T.E., New Delhi)

N.H. 206, B.H. Road, TIPTUR - 572 201, Karnataka, INDIA

Ph : +91-8134 - 251267, 251938 Fax : +91-8134 - 251939, Mobile : 97400 16919,

www.kittiptur.ac.in, principal@kittiptur.ac.in



Ref No. : KIT/2021-22/710

Date 04-12-2021

Letter of Appreciation

To,

Mr. Sameer Kotwal,

Soft Skills Trainer,

Rubicorn Skill Development,

India.

Dear Sameer Kotwal,

Sub : Letter of Appreciation for Life Skills Training Program

On behalf of Department of MBA, Kalpataru Institute of Technology, Tiptur. We wish to thank you whole heartedly for being the resource person for " Life Skills Training Program " from 2nd Dec 2021 to 4th Dec 2021 (3 days) for 3rd Semester MBA Students of Kalpataru Institute of Technology, Tiptur.

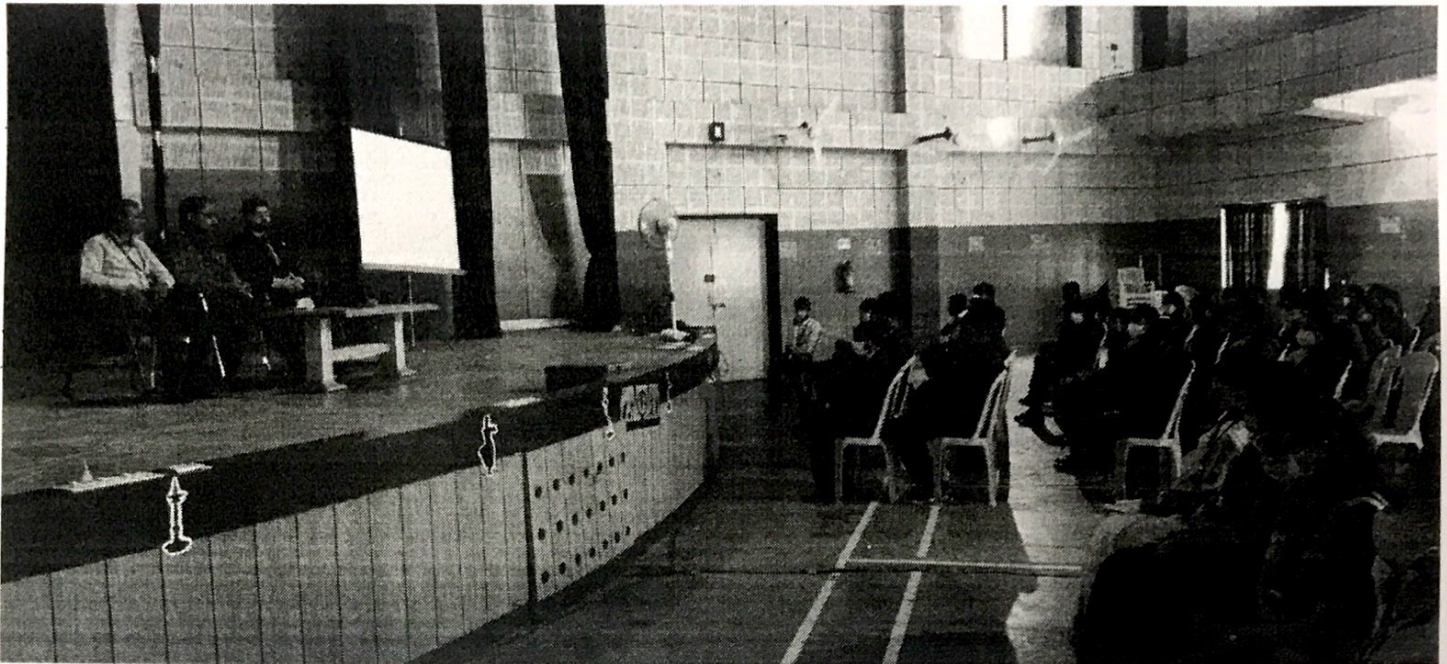
Your training program was informative and outstanding. The interaction with students was highly appreciable. Your training filled the gap between Academics and Industry requirements.

We wish to express our sincere thanks to BARCLAYS, UK and Rubicorn Skill Development for this CSR program which groomed students in life skills.

Thanking You,


Principal
Kalpataru Institute of Technology
TIPTUR - 572 201

Life skills training program by Rubicon skill development Day - 1 Inauguration function on 2/12/2021



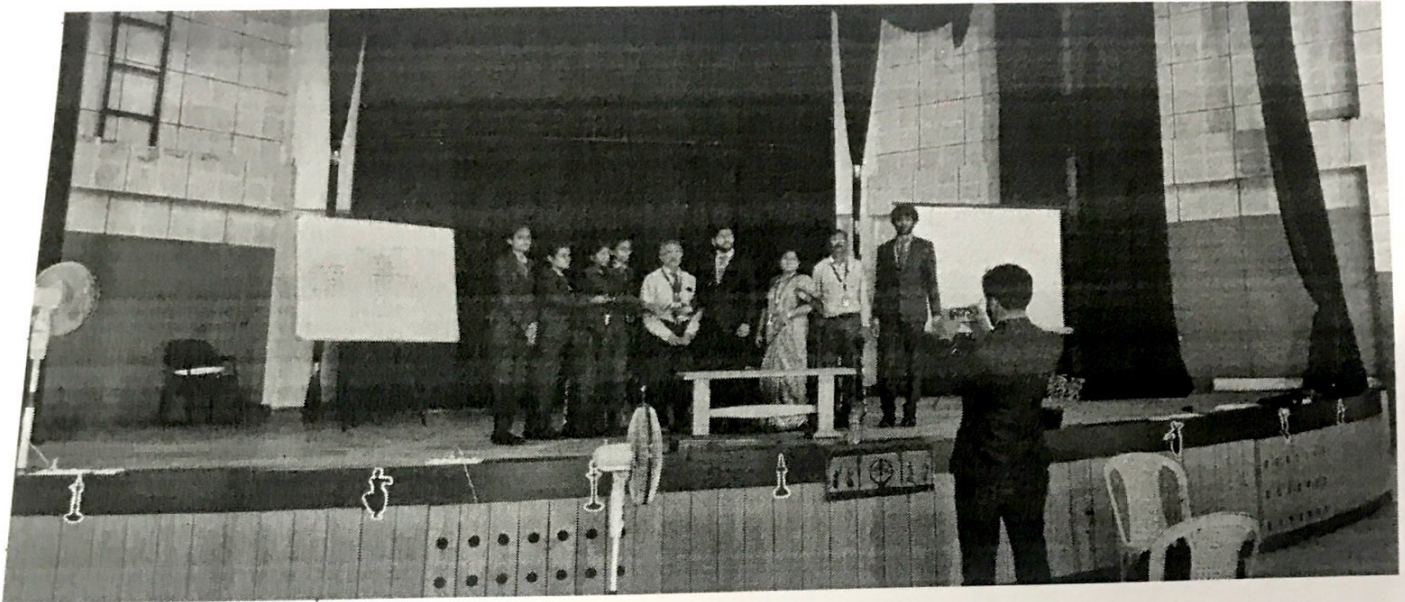
Life skills training program by Rubicon skill development Day 2 on 3/12/2021



Demo with our student venkatesh



**Training program by Rubicon skill development day 3
valedictory on 4/12/21**





VISVESWARAYA TECHNOLOGICAL UNIVERSITY
KALPATARU INSTITUTE OF TECHNOLOGY, TIPTUR
Post Graduate Department of Management Studies – MBA –2021-22

Life Skills Training Program BARCLAYS, UK through Rubicon Skill Development

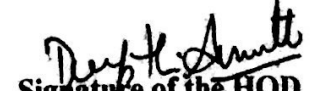
Date: 02-12-2021
Session: 01

Day: Thursday
Time: 9.15 am to 1.30 pm

Sl. No.	USN	Student Name	Attendance	Sl. No	USN	Student Name	Attendance
01	1KI20BA001	AFREEN SHAIKH	✓	28	1KI20BA029	NANDITHA N C	✓
02	1KI20BA002	AJAYKUMAR		29	1KI20BA030	NAVYA SHREE T K	✓
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07	1KI20BA007	CHEZHAN M G	✓	34	1KI20BA035	PAYAL KUMPAVANT	✓
08	1KI20BA008	DARSHAN S R	✓	35	1KI20BA036	POOJA D C	✓
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14	1KI20BA014	KEERTHI P B	✓	41	1KI20BA042	PREETHU T N	✓
15	1KI20BA015	LATHA S G	✓	42	1KI20BA043	RAJESHWARI S S	✓
16	1KI20BA016	LAVANYA A M	✓	43	1KI20BA044	RAMYASHREE Y	✓
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26	1KI20BA027	NAMRATHA S M	✓	53	1KI20BA054	VANISHREE S K	✓
27	1KI20BA028	NANDINI S	✓	54	1KI20BA055	VENKATESH A V	✓


Signature of the T&P Coordinator


Signature of the Trainer


Signature of the HOD



VISVESWARAYA TECHNOLOGICAL UNIVERSITY
KALPATARU INSTITUTE OF TECHNOLOGY, TIPTUR

Post Graduate Department of Management Studies – MBA – 2021-22



Life Skills Training Program BARCLAYS, UK through Rubicon Skill Development

Date: 2-12-21
Session: 02

Day: Thursday
Time: 2.15 pm to 5.15 pm

Sl. No.	USN	Student Name	Attendance	Sl. No.	USN	Student Name	Attendance
01	1KI20BA001	AFREEN SHAIKH	✓	28	1KI20BA029	NANDITHA N C	✓
02	1KI20BA002	AJAYKUMAR		29	1KI20BA030	NAVYA SHREE T K	✓
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26	1KI20BA027	NAMRATHA S M	✓	53	1KI20BA054	VANISHREE S K	✓
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Signature of the T&P Coordinator


Signature of the Trainer


Signature of the HOD



VISVESWARAYA TECHNOLOGICAL UNIVERSITY
KALPATARU INSTITUTE OF TECHNOLOGY, TIPTUR
Post Graduate Department of Management Studies – MBA – 2021-22



Life Skills Training Program BARCLAYS, UK through Rubicon Skill Development

Date: 03-12-2021

Session: 01

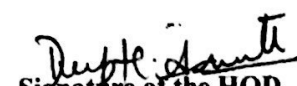
Day: Friday

Time: 9.15 am to 1.15 pm

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KALPATARU INSTITUTE OF TECHNOLOGY, TIPTUR
Post Graduate Department of Management Studies – MBA – 2021-22




Life Skills Training Program BARCLAYS, UK through Rubicon Skill Development

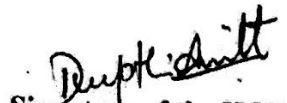
Date: 03-12-2021
Session: 02

Day: Friday
Time: 2.15 pm to 4.30 pm

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Signature of the T&P Coordinator


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KALPATARU INSTITUTE OF TECHNOLOGY, TIPTUR
Post Graduate Department of Management Studies – MBA – 2021-22



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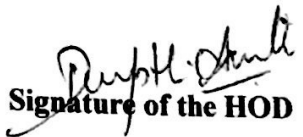
Date: 04-12-2021
Session: 01

Day: Saturday
Time: 9.15 am to 1.30 pm

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09	1KI20BA009	DEEPIKA T D	✓	36	1KI20BA037	POOJA D V	✓
10	1KI20BA010	GAGANA B K	✓	37	1KI20BA038	POOJA H M	✓
11	1KI20BA011	GANGA S B	✓	38	1KI20BA039	POOJA K S	✓
12	1KI20BA012	KAVANA D S	✓	39	1KI20BA040	PRAMOD A G	✓
13	1KI20BA013	KAVYA K M	✓	40	1KI20BA041	PRAVEEN V	✓
14	1KI20BA014	KEERTHI P B	✓	41	1KI20BA042	PREETHU T N	✓
15	1KI20BA015	LATHA S G	✓	42	1KI20BA043	RAJESHWARI S S	✓
16	1KI20BA016	LAVANYA A M	✓	43	1KI20BA044	RAMYASHREE Y	✓
17	1KI20BA017	MALA P V	✓	44	1KI20BA045	RESHMA H K	✓
18	1KI20BA018	MANASA D U	✓	45	1KI20BA046	SANJAY G P	X
19	1KI20BA019	MANJUNATH S P	✓	46	1KI20BA047	SHWETHA S D	✓
20	1KI20BA021	METI PAVANKUMARA	✓	47	1KI20BA048	SINDHU P N	✓
21	1KI20BA022	MOHAN K S	✓	48	1KI20BA049	SONALI A K	X
22	1KI20BA023	MONIKA B R	✓	49	1KI20BA050	SOUMYASHREE A R	✓
23	1KI20BA024	MONIKA C A	✓	50	1KI20BA051	SOUNDARYA S L	✓
24	1KI20BA025	MONIKA S R	✓	51	1KI20BA052	SUSHMA D V	✓
25	1KI20BA026	NAGESHA B G	✓	52	1KI20BA053	SYEDSHAHID	✓
26	1KI20BA027	NAMRATHA S M	✓	53	1KI20BA054	VANISHREE S K	✓
27	1KI20BA028	NANDINI S	✓	54	1KI20BA055	VENKATESH A V	✓


Signature of the T&P Coordinator


Signature of the Trainer


Signature of the HOD



VISVESWARAYA TECHNOLOGICAL UNIVERSITY
KALPATARU INSTITUTE OF TECHNOLOGY, TIPTUR
Post Graduate Department of Management Studies – MBA – 2021-22

Life Skills Training Program BARCLAYS, UK through Rubicon Skill Development

Date: 04-12-2021
Session: 02

Day: Saturday
Time: 02.15 pm to 04.30 pm

Sl. No.	USN	Student Name	Attendance	Sl. No.	USN	Student Name	Attendance
01	1KI20BA001	AFREEN SHAIKH	✓	28	1KI20BA029	NANDITHA N C	✓
02	1KI20BA002	AJAYKUMAR	X	29	1KI20BA030	NAVYA SHREE T K	✓
03	1KI20BA003	AMRUTHA H S	✓	30	1KI20BA031	NAYANA K M	✓
04	1KI20BA004	BHUMIKA J	✓	31	1KI20BA032	NIKHIL B	✓
05	1KI20BA005	BHUMIKA T M	✓	32	1KI20BA033	NISCHITHA A	X
06	1KI20BA006	CHAITHRA P N	✓	33	1KI20BA034	NITHEESH K K	X
07	1KI20BA007	CHETHAN M G	✓	34	1KI20BA035	PAYAL KUMPAVANT	✓
08	1KI20BA008	DARSHAN S R	✓	35	1KI20BA036	POOJA D C	✓
09	1KI20BA009	DEEPIKA T D	✓	36	1KI20BA037	PQOJA D V	✓
10	1KI20BA010	GAGANA B K	✓	37	1KI20BA038	POOJA H M	✓
11	1KI20BA011	GANGA S B	✓	38	1KI20BA039	POOJA K S	✓
12	1KI20BA012	KAVANA D S	✓	39	1KI20BA040	PRAMOD A G	✓
13	1KI20BA013	KAVYA K M	✓	40	1KI20BA041	PRAVEEN V	✓
14	1KI20BA014	KEERTHI P B	✓	41	1KI20BA042	PREETHU T N	✓
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21	1KI20BA022	MOHAN K S	✓	48	1KI20BA049	SONALI A K	X
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23	1KI20BA024	MONIKA C A	✓	50	1KI20BA051	SOUNDARYA S L	✓
24	1KI20BA025	MONIKA S R	✓	51	1KI20BA052	SUSHMA D V	✓
25	1KI20BA026	NAGESHA B G	✓	52	1KI20BA053	SYEDSHAHID	✓
26	1KI20BA027	NAMRATHA S M	✓	53	1KI20BA054	VANISHREE S K	✓
27	1KI20BA028	NANDINI S	✓	54	1KI20BA055	VENKATESH A V	✓

(Signature)
Signature of the T&P Coordinator

(Signature)
Signature of the Trainer

(Signature)
Signature of the HOD



Kalpataru Vidya Samsthe ®
DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION
KALPATARU INSTITUTE OF TECHNOLOGY, TIPTUR-572202
(Affiliated to Visvesvaraya Technological University Belgaum & approved by AICTE, New Delhi)
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KIT ESTD. 1986, MBA ESTD- 2008

Prof. DeepthiAmith

Head, Dept of MBA

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deepthiamith@kittiptur.ac.in

Ref: KIT/MBA/ODD SEM/06/2021

Date: 10-12-21

To

The Training & Placement Officer

Kalpataru Institute of Technology,

Tiptur.

Dear Sir,

Sub: Requisition to reimburse the expenditure incurred during Training Program.

With reference to the above cited subject, we have incurred an expenditure of rupees 1321/- for training program " Life skills" conducted by Rubicon on 2nd 3rd & 4th of December 2021

The respective bills are enclosed with the letter. We request you to kindly reimburse the same.

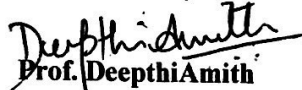
Expenditure in Rupees.

Sl. No	Particulars	Amount(Rs)
1.	Stationary towards training.	410/-
2.	Towards lunch for the trainer.	651/-
3.	Towards purchase of water bottles 6no.s (500ml)(6*10)	60/-
4.	Towards petrol allowance	200/-
	TOTAL	1321/-

Kindly do the needful.

Thanking You,

Yours faithfully


Prof. DeepthiAmith

HOD, Department of MBA

Kalpataru Institute of Technology

Tiptur

Training Expenditure bills [4th, 5th, 6th December 2021]

ಕ್ಯಾಷ್‌ಬಿಲ್

ಶ್ರೀ ಗುರುಕುಲ ಕ್ರೀಡಾರ್ಸ್, ಜಿರಾಕ್ಸ್ & ಜನರಲ್ ಸ್ಟೋರ್ಸ್
 ಶ್ರೀ ಗುರುಕುಲ ಕಾಂಪ್ಲೆಕ್ಸ್, ತ್ರಿಮೂರ್ತಿ ಟಾಕಿಂಗ್ ನಿಡುರು, ಬಿ.ಪಿ.ಚೌ.ರಸ್ತೆ, ತಿಪ್ಪುನೂರು - 572 202

ನಂ. 233
 ದಿನಾಂಕ 02.12.21

ಶ್ರೀ.....

ನಂ.	ವಿವರ	ರೂ.	ಪೈ.
1.	Card sheets	120	
2.	Sketch pens	150	
3.	Color markers	100/-	
4.	White board	40/-	
ಒಟ್ಟು		410	00

H. Lakshmi

Stationary -
410/-

KALPATARU GRAND
 Near Hassan Circle
 BH Road, Tippur

----- Cash Memo -----

Date : 04/12/21 Bill No. : 47
 T.No. : 1 W. No. : 3

Particulars	Qty	Rate	Amount
SOUTH INDIAN MEALS	1	100	100
NORTH IND MINI MEALS	4	130	520
Sub Total :			620.00
CGST @2.5% On 620 :			15.50
SGST @2.5% On 620 :			15.50
Food Total :			651.00
Total :			651

2/5

GST NO 29AAMFN4709M2ZL (02:23 PM)
 E.&O.E. Thank You Visit Again

Lunch - 651/-
 water bottle - 60/-

Chrimmi oath

1/2 Gwater = 60

VOUCHER

I Sri/Smt.....Mr... Darshan.....have received sum -
of Rs...200/-.....(Rs..Two hundred.....only) with thanks
towardspetrol allowance [pick up & drop of trainee all 3 days]

Name : Darshan
Designation: student
Address : Dept. of MBA

G. Darshan
Signature

Deepthi Shetty

Date : 10-12-21
Place: Tiptur

Approved/Pay
Principal
KIT - Tiptur