

**MG TEC**

Management Guru Training & Etiquette Centre  
9034629313



*for Mr. Poonam Singh P.S.  
Ajay ji  
Note & file  
A*

*for session (22-23)  
under Personality development  
A File  
A*

# Training Proposal

for

## Campus to Corporate Programme

- Communication Skills
- Interview Training
- Group Discussion
- Aptitude Test

Proposed to  
**Dayal Singh (P.G.) College**  
**Karnal**

The Principal  
Dayal Singh (P.G.) College  
Karnal

Dear Sir/Ma'am,

As per the conversation in your College campus, I am feeling immense pleasure to serve this Training Proposal to your esteemed organisation with the following blueprint for the training to the students of Dayal Singh (P.G.) College Karnal and commercials are also attached along with this proposal. Though we have prepared the best possible Blueprint for the result oriented Campus to Corporate Programme yet all your opinions on any point are most welcome so that we together can serve the best to the young career aspirants.

Looking for a positive response !!

Regards  
Dr. Gautam Bharatiya  
MGTEC

### Inputs

Level of Students

First year Graduation Students

Second year Graduation Students

Final Year Graduation Students

First year Post Graduation Students

Final year Post Graduation Students

Infrastructure with all required A/V aids

### **KRA of the Training Sessions**

- To Groom the personality of the Students
- To Build the Spoken English Abilities of the students
- To Improve the Communication Skills of the students
- To Build the Professional Belief System
- To Improve Interpersonal Skills
- To make them capable of cracking Job Interviews
- To make them Capable of cracking Group Discussion
- To Make them Capable of cracking Aptitude Test
- To Improve their Public Speaking Abilities

### Blueprint for the “Campus to Corporate” Programme

#### Step 1

The Students will be divided in various Groups as per their level and immediate need of specific Module of training

Group Size : 50-60 Students Each

#### Step 2

The students of each year will attend 70 hours of Training in every academic year on different Modules.

Training Hours : 70 Hours for First Year Students in different groups  
: 70 Hours for Second and Third Year Students in different groups  
: 70 Hours for Final Year Students in different groups

Training Tenure (one Year as per college Schedule)

Time Slot : 8 to 9 , 2:30 to 3:30

**Step 3****The Content of the Training**

The content of the training is industry requirement oriented and well aligned with the latest job Interview patterns.

Their could well be 5 stages of Selection Process

1. Aptitude Test
2. Group Discussion
3. Personal Interview
4. Technical Round
5. Voice call or Behaviour analysis

So, Considering the requirement for 100% Selection in job Interviews of the Students the following Modules in each Academic year will be offered by MG TEC.

**Module for First Year Students****70 Sessions**

Spoken English Sessions	45
Effective Communication Skills Sessions	15
Belief System and Confidence Building Sessions	5
Personality Transformation Sessions	2
Building the habits for Successful Career	3

Detailed of the topics of Each part of the Module will be shared with the students before starting the sessions.

**Module for Second and Third Year Students****70 Sessions**

Effective Communication Skills Sessions	20
Public Speaking Skills	30
Impressive E-Mail Writing Skills	10
Professional Etiquettes and Attire	10

Detailed of the topics of Each part of the Module will be shared with the students before starting the sessions.

### **Module for Final Year Students**

**70 Sessions**

- Effective Communication Skills Sessions 15
- Proven and tested Interview Training Sessions 25
- Group Discussion Sessions 12
- Persuasion Skills 3
- Resume Writing Sessions 3
- Cover Letter writing Sessions 2
- A/V Presentation Sessions 10

Detailed of the topics of Each part of the Module will be shared with the students before starting the sessions.

### **Step 4**

Regular Assessments, Recordings, Competitions and Mock Recruitment Drive of the students will be held.  
(Inter-College Competition is a strong recommendation )

### **Credibility**

We ensure that our comprehensive Campus to Corporate Programme will improve all of the participant's Skills personality and Knowledge. To gain optimal results the the programme may be further customised as per the need and requirement.

Feel Free to Discuss further or Setting up another meeting !!!

### Pricing

**Lump Sum**                      **Monthly Billing 12000/-**  
**Annual Billing 130000/-**

### PAYMENT TERMS:

- Payment shall be made in advance, on first day of the month;
- College shall be entitled to deduct the statutory dues, including applicable TDS, under the Income Tax Act 1961 from the fees paid to the Institute. College shall accordingly provide Tax Deduction Certificate to MG TEC in timely manner.
- Goods and Service Tax (GST) or any other taxes, will be extra as applicable from time to time.
- Any amount pending, payment will be subject to interest at a rate of 1.5% per month.