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# **Loyola Academy – Placement Cell**

## **Report on CRT – Soft Skills Training Program**

**Date:** August 30, 2022.

**Mode of teaching:** Offline

**Conducted by:** Lyceumm Enterprise LLP.

**Attended by:**

A 3-day, 15 hours duration (6 hrs / 2 days, 3 hrs on a single day) extensive CRT – Soft Skills program was designed, and classes were held offline in college. Nealy 550 students of the final year graduate program attended the classes.

Trainers- Joycee, Cecil and Ann are aligned to Group 1 batches.

Trainers- Amrapali and Ann are aligned to Group 2 batches.

**Agenda:**

**Campus Recruitment training (CRT)** is designed to aid candidates in their preparation for Recruitment through on campus or off campus selections. Students in their final year of studies or qualified candidates looking for placement in reputed organisations undergo this training to collaborate, coordinate and relate to others, thereby increasing their efficiency. The importance of soft skills for students is enormous, both with regard to their studies and with regard to their future careers. Soft skills are in direct correlation with improved academic achievement, so students should develop them both for the sake of their education, and for the sake of their professional careers. During their studies, students are preparing for their future professional roles, i.e., the role of experts in their chosen fields, where they are expected to behave adequately toward their co-workers, to be able to express their thoughts and feelings, to be cooperative, accommodating and capable of teamwork, to possess stable ethical principles to guide them, to be cordial and assertive, and professional and principled in interpersonal relationships. The aim is to prepare students for their chosen professional career during their studies, so soft skills are all the more important for students to acquire for their future professional roles.

Lyceumm Enterprise LLP, our Training partner deals with Soft Skills Training, covering topics including Time Management, Presentation Skills, Resume Building, Body Language, Group Discussions and Interview questions. Through this process, students get trained to give their best with utmost confidence and zeal.

The training classes includes training on:

Training Outline/ Schedule						
Group	Date	Day	Time	Topic	Module	Duration
Group A	August 13	1	9am through 4pm	Personal Development	Goal Setting	1.45 hour
					Time Management	1.45 hour
					Presentation Skills	1.45 hour
Group B	August 14	1	9am through 4pm	Personal Development	Goal Setting	1.45 hour
					Time Management	1.45 hour
					Presentation Skills	1.45 hour
Group A	August 20	2	9am through 1 pm	Pre-Interview Preparation	Groohourg, Hygiene, Body Language	1 hour
					Resume Building and Cover Letter Writing	2 hours
Group B	August 20	2	1:30pm through 430 pm	Pre-Interview Preparation	Groohourg, Hygiene, Body Language	1 hour
					Resume Building and Cover Letter Writing	2 hours
Group A	August 21	3	9am through 4 pm	Interview Preparation	Group Discussion	1.45 hour
					Self-Introductions	1 hour
					Panel Interview	2.45 hour
					Interview Q and A	
Group B	August 27	3	9am through 4 pm	Interview Preparation	Group Discussion	1.45 hour
					Self-Introductions	1 hour
					Panel Interview	2.45 hour
					Interview Q and A	
					Salary Negotiation	

# Soft Skills Training





**Loyola Academy – Placement Cell**  
**Report on CRT (Campus Recruitment Training Program) For AY**  
**2022-2023**

**Date:** January 2023 till July 2023

**Mode of teaching:** Offline, at college premises

**Conducted by:** Maslo Consulting

**Trainers:** Mr Rohit Eustachius, Mr Subhash and Mr Adithya

**Attended by:**

A 130 hours (90 hrs, 2 hrs each day) extensive CRT program was designed, and classes were held in college. The classes were spread across 7 months and nearly 700 students of the second year students attended the classes every day.

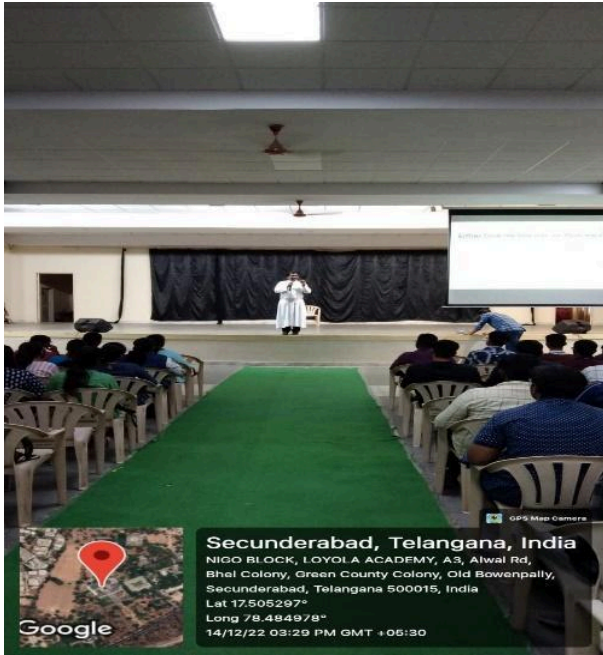
**Agenda: Campus Recruitment training (CRT)** is designed to aid candidates in their preparation for Recruitment through on campus or off campus process. Students in their second year of studies or qualified candidates looking for placements in reputed organisations make use of this training to get trained to deliver their best in the selection processes. CRT helps students improve their employability by providing training and support in Resume Preparation, Aptitude Tests, Group Discussion, and Interview skills. This helps the students to crack the aptitude test and improves their confidence and communication skills. Maslo Consulting, Trainer partner Institute deals with the CRT training having four modules including Aptitude Training, Logical Reasoning, Verbal Ability and Soft Skills. Through CRT, students get training from the very first round written test to final HR round. The training classes modules are :

S. No	Topic	Duration
1	Percentages	2 hrs
2	Profit & Loss	2 hrs
3	Ratio & Proportion	2 hrs
4	Partnership	2 hrs
5	Permutation & Combination	2 hrs
6	Probability	2 hrs
7	Time & Work	2 hrs
8	Pipes & Cisterns	2 hrs
9	Resume Writing (Online)	2 hrs
10	Group Discussion (Online)	2 hrs
11	Chain Rule	2 hrs
12	Time, Speed & Distance	2 hrs
13	Problems on Trains	2 hrs
14	Boats & Races	2 hrs
15	Problems on Ages	2 hrs
16	Averages & Mixtures	2 hrs
17	Number System	2 hrs
18	Number Series	2 hrs
19	Letter Series	2 hrs
20	Coding & Decoding	2 hrs
21	Blood Relations	2 hrs
22	Analytical Puzzles	2 hrs
23	Logical Connectives	2 hrs
24	Statements & Conclusions	2 hrs
25	Time Sequencing & Ranking	2 hrs
26	Cubes	2 hrs
27	Dices	2 hrs

28	Deductions & Syllogisms	2 hrs
29	Second Saturday	2 hrs
30	Direction Sense	2 hrs
31	Seating Arrangement	2 hrs
32	Clocks	2 hrs
33	Calendars	2 hrs
34	Problems on Numbers	2 hrs
35	Reasoning	2 hrs
36	Reasoning	2 hrs
37	Drilling / Doubts Session	2 hrs
38	Drilling / Doubts Session	2 hrs
39	Drilling / Doubts Session	2 hrs
40	Drilling / Doubts Session	2 hrs

**CRT Program Picture for AY 2022-23**





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## Loyola Academy Degree & PG College – Placement Cell

### Capacity Building Workshop Held At Loyola Academy, Secunderabad

**Date:** November 3, 4 & 5 2022

**Mode of teaching:** Offline

**Conducted by:** Mr Harshavardhan Rao (Corporate Trainer)

**Attended by:**

All the Final Year MBA students for the Academic Year 2022-23.

**Agenda:**

The Capacity Building Workshop was organised by the School Of Business Management and Placement Cell for three days (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> November 2022) at Loyola Hall, to enhance the skills of MBA students. The workshop heads were Dr. T Rachel Shalini (Dean of school of management), Ms. Deepthi (Placement Officer) and Dr. Smitha (Faculty In charge) administrated the workshop.

**DAY 1** (3<sup>rd</sup> Nov 2022).

Morning session

Mr. Harshavardhana Rao was the resource person invited to grace the workshop. The programme was started with a welcome speech by DR. T Rachel Shalini, Dean of school of

management. REV Fr Joseph kumar, vice principal addressed the gathering and described the importance of developing the skills.

The main aim of the workshop was to introduce new ideas and inspire students to further explore it on their own.

Some of the key points which we have discussed:

- The first discussion was about developing communication skills. Mr Harsha explained how to develop our skills and enumerated that we shouldn't have stage fear, be confident about yourself and what you are talking.
- Industry trends of 2022 were discussed
  - Industry Cloud and Public Cloud
  - Crypto Currency
  - Artificial Intelligence
  - Chat bots
  - Mixed Reality and Meta verse
  - Digital twins
  - 5G
  - Carbon Capture
  - Human Resources

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- The various verticals in an industry -
  - Sales
  - Finance
  - Marketing
- Corporate Expectations
  - Flexibility
  - Creativity
  - Open to learn new things
  - Initiative and Motivation
  - Able to work in a team
  - Organisation
  - Strong work ethics
  - Analytical skills
  - Computer Technology
  - Written and Oral Communication.

Afternoon session:After the small break, we discussed the following:

- How to prepare for an Interview:
  - Research the company
  - Learn everything you can about the open position
  - Try out the company's product or service
  - Be confident on yourself
  - Prepare a reference list

- Various social media apps which provide jobs for freshers. The apps are LinkedIn, Job mela, YouTube, Instagram.
- Grooming at the workplace.
  - Gain not just a positive impression but also respect in the workplace
  - Always follow policies and code of conduct
  - Avoid using sign language
  - Be honest if you don't know the answer
- Resume writing
  - Outlining your relevant experience and skills
  - Showcasing the benefits you provide to companies
  - Attracting the attention of potential
  - It should match you and your skills
  - This could lead to an interview
- We concluded with the points which we discussed in both the session.

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## DAY 2

The session commenced with welcoming the Speaker Mr. Harshavardhan Rao at 9:30 AM. Two sessions were planned for the day.

The main aim of today's session was to prepare the students to face interviews confidently.

Morning session was about the Resume writing.

Key points about the resume were discussed. These points are important to increase the candidate's impression with the recruiter, as it was discussed yesterday's that the resume needs to speak for the one who applied for the position.

The skills mentioned in the resume needs to be clear and must be favourable to both, the recruiter and candidate. The candidate should be able to lead the interview as this would let them show their best skills in their domain and highlight the reason why they are the best for the position. It was mentioned that, when Radio buttons and percentages are mentioned one must exactly explain the reason.

The basic difference between a CV and resume was clarified. There is no basic difference between the both. Previously, a CV used to be a very detailed information about the candidate and resume used to be a simple format mostly for those who already had work experience.

**Afternoon session:** was all about group discussion.

Topics like "Impact of COVID-19 on global economy", "OTT vs Theatres", "Importance of netiquette", "Hike in fuel prices", were discussed. Each discussion had their own uniqueness and highlighted various points that would generally be missed in a group discussion.

The main aim of these discussions was to correct our stand during the discussion and

learn how to behave during a group discussion. The rest of the members acted as spectators to observe and notice what are the most common mistakes made in group discussions.

The session concluded with a brief towards interview etiquette and body language of an interviewee. A lot of information that would be useful in helping a candidate stand out in interviews was acquired through the activities carried out for the day. The session was well planned and informative.

### **DAY 3**

**MORNING SESSION-** Key tips were regarding, **HOW TO ATTEND AN INTERVIEW, HOW TO GROOM ONESELF FOR AN INTERVIEW and HOW TO BEHAVE IN AN INTERVIEW ROOM.**

These were clearly explained by the Speaker, and he later introduced Mr. Rajesh Rao, a senior employee in his firm, a trainer (trained many young talents pertaining to personality development and conducted many workshops which helped students in choosing the right career path).

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This session was about Do's and Don'ts of an interview i.e., Punctuality, resume preparation in line to the job role applied for, interview preparation - mentally and physically and research about the company. Do not attend an interview without preparation, don't be emotional if the interviewer tries to stress you", all these things make an individual improve oneself in those areas in which he/she is lacking.

How to behave in a physical or virtual Interview, what are the critical things to be done after the interview - like calling the coordinator and showing gratitude for the opportunity given. One should proceed with a positive attitude even though he/she is not selected. The candidate should be grateful for learning new things even from the mistakes and focus on areas of improvement.

**AFTERNOON SESSION-**

This session was about having mock interviews for the students and evaluating their performance.

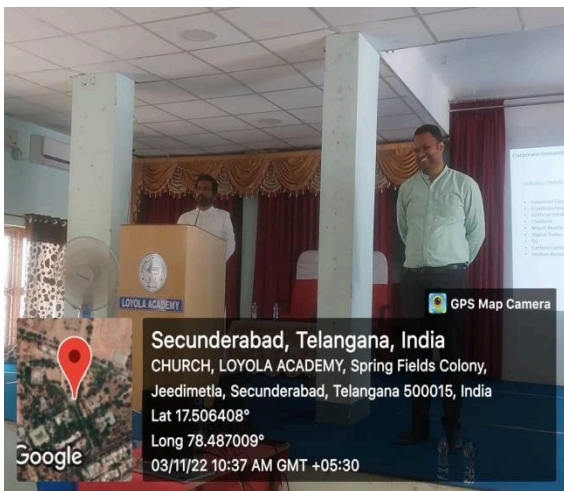
One should know the basic principles before attending an interview.

Communication, body language, subject knowledge, presence of mind and grooming are the main principles that are to be kept in mind.

Conducted mock interviews for the students to give an idea on how to face interviews, to accustom them to the different interview environments and enhance their self-confidence so that they will be less likely to be nervous during a real interview. Additionally, mock interviews will familiarize one with commonly asked interview questions.

The session concluded with a small act on role play between the HR Department and the Technical Department on the recruitment strategy and ended with a Vote of Thanks.

**THE FOLLOWING ARE VISUALS OF THE THREE-DAY WORKSHOP.**





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India  
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Long 78.486846°  
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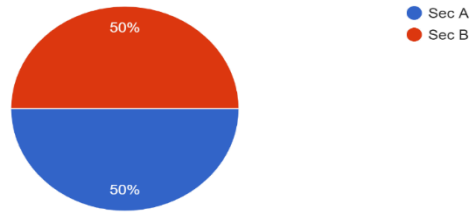
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CHURCH, LOYOLA ACADEMY, Spring Fields Colony, Jeedimetla, Secunderabad, Telangana 500015,  
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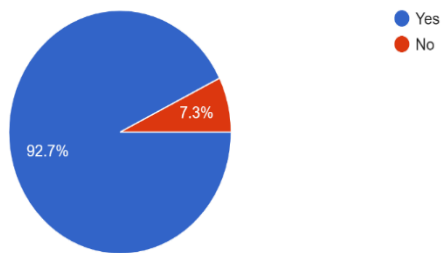
Secunderabad, Telangana, India  
CHURCH, LOYOLA ACADEMY, Spring Fields Colony, Jeedimetla, Secunderabad, Telangana 500015,  
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**FEEDBACK COLLECTED FROM THE STUDENTS.**

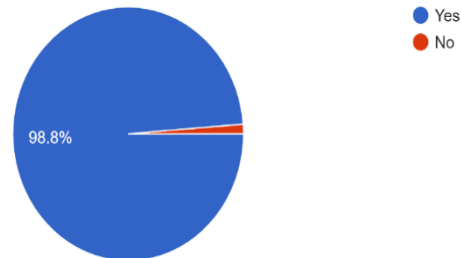
Section  
82 responses



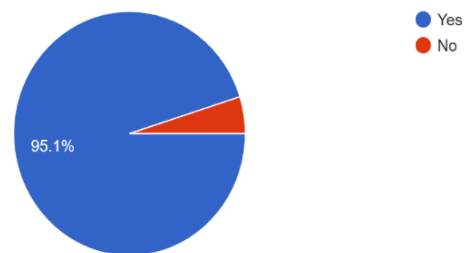
Was the work shop useful for you?  
82 responses



Was the trainer knowledgeable?  
82 responses



Were the techniques ( eg: Resume writing with pen & paper, GD, Mock Interview) used in the workshop effective?  
82 responses



## Seminar By Accenture

**Date:** January 6, 2023

**Topic:** Career opportunities in IT industry.

**Resource Person:** Ms. Hasitha, HR TA Accenture.



A seminar was conducted by Accenture to orient all the final year students on the career opportunities available to them in the IT industry.

The resource person was Ms. Hasitha, HR Talent Acquisition. She spoke at length on the various opportunities available for fresher in IT industry. She enlightened students from all streams – B. Com, B. A., B. B. A. and B. Sc and gave an in-depth understanding on how students from non- IT related streams.

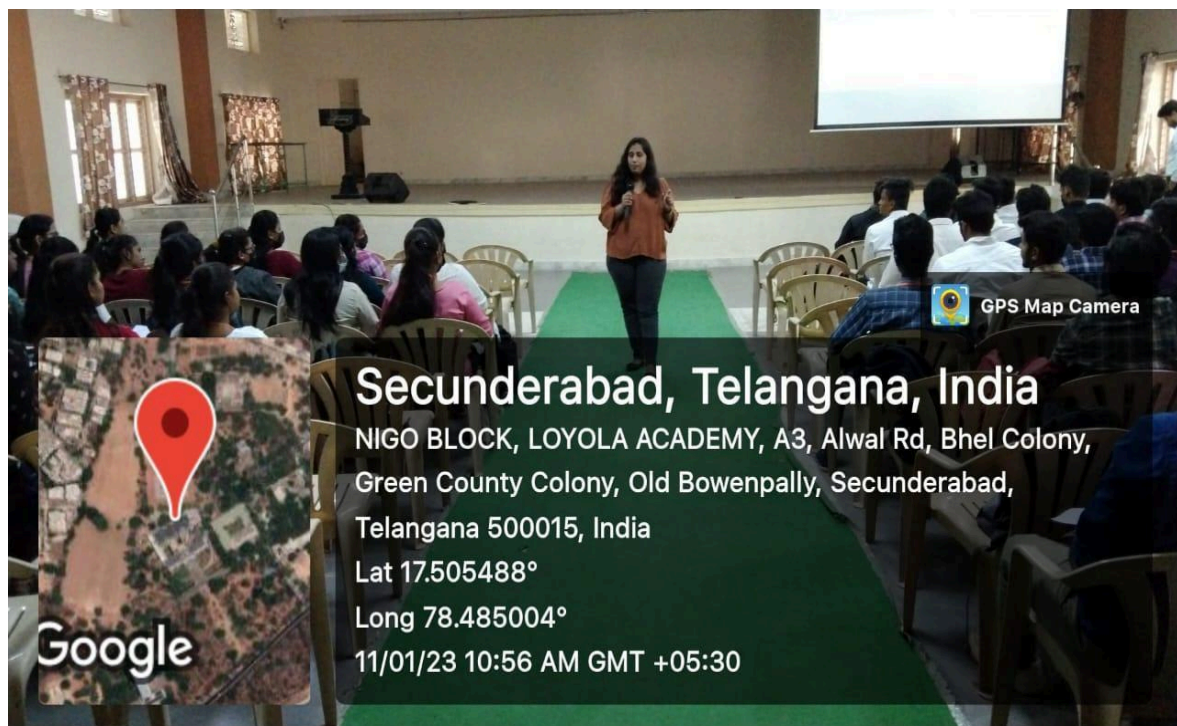
She also briefed students on the various roles available at Accenture and their responsibilities. She gave a clear career path and how they can grow at Accenture.

## Seminar By ICICI Prudential Life Insurance

**Date:** January 11, 2023

**Topic:** Indian Insurance Sector and Career Opportunities with ICICI Prudential Life Insurance

**Resource Person:** Ms. Nevathitha R, Regional HR Manager.



Ms Nevathitha has given a very detailed orientation on the Indian Insurance Sector, it's importance and the need to have an insurance cover for each family member. She went on to explain the workings of life insurance and how it's benefits to the family and society at large. She then went on to elaborate on the roles and responsibilities of an Insurance agent and the growth path.

## Seminar By Regalix

**Date:** January 9, 2023

**Topic:** Rise of the Digital Market Industry.

**Resource Person:** Mr. Sagar Dodda, HR, Regalix.



Mr. Sagar Dodda of Regalix HR team gave a very comprehensible explanation on the importance of digital marketing and its impact and effectiveness on all types of businesses. He also outlined how digital marketing will replace the old traditional marketing methods and is the way for the future. He then proceeded to enlighten students on the various parameters that Regalix looks for in potential candidates. He also enumerated on the role of a digital marketer at Regalix and the professional growth career path for students joining Regalix.

## Seminar By Caribou Technologies

**Date:** January 19, 2023

**Topic:** Importance of Coding in Informatics Industry.

**Resource Person:** Mr. Vamshi, Sr Operations Manager, Caribou Technologies.



Mr Vamshi spoke at length on the importance of learning basics especially on coding languages. He informed students on the need to bridge the gap between what is learnt and what is actually being used in the industry. He also gave an overview of Caribou Technologies and various technologies they work on. He then gave them a written assessment based on coding languages.

## Seminar By New Day

**Date:** January 19, 2023

**Topic:** Overview of Mortgage Banking in US Market.

**Resource Person:** Mr. Vishal Puri, Vice President - Operations, New Day.



Mr Vishal from New Day gave the final year students of MBA a very insightful and in-depth knowledge of the workings of US Mortgage Banking. He also explained the role of underwriters and how NewDay has been training and developing adults as young as 28 years to become underwriters. He also spoke on the various certification programmes New Day provides to its employees. As the company is looking to hire a pilot batch of fresh PG and UG candidates, he enumerated on the various parameters that would be looked at. It was an enlightening session and students got some valuable insight into mortgage banks.

## Seminar By Deloitte

**Date:** November 11, 2023

**Topic:** Seminar on the US Taxation Process.

**Resource Person:** Ms Pratiksha, Ms Akansha and Deloitte Ops Members.



The entire team from Deloitte comprising of Ms. Pratiksha, Ms Akansha and other members gave a thorough understanding of US Taxation process, the day-to-day work that it involves, the growth path with Deloitte and the various perks that are offered to the selected candidates. A lot of myths and doubts by the students were answered and the students came out with a clear understanding of the roles and responsibilities that this process involves.

<b>Number of Students Registered For UG:</b>	<b>772</b>
<b>Number of Students Registered For PG:</b>	<b>262</b>
<b>Number of Students Selected For UG:</b>	<b>324</b>
<b>Number of Students Selected For PG:</b>	<b>62</b>
<b>Number of Organizations Visited:</b>	<b>86</b>

**Program Wise Distribution for AY 2022-23 Till Date as on June 24th**  
**2023**

<b>B. Sc</b>	<b>105</b>
<b>B. Com</b>	<b>194</b>
<b>B. B. A.</b>	<b>24</b>
<b>B. A.</b>	<b>1</b>
<b>M. B. A.</b>	<b>31</b>
<b>M. C. A.</b>	<b>10</b>
<b>M. Sc Organic Chemistry</b>	<b>4</b>
<b>M. Sc Biotechnology</b>	<b>5</b>
<b>M. Sc FT &amp; Mngt</b>	<b>4</b>
<b>M. Sc Data Science</b>	<b>7</b>
<b>M. Sc FS &amp; Nutrition</b>	<b>1</b>