



K. S. SCHOOL OF ENGINEERING & MANAGEMENT

**Affiliated to VTU, Belagavi & Approved by AICTE, New Delhi
No.15, Mallasandra, off. Kanakapura Road, Bangalore-109**

DEPARTMENT OF MBA

REPORT

ON

INDUCTION AND ORIENTATION PROGRAM FOR MBA STUDENTS

Date: 18/02/2022



K.S. Group of Institutions

K.S. School of Engineering and Management

Aim at Perfection, Achieve Excellence

**HEARTY WELCOME
TO
BATCH 2021-23
MBA & M.TECH
INAUGURAL
CEREMONY**

Fri

18.02.22

9.00 am

VENUE : ARYABHATA SEMINAR HALL

All are Cordially Invited



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DAY/TIME		PROGRAM
18-02-2022 DAY 1	Morning session:	<ul style="list-style-type: none"> ● 09.30 – 11.00 - MBA Inauguration ● 11.15 – 11.30 : TEA BREAK ● 11.30 - 12.45 MBA Department Orientation by Prof. Sreedhar N, Assistant Professor, MBA Department, KSSEM. <p>Prof. Sreedhar .N, Assistant Professor , MBA Department handled the session on “ MBA Department Orientation “ from 11.30am – 12.45 pm on 18-02-2022. In this session 1st semester MBA students were enlightened with Department milestones, achievements, and vision and Faculty introduction. It provided an avenue for forming meaningful relationships with students also provided with concise and accurate information to make newly joined students more comfortable in the academic environment.</p>
	Afternoon session:	<p align="center">12. 45 – 1.30 : LUNCH AT KSSEM HOSTEL (For all Faculty members and Students sponsored by Management)</p> <ul style="list-style-type: none"> ● 1.30 – 2.00: About NSS by Prof. Manohar Kumar K.N. Basic Science. (Department of Mathematics), KSSEM. <p>Introduction of NSS, birth, objectives of NSS, student activities through NSS, motivating students to participate in NSS Activities. Showed all the previous activities like Blood Donation Camp, Constitution Day Celebration, plastic free campus drive, free COVID vaccination drive, Free COVID testing, etc.</p> <ul style="list-style-type: none"> ● 2.00 – 2.30: Sports Achievement by Mr. Shivaparakash.KM. PED, KSSEM. <p>Sports Activities, facilities like Outdoor games and Indoor games. It includes Carrom board, Chess, Table tennis, Shuttle Badminton.</p>

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- **9.30 – 10.30 : MBA Syllabus Orientation by Prof. Arundathi .K.L. MBA Department, KSSEM.**

Scheme & Syllabus Orientation will give detailed information about the Scheme & Syllabus of MBA program offered by the Visvesvaraya Technological University, Belagavi. Students were formally welcomed for the session and briefed about the importance of knowing about the program. Scheme & Syllabus Orientation helps students to have detailed information about the subjects, Specialization, Internship and Projects. It also helps them in Planning for the next 2 years with overall developments. Academic details, CBCS, Credits distribution, Marks distribution and calculation for the Internal Assessment (Average of 3 IA test) and SEE (Semester End Examination). Students were also given detailed subjects information of 1st semester, how it will bring the strong base for them. Clarified the various doubts raised by the students in the end of the session.

10.30 – 11 : BREAK

- **11 – 11.45 : Session on “ Importance of Communication Skills for Managers” by Prof. Anuradha M.V. KSIT.**

Webinar on “**Communication Skills**” was conducted for 1st year MBA students. Around 55 students and 5 faculties actively participated in the session. Introduction about the session and Welcome speech were done by Prof Sreedhar, the Topics such as – Communication, types of communication, Importance of Communication, listening, non/ -verbal, body language was covered. A vote of thanks was proposed by Prof.Sneha R. A Letter of Appreciation was provided to the Speaker. Students had an interaction and gained knowledge regarding quality language, interpersonal communication, verbal code, gesture, posture, and personality development.





- **11.45 – 12.30 : Cultural Activities by Prof. Harsha. J. Mechanical Department. KSSEM.**

Mr. Harsha J, Assistant Professor, Department of Mechanical Engineering delivered a session on ‘Cultural Activities in KSSEM’ from 12.00pm to 12.30pm to 1st Semester students of MBA Department on 19th February 2022 on their Orientation Day 2022 .Being Chairman of Cultural Committee of our College he gave the details of the Major co-curricular activities that will be conducted in college level and also encouraged the students to involve in cultural activities and showcase the individual talents.



- **12.30 – 1.30: LUNCH BREAK**

- **1.30 – 2.00: MBA Internship & Mentoring by Prof. Sneha R. MBA Department, KSSEM.**

INTERNSHIP

Students of 1st year MBA were informed about the Internship which will be done for 4 weeks immediately after the completion of 2nd Semester Examinations but before the commencement of the 3rd-semester classes.

General guidelines were shared with the students –

- * The internship shall be compulsory for all the students.
- * No two students of an institute shall work on the same organization.
- * The student shall seek the guidance of the internal guide continuously, and the guide shall give a certificate to the effect that the candidate has worked satisfactorily under his/her guidance. Students need to identify an external guide (Working in the organization) and seek guidance from him/her.
- * Students to submit one hard copy of the report to the college with a hard bound color of royal blue and a soft copy in PDF file (Un-editable Format).
- * Evaluation will be done by both internal and external guide, carrying 40-60marks which carries marks for the report, viva-voce. Rubrics for internship was also discussed.
- * Information about Content - Cover page, Certificate from the Organization (scanned copy), Certificate from the college, Declaration by the student, Acknowledgement, Table of contents, list of tables and graphs, preparing an Internship Report.
- * Summary - Introduction about the Organization & Industry, Organization Profile, Mckensy's 7S framework and Porter's Five Force Model with special reference to Organization, SWOT Analysis, Analysis of financial statements, Learning experience.

PROCTORSHIP

Students were informed about the aspects of Proctorship. Following the hierarchy, to abide by the rules, regulations of the college, to attend the proctor meet when scheduled. Issues regarding academics could be

discussed with the proctor. Parameters such as - Communication, Academics, Personal issue, Certification courses, drafting a resume, crack the interview, and various other aspects would be covered in the journey of two years of their post-graduation. The importance of the proctor–student relationship was briefed in the session.

All the students actively participated in the session and could get information about Internships and Proctorships.



- **2.00 – 2.30 : About industrial visit and workshops by Prof. Rupa Chatterjee Das, MBA Department, KSSEM.**

Under **Industrial Visit and Workshops**, she covered about industrial visit and how the management department arrange the same for their students. Also discussed about the webinars and workshops in two divisions –

1. Subject Expert Guest Lecturer and
2. Corporate Guest Lecturer.

It was an amazing experience to welcoming our new batch 2021-23. Students also attended sessions with full of energy and interest.

The session's duration was for half an hour.

- **2.30 – 3.00 about Discipline and Etiquette by Prof. V. Vidyashree, MBA Department, KSSEM**

On the 2nd day of orientation students were addressed in discipline and etiquette. They learnt about the proper dress code to be maintained in classrooms. The essence of wearing a proper attire to college will make them look good and they will feel confident. This will result in their success. They were informed about the college timings and the schedule of the timetable for regular practice.

They learnt the importance of discipline and dedication.

On the other hand, the students also learnt about the proper etiquette to be maintained in classroom, in the campus as well as general life. They understood the importance of body language, communication, postures and overall presentation of themselves.

The students were very attentive and interactive. They felt focused and were excited to start their classes.

- **3.00 – 3.50: Campus Tour**

A **college tour**, also called a **campus tour**, is a tour of a college's campus. MBA students take campus tours to learn about the college facilities, as well as student life, culture on campus, academics, and programs offered by the institution. During these tours, MBA students are able to learn about the built environment and the overall look and feel of the institution. College tours taken in groups and educational programs as a way for many

		people to visit campus over a short period of time. In addition, many colleges now offer virtual tours on the Internet.
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