

6th Nov 2023

Subject: Request for Training Calendar Approval

Dear Principal Madam,

I hope this message finds you well. I am writing to seek your approval for the Life Skills training calendar for all SY BA and SY BSc students (except for Psychology students)

Overview of the training calendar:

Training Program: Soft Skills Training

Date: 7th-9th Nov 2023

Time: 9am – 3pm (5 hours for 2 days and 3 hours for 1 day)

Total Training Hours: 13

No of Batches: 5 (3 for SY BA and 2 for SY BSc)

SY BA: Trainer Timetable

Batch 1-3			
	Tuesday	Wednesday	Thursday
	7th Nov	8th Nov	9th Nov
9am-12pm	Trainer 1-3		
Break			
1pm-3pm	Trainer 1-3		---

SY BA: Batch Distribution

SY BA Batches			
Batch 1	A001-A019	19	100
	A031-A106	66	
	B001-B015	15	
Batch 2	B016-B083	68	100
	C001-C032	32	
Batch 3	C033-C093	61	97
	C101-C155	36	

SY BSc Trainer Timetable

Batch 1-2			
	Tuesday	Wednesday	Thursday
	7th Nov	8th Nov	9th Nov
9am-12pm	Trainer 1-2		
Break			
1pm-3pm	Trainer 1-2		---

SY BSc: Batch Distribution

SY BSc Batches			
Batch 1	A001-A007	7	109
	A021-A035	15	
	A051-A069	19	
	B001-B055	44	
	B071-B078	8	
	B091-B106	16	
Batch 2	B107-B113	7	108
	C001-C028	28	
	C120	1	
	D001-D081	72	

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Sincerely,

Neha V Jog
6/10/2023

Neha V Jog

(Dy Director Placement)

OK
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6/10/2023