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INSTITUTE OF ENGINEERING AND TECHNOLOGY

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7.2.1 BEST PRACTISES

BEST PRACTICE – I

College Student to Corporate Professional

a.) The Practise:

Sl No	Description	Details
1	Name of the Event	Training session on soft skills development
2	Date and Time of conduction	10 th April, 2023 11am onwards
3	Venue	M 305
4	Name of the speaker	Dr. Hemanath
5	Participants in Number	30

The session aimed to equip participants with essential soft skills necessary for professional success and personal growth in today's workplace. The primary objectives of the training session led by Dr. Hemanath were:

1. To enhance participants' communication skills, including verbal and non-verbal communication techniques.
2. To develop effective teamwork and collaboration abilities, emphasizing mutual respect and collective problem-solving.
3. To improve emotional intelligence, including self-awareness, empathy, and conflict resolution skills.
4. To foster adaptability and resilience in responding to workplace challenges and changes.
5. To inspire and cultivate leadership qualities, such as decision-making, delegation, and motivation.

The training session covered a range of topics crucial for soft skills development:

1. **Communication Skills:** Techniques for clear and effective communication, active listening exercises, and strategies for improving non-verbal communication cues.
2. **Teamwork and Collaboration:** Importance of teamwork in achieving organizational goals, methods for fostering effective collaboration, and conflict resolution strategies.




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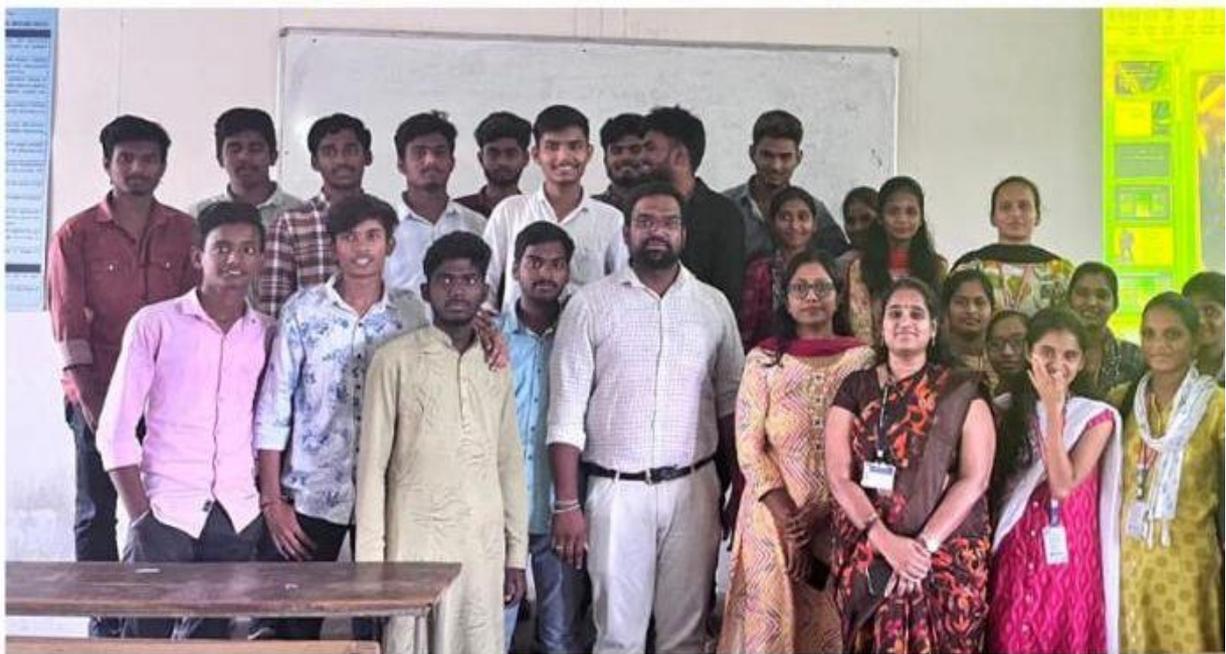
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- 3. Emotional Intelligence:** Understanding emotional triggers, managing emotions in professional contexts, and developing empathy towards colleagues and clients.
- 4. Adaptability and Resilience:** Strategies for embracing change, problem-solving in dynamic environments, and maintaining composure under pressure.
- 5. Leadership Skills:** Characteristics of effective leaders, decision-making frameworks, delegation techniques, and motivating teams towards shared objectives.

Dr. Hemanath employed a dynamic approach combining interactive workshops, role-playing exercises, and insightful discussions. He engaged participants through real-life examples, encouraging active participation and application of learned concepts. He also emphasized practical strategies and personalized feedback to ensure relevance and applicability to participants' roles and organizational contexts.

In conclusion, the training session led by Dr. Hemanath effectively equipped participants with essential soft skills crucial for professional growth and organizational success. By integrating participant feedback and implementing recommendations, future sessions can further enhance participant engagement, skill retention, and overall training impact. Investing in soft skills development remains pivotal for building resilient, adaptable, and collaborative teams capable of thriving in today's competitive business landscape.



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Sl No	Description	Details
1	Name of the Event	Training Entrepreneurship skill, attitude and behaviour development
2	Date and Time of conduction	20 February, 2024, 11 am onwards
3	Venue	NA 106
4	Name of the speaker	Dr. Lakshmi Nath
5	Participants in Number	50

The session aimed to enhance participants' proficiency in specific technical and practical competencies essential for their roles. The primary objectives of the training session led by Dr. Lakshmi Nath were:

1. To deepen participants' understanding and proficiency in key technical skills relevant to their job functions.
2. To provide practical guidance and hands-on experience in applying these technical skills effectively.
3. To enhance problem-solving abilities and critical thinking skills necessary for tackling challenges in their respective fields.
4. To foster a collaborative learning environment where participants can share knowledge and best practices.
5. To inspire continuous learning and skill development to adapt to evolving industry demands.

The training session covered a range of technical and practical topics tailored to participants' needs:

1. **Technical Skills:** In-depth exploration of specific technical tools, software, or methodologies relevant to participants' roles.
2. **Practical Applications:** Hands-on workshops or case studies to apply technical knowledge in real-world scenarios.
3. **Problem-Solving Strategies:** Techniques for analyzing problems, identifying root causes, and implementing effective solutions.
4. **Collaborative Learning:** Opportunities for peer-to-peer learning, knowledge sharing, and collaborative problem-solving exercises.
5. **Continuous Improvement:** Strategies for ongoing skill development, leveraging resources, and staying updated with industry trends.



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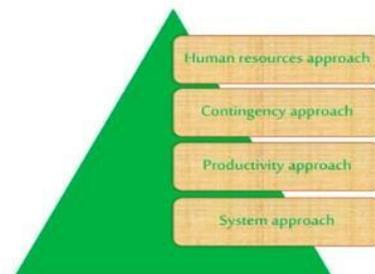
Dr. Lakshmi Nath employed an interactive and practical approach to engage participants effectively:

- **Demonstrations and Workshops:** Conducted live demonstrations or practical workshops to illustrate technical concepts and applications.
- **Case Studies:** Used relevant case studies or simulations to simulate real-world challenges and encourage participants to apply learned skills.
- **Q&A and Discussions:** Facilitated discussions to address participant queries, share insights, and encourage collaborative learning among attendees.

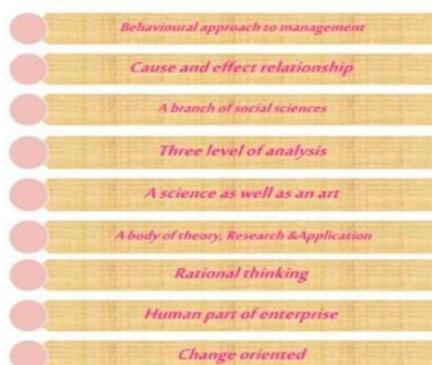
In conclusion, the training session led by Dr. Lakshmi Nath effectively equipped participants with technical and practical skills crucial for enhancing their job performance and professional growth. By integrating participant feedback and implementing recommendations, future sessions can further enhance participant engagement, skill retention, and overall training impact. Investing in technical and practical skills development remains essential for empowering individuals to excel in their roles and contribute effectively to organizational success.



Approaches to the study of entrepreneurial behaviour:



Characteristics of Entrepreneurial behaviour:



Lakshmi Nath

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Sl No	Description	Details
1	Name of the Event	Training session on etiquette and interview skills
2	Date and Time of conduction	10 th September 2022
3	Venue	NA 317
4	Name of the speaker	Ms. Sudha Rani
5	Participants in Number	50

The session aimed to equip participants with essential etiquette norms and interview techniques necessary for professional success and effective job-seeking strategies. The primary objectives of the training session led by Ms. Sudha Rani were:

1. To educate participants on professional etiquette standards in various business settings.
2. To enhance participants' understanding of appropriate behaviour and communication in professional environments.
3. To provide practical guidance and strategies for succeeding in job interviews.
4. To improve participants' confidence in presenting themselves effectively during interviews.
5. To inspire continuous learning and skill development in career advancement.

The training session covered the following key topics related to etiquette and interview skills:

1. Professional Etiquette:

- Understanding workplace etiquette norms.
- Proper greetings, introductions, and body language in business settings.
- Dress codes and grooming standards.
- Communication etiquette, including email, phone, and in-person interactions.

2. Interview Preparation:

- Researching the company and interviewer.
- Crafting effective resumes and cover letters.
- Strategies for answering common interview questions.
- Techniques for highlighting strengths and relevant experiences.
- Handling difficult interview questions and addressing weaknesses.
- Tips for follow-up and thank-you notes after interviews.



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Ms. Sudha Rani employed an interactive and informative approach to engage participants effectively:

- **Presentation and Discussions:** Provided comprehensive information on etiquette and interview skills through presentations, supported by real-life examples and case studies.
- **Role-playing Exercises:** Conducted role-playing exercises to simulate interview scenarios, allowing participants to practice and receive feedback on their performance.
- **Q&A Sessions:** Facilitated open discussions and Q&A sessions to address participant queries, clarify doubts, and share best practices.

In conclusion, the training session led by Ms. Sudha Rani effectively equipped participants with essential etiquette and interview skills crucial for professional growth and career success. By integrating participant feedback and implementing recommendations, future sessions can further enhance participant engagement, skill retention, and overall training impact. Investing in etiquette and interview skills development remains essential for empowering individuals to excel in their careers and achieve their professional goals.



Sudha Rani
Principal
Bharat Institute of Engg. and Tech
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INTERVIEW ROLE PLAY



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b) Evidence of success:

Every academic year, the training for placements committee conducts sessions comprising a combination of theoretical learning, practical exercises, and hands-on projects. Key components of the program included:

- Attitude, Verbal and Nonverbal skills.
- Effective Communication Skills
- Group Discussion and team Building Skills
- Technical Skills
- Practical Skills
- Project Skills
- Etiquette and Interview skills

Outcome: Year wise placements of our students who benefited through training classes

Year	2022-23	2022-21	2021-20	2019-20	2018-19
No. of Students placed	393	347	252	302	337
No. of students trained	476	576	627	658	695



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Traning programmes details Year/Semester wise

First Year	
First Semester	Second Semester
Introduction to Engineering; Self-introduction and self-confidence Team Building; Smart Goal Setting; Time Management.	Corporate Etiquettes; Organizing speech; Decision Making; Presentation Skills; Assertive Communication; Positive Attitude and Stress Management; Building SOP

Second Year	
Third Semester	Fourth Semester
Probability; Interpersonal Skills; Problem Solving and Decision Making; Business Communication Blood Relations; Phrases and Idioms; Jam Sessions; Letters series and Number series: Time, Speed and Distance.	Partnership; Seven Cs of Communication; Average and Percentage; Personal Branding; Resume Writing; People Management e-mail writing; Group Discussion and Conflict resolution.

Third Year	
Fifth Semester	Sixth Semester
Revision on previous semester/year trained topics. SOFT SKILLS: Group Discussion; Interview Skills; Sitting Arrangements; Directions; Profit and Loss; Corporate Ethics; Learning Styles; Subject-Verb agreement; Communication Enhancement ;Percentage; Negotiation Skills. HARD SKILLS: Signal and Systems; Digital Communication, Microcontrollers, etc; Basic and Advanced CandC++,Advanced J2EE;WebProgramming,DataStructuresetc	



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Fourth Year

Seventh Semester

SOFTSKILLS:

Group Discussion; Sentence Completion, Reading comprehension; Personal Interview, Antonym and Synonym; Percentage- profit and loss; Sentence Correction; Logical Reasoning; Direction Sense Test; Para Jumbles; Cubes and Venn Diagram, Averages, Ratio and Proportions, Progressions; Resume Building; Error Deduction, Time Management and Presentation Skills.

HARD SKILLS: C-Programming; Computer Networks, Data Interpretation and Data Structures.

In addition to these,

- Company Specific Training Programs have been organized.
- Online assessment and Online Practice Test are conducted.
- The institution conducts a project exhibition cum competition during which external panels of judges evaluate the projects and select the top three projects in each branch. The project that emerges first and second will be awarded with a prize and a certificate.
- The campus is Wi-Fi enabled.
- Technical training is imparted by experts to students participating in various state and national level competitions.
- To make the students job ready, certification programmes are organized by the departments by summer training/regular training and through Swayam-NPTEL, Intern - shala Trainings and Cognitive classes' platforms.
- A unique mentoring process is followed where in each faculty is allocated 20 students as a Mentor with an objective to constantly follow student progress and accordingly suggest changes in case of any deviation.
- With a view to promote curriculum and extra-curriculum activities the Institute has various clubs operating like Technical Clubs, Cultural Clubs, Literary Clubs ,Art Clubs and Sports& Games Clubs which go in a long way to boost the innovative and creative mind frame of our students.




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