



**NEW HORIZON
COLLEGE OF ENGINEERING**

AUTONOMOUS COLLEGE Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade

KPIT

Induction Training Report

12 – 23 February 2024

Centre for Life Skills and Skill Development

Department of HRD

New Horizon College of Engineering

Bengaluru

Introduction

On behalf of KPIT Technologies Limited, a 10 - day induction program (12 – 23 February, 2024) was organised by New Horizon College of Engineering at the Marathahalli campus, to orient and support the students selected in the campus recruitment drive new as they embark upon a transition from the campus to the corporate to begin their careers at KPIT, Bengaluru. In the course of the induction, a variety of topics were covered that provided valuable insights on the organizational culture at KPIT, values and ethics, corporate etiquette, language and grammar, effective communication and life skills.

About KPIT Technologies Limited

KPIT Technologies is a global partner to the automotive and mobility ecosystem for making software-defined vehicles a reality. It is a leading independent software development and integration partner helping mobility leapfrog towards a clean, smart, and safe future. With 11,000+ automobelievers across the globe specializing in embedded software, AI, and digital solutions, KPIT accelerates its clients' implementation of next-generation technologies for the future mobility roadmap. With engineering centers in Europe, the USA, Japan, China, Thailand, and India, KPIT works with leaders in automotive and mobility and is present where the ecosystem is transforming.

About New Horizon College of Engineering

New Horizon College of Engineering is an Autonomous college affiliated to Visvesvaraya Technological University (VTU), approved by the All India Council for Technical Education (AICTE) & University Grants Commission (UGC). It is accredited by NAAC with 'A' grade & National Board of Accreditation (NBA). New Horizon College of Engineering is located in the heart of the IT capital of India, Bangalore. The college campus is situated in the IT corridor of Bangalore surrounded by MNCs and IT giants such as Intel, Accenture, Capgemini, ARM, Symphony, Wipro, Nokia, to name a few. NHCE has a scenic and serene campus that provides an environment which is conducive for personal and intellectual growth. The infrastructure and the state – of – art facilities act as facilitators for the effective delivery of the curriculum.

Executive Summary

- This report has been prepared to provide the management at KPIT Technologies Limited with insights and updates on the 10 – day induction program for the students who were selected during the campus recruitment to be a part of the KPIT taskforce.
- The induction was held in the NHCE campus from 12 February – 23 February, 2024.
- The training was primarily facilitated by the Department of HRD under the leadership of Prof. Gurucharan Singh (Sr. Executive Director - Corporate Relations, L&D, Consultancy, IIC), Dr. Sowmya Narayanan (Director – Centre for Life Skills and Skill Development), Mr. Anis Mirza (Director – Placements and Corporate Relations) and the trainers from the skilling team.
- The induction encompassed the aforementioned conducting informative and activity – based sessions on the following topics:
 - ✓ Welcome and Introduction
 - ✓ Corporate Etiquette
 - ✓ Language and Grammar
 - ✓ Interpersonal Skills
 - ✓ Goal – setting and time management
 - ✓ Effective Communication
 - ✓ Integrity and Ethics
 - ✓ Feedback

Objectives

- To ensure the inductees are aware of the SOPs and the corporate functioning;
- To align the inductees with the fundamental necessities of the industry;
- To provide a holistic view of the principles and policies of KPIT;
- To enable the participants to be able to deal with the customary challenges that they might face at work to bolster productivity, customer delight and growing potential.

Methodology

The topics for the induction were delegated to the speakers on the basis of their expertise and domain knowledge. Each session was for an hour and a half, coupled with an evaluation at the end of each session.

Program schedule

KPIT Training - Topics		Duration	Timings	Resource Person
Campus to Corporate - Context setting ✓	1.5	9am to 10:30am	DAY 1 (12 th of February, 2024)	Prof. GC / Prof: Manisha
Introduction to Corporate Etiquette ✓	1.5	9am to 10:30am		Prof. GC / Prof: Manisha
Cultural awareness, Rapport Building, Integrity and ethics ✓	1.5	11am to 12:30.		Prof. GC / Prof: Manisha
Parts of Speech - Nouns, Pronouns, Adjectives ✓	1.5	9am to 10:30am	DAY 2 (13 th of February, 2024)	SN
Parts of Speech - Adverbs, Conjunctions, Articles, Interjections ✓	1.5	11am to 12:30.		SN
Parts of Speech - Verbs; Auxillary Verbs, Singular/ Plural Verbs, Tenses - Present Tenses (Simple/ Continuous/ Perfect/ Perfect Continous) ✓	1.5	9am to 10:30am	DAY 3 (14 th of February, 2024)	SN
Tenses - Past Tense (Simple/ Continuous/ Perfect/ Perfect Continous) ✓	1.5	11am to 12:30.		SN
Future Tense (Simple/ Continuous/ Perfect/ Perfect Continous) ✓	1.5			
If conditionals ✓	1.5			
Subject Verb Agreement - I ✓	1.5	9 - 10:30 am	Day 4 (15 th of February, 2024)	SN
Subject Verb Agreement - II ✓	1.5			SN
Practice ✓	1.5	11- 12:30pm		SN
Formal Email Writing - Discussion ✓	1.5	9 - 10:30am	Day 5 (16 th of February, 2024)	Prof. Aniz
Formal Email Writing - Practice ✓	1.5	11- 12:30pm		
Punctuation, Capitalisation, Indianisms, Dictionary ✓	1.5	9 - 10:30	Day 6 (19 th of February, 2024)	PK
Verbal Communication - Characteristics of Verbal Communication, Advantages of Verbal Communication, Types of Verbal Communication ✓	1.5	11am -12:30		SV

Activity	1.5			
Non Verbal Communication - Types – Kinesics, Vocalics, Personal Appearance	1.5	9 - 10:30am	Day 7 (20 th of February, 2024)	PK
Types of non-verbal communication – Proxemics, Haptics, Chronemics, Open/ Closed Body language.	1.5	11-12:30		KG
Activity	1.5			
Active Listening - Need for Active Listening, Verbal cues for Active Listening, Non Verbal Cues for Active Listening	1.5	9 - 10:30am	Day 8 (21 st of February, 2024)	SV
Barriers to Communication	1.5	11 - 12:30pm		JS
SWOT	1.5	9 - 10:30am	Day 9 (22 nd of February, 2024)	SS
Goal Setting (SMART Goals)	1.5	11 - 12:30pm		IM
Time Management	1.5	9 - 10:30am	Day 10 (23 rd of February, 2024)	HRD
Managing Energy - Work Life Balance	1.5	11 - 12:30pm		HRD

Detailed Report

Session name	Campus to Corporate <ul style="list-style-type: none">• Context Setting• Introduction to Corporate Etiquette• Cultural Awareness, Integrity and Ethics
Names of the trainers	<ul style="list-style-type: none">• Mr. Anis Mirza (Director – Corporate Relations and Placements)• Mr. Kumar (HR Manager)
Date and day	12.02.2024 / Day 1

Description:

As it is often cited that morning shows the day, this session was more of context setting to enable the trainees realize the nuances and differences between lives in the classroom against lives in the corporate. It covered the ‘dos’ and the ‘don’ts’ and emphasized on the most important aspects of corporate etiquette, integrity and ethics. A few case studies were discussed to instill an appropriate attitude among the trainees as they embark on a new journey – campus to corporate. These sessions were facilitated by Mr. Anis and Mr. Kumar.

Session name	Language and Grammar <ul style="list-style-type: none">• Nouns and pronouns• Adjectives and adverbs• Conjunctions and interjections• Verbs and tenses• Subject – Verb Agreement
Name of the trainer	<ul style="list-style-type: none">• Dr. Sowmya Narayanan (Director – CLSSD)
Dates and days	13.02.24, 14.02.24. 15.02.24 / Days 2, 3 and 4

Description:

The session introduced grammar as an important scaffold for the clarity of messages. The nouns were taught in details to bring out the nuances in expressions resulting in coherence and clarity. The session dealt with the pronouns’ types signifying positions or specifying objects resulting in a seamless flow of thoughts avoiding redundancy. Similarly, the other topics were described as the cornerstone of effective communication, ensuring clarity, consistency and structural integrity in language use.

Session name	The art of email – writing <ul style="list-style-type: none"> • Formal email writing - Discussion • Formal email writing - Practice
Name of the trainer	• Mr. Anis Mirza (Director – Corporate Relations and Placements)
Date and day	16.02.2024 / Day 5

Description:

Mr. Anis demonstrated how emails are ought to be written professionally, with usage of proper phrases while opening and closing. The all essential components of Cc and Bcc were explained to the trainees along with tone, relativity and redundancy.

Session name	Indianisms and English Fundamentals <ul style="list-style-type: none"> • Punctuations • Capitalisation • Colloquialism
Name of the trainer	• Mr. Pratik Kundu (HR Trainer)
Date and day	19.02.2024 / Day 6

Description:

Ms. Pratik explained the basics of punctuations and capitalization in written texts. The session encompassed the colloquialisms and Indianisms that often impede effective communication at a global level. The trainees were exposed to various case studies from the industry to facilitate their understanding of how English texts must be professionally frames while dealing with stakeholders, clients and employees. The participants were also briefed on grooming essentials.

Session name	Verbal Communication <ul style="list-style-type: none"> • Characteristics • Types • Advantages
Name of the trainer	• Ms. Suneetha V. (Asst. Professor – Life Skills)
Date and day	19.02.2024 / Day 6

Description:

The inductees were briefed about the facades of verbal communication. The trainer discussed the component of emotional intelligence while expressing and listening. Email texts for different situations were discussed using example questions. Students were asked to stop using slangs in their written and oral communication which they have learnt through excessive texting.

Session name	Non - verbal Communication <ul style="list-style-type: none"> • Kinesics • Vocalics
Name of the trainer	• Mr. Pratik Kundu (HR Trainer)
Date and day	20.02.2024 / Day 7

Description:

The participants were introduced to the unique genre of kinesics and vocalics which are culturally and globally significant and holds intriguing reasoning and justification. The trainees realised how using gestures and other elements of non – verbal communication are of equal importance as verbal communication and might be often misleading if used without understanding. The content of the session were presented so professionally that the inductees were overwhelmed.

Session name	Non - verbal Communication <ul style="list-style-type: none"> • Proxemics • Haptics • Chronemics • Open and closed body language
Name of the trainer	• Mr. Kevin George (Life Skills Trainer)
Date and day	20.02.2024 / Day 7

Description:

The participants actively explored the significance of touch in communication by practicing handshake variations. Besides haptics, the study of time in communication, called chronemics was addressed through time – sensitive group tasks to emphasise cultural nuances. Proxemics was demonstrated through interactive scenarios, enhancing awareness of spatial dynamics. Overall, the session successfully combines theory and practical activities to enhance participants' understanding and application.

Session name	Active Listening <ul style="list-style-type: none">• Significance• Verbal cues• Non – verbal cues
Name of the trainer	• Ms. Suneetha V. (Asst. Professor – Life Skills)
Date and day	21.02.2024 / Day 8

Description:

In this session, the participants were encouraged to go through a couple of critical thinking questions for active listening using Albert Mehrabian's communication model. The verbal and non – verbal cues used in the critical thinking questions were used in the TBL model. The trainees understood the importance of listening in detail and refrain from being 'pseudo and selective listeners' at work. The session ended with a discussion on 'listening to contribute Vs listening to blame.'

Session name	Active Listening <ul style="list-style-type: none">• Barriers of communication
Name of the trainer	• Ms. Jimpi Salhotra (Sr. Life Skills Trainer)
Date and day	21.02.2024 / Day 8

Description:

This session was interactive as there were classroom discussions and role plays on the different barriers of communication. The participants learnt the various barriers that impede communication such as language, gender, culture, technology and perspectives.

Session name	Introspection <ul style="list-style-type: none"> • SWOT analysis
Name of the trainer	<ul style="list-style-type: none"> • Mr. Sabarinath (Sr. Life Skills Trainer)
Date and day	22.02.2024 / Day 9

Description:

This session focused on practical applications of SWOT analysis to equip the inductees to readily utilize the concept in the careers at KPIT. The trainees prepared their own SWOT with respect to their KRAs at KPIT. Emphasis was placed on identifying areas of improvement and leveraging opportunities to enhance their skill sets before and after joining the organization.

Session name	Introspection <ul style="list-style-type: none"> • Goal – setting
Name of the trainer	<ul style="list-style-type: none"> • Ms. Indrani Medhi (Life Skills Trainer)
Date and day	22.02.2024 / Day 9

Description:

The trainer helped the trainees realize the importance of setting SMART goals in their personal and professional lives to be able to segregate and look into both simultaneously. Goal – setting can often be ambiguous. However, in this session, the students brainstormed and set timelines for their own goals with guidance from the trainer.

Session name	Life Skills <ul style="list-style-type: none"> • Time Management • Work Life Balance
Name of the trainer	<ul style="list-style-type: none"> • Mr. Anis Mirza (Director – Corporate Relations and Placements) • Mr. Kumar (HR Manager)
Date and day	23.02.2024 / Day 10

Description:

The induction came to a close with Mr. Anis and Mr. Kumar conducting individual sessions on the importance of maintaining good physical and mental health, social relationships, managing time and other resources wisely.

Feedback