



DME/MGT/NOTICE/2022/42

12 August 2022

NOTICE

Corporate Readiness Week 16th to 18th August 2022 Batch 2020-2023

This is to inform all the students about Corporate Readiness Week for Batch 2020-23.

1. The timing for the same shall be 10am to 12pm and the schedule for the same shall be as follows:

- Section A , 16th August, 2022
- Section B , 17th Aug 2022
- Section C, 18th Aug 2022

2. Students will be evaluated on following points:

- Professional Dressing
- Career choice after BBA
- CV Quality
- Response to Qs on Summer Internship pursued
- Quality of Internship

3. Students to prepare the following questions regarding the Internship

- Name of Company, Start and End date, Location of Internship
- Certificate of Internship
- Area of Internship- HR/Marketing/Finance
- Responsibilities assigned during Internship
- Major Learnings during Internship

4. All students must bring Hard copies of their updated CVs after incorporating changes as suggested by faculties referring to the following sheet of CV Vetting:

https://docs.google.com/spreadsheets/d/1SHawFdWghmGOSye2Fk6tEa3i9rXaSeuwwiROXfo_p5E/edit?usp=sharing

5. Students need also need to submit their details in the following Google Sheet regarding their internship.

<https://docs.google.com/spreadsheets/d/1Xztp2RGNQdKiAO0xbjqIZcq75FMHM80qFnJVDwDqenE/edit?usp=sharing>

6. Students should strictly wear formals.

7. Professional Decorum to be maintained throughout the exercise.

8. Covid-19 Protocols to be followed strictly. All must be wearing mask and carry hand sanitizers at all times.

9. Students not participating in the event will not be considered for any future placement drives.

10. Students need to report as per schedule shared in the annexure of this notice.

[Prof. (Dr.) Poorva Ranjan]

Head, DME Management School