



DME/MGT./NOTICE/2022/60

28 October 2022

NOTICE

Corporate Readiness Week (1st-4th November, 2022)

By Placement Cell, DMS

For BBA 2020-23 Batch

This is to inform all the students of Batch 2020-23 who opted for placements, about the upcoming Corporate Readiness Week scheduled from 1st-4th November, 2022.

The event would span across 4 days starting from 1st November, 2022 and will be conducted on 4th Floor DME classrooms as stated below:

1. The timings for the training shall be from 10:30 am to 3:30pm for all 4 days.
2. Reporting shall be done in as per schedule as attached in the excel sheet.
3. Only registered students under Placement cell shall have to mandatorily attend the training on all 4 days. List of registered students is as per schedule as attached in the excel sheet.
4. Attendance will be taken every day.
5. **Day 1 and Day 2 shall be personalized Corporate Grooming Feedback cum one-on-one interaction by Expert Trainer Ms. Nisha Singh. Students shall bring their updated CV as per the template shared by Placement Cell.** They shall come duly prepared with self-introduction and come best Corporate dressed. Session shall take place in on 5th Floor.
6. **For Day 3 first half shall be Professional Photoshoot session (for Placement Brochure) in corporate formals as per the tips received on Day 1 and 2, and the second half shall be Group discussion under the supervision of DME faculties. Each Group shall have 5 students** who will discuss on any given topic on the spot.
7. **For Day 4 we shall have a Mock Interview Round by external Domain experts from Industry as per the schedule attached in the same excel sheet named Mock Interview. Interviews on day 4 shall be conducted Domain wise (HR, Finance, Marketing) by respective Domain experts.**
8. Students should **strictly wear formals on all 4 days.** Professional Decorum to be maintained throughout the training.
9. Strict Covid -19 Protocols to be followed. Students to carry their own food and water.
10. **Students not participating in the event will not be considered for any future placement drives.**

Poorva Ranjan