



DME/MGT./NOTICE/2022/66

25 NOVEMBER 2022

**NOTICE**  
**Career Counselling Workshop**  
**By Placement Cell, DMS**  
**For BBA 2021-24 Batch**

This is to inform all the students of Batch 2021-24 about the upcoming Corporate Readiness Week scheduled from 28<sup>th</sup> Nov, 2022 to 29<sup>th</sup> Nov, 2022.

The event will be conducted on 4<sup>th</sup> Floor DME classrooms as stated below:

1. The timings for the session shall be from 10:00 am to 3pm.
2. Reporting shall be done in as per schedule as attached in the excel sheet.
  - a. Section A and B1- 28<sup>th</sup> Nov, 2022
  - b. Section B2 and C- 29<sup>th</sup> Nov, 2022
3. Signature Attendance will be taken.
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/16NoY6dwRcykm1PdhTbod-5gvpPkfcHrlcgpY\\_eleuUA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/16NoY6dwRcykm1PdhTbod-5gvpPkfcHrlcgpY_eleuUA/edit?usp=sharing)

5. Students should strictly wear formals.
6. Students to prepare the following:
  - a. Self-Introduction
  - b. Details of Academic Background
  - c. Areas of Interest- HR/Marketing/Finance
  - d. Reason for choosing a specific domain
  - e. Certificate/Value Added Courses attended
  - f. Extra-Curricular Achievements
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.