

Dear Students,  
Greetings from the Center for Learning and Development!

The college is launching a mandatory Company-Specific Internship & Placement Preparation Program starting from today i.e. Thursday, 23rd February 2023 onwards. All those who have been placed as interns/employees in different organizations and firms are required to attend this mandatory training workshop conducted by CLD.

### **Program Schedule**

<b>CLD Internship and Training Program Summary</b>						
Serial No	Batch Details	Weekday/Weekend	Total Students	Date	Timings	Venue
1	Batch-1	Weekday	88	23rd and 24th	3:00 pm to 5:00 pm	Lecture Hall 3, Campus-2
2	Batch-2	Weekday	86	23rd and 24th	3:00 pm to 5:00 pm	Lecture Hall 4, Campus-2

**Student wise list of all the batches is duly attached with this mail.**

Note:-

1. This is a mandatory training for all the students.
2. Kindly see your batch details from the attached sheet and report to your respective class on time.
3. Non-Attending this session may affect your status in the forthcoming internship and placement

### **Program Outline**

The program will include content flow around the following themes:

1. Resume and cover letter writing
2. Powerful introductions
3. Do's and Don'ts of Group Discussions and Interviews
4. KYC i.e. Know Your Company
5. Mock Interviews
6. Real Time Challenges faced by the Organisations and Institute
7. Do's and Don'ts of the workplace etiquettes

Many Regards,  
CLD Team