

GARGI COLLEGE
Placement Cell



**GARGI COLLEGE
PLACEMENT CELL**

Basic Etiquettes Rulebook

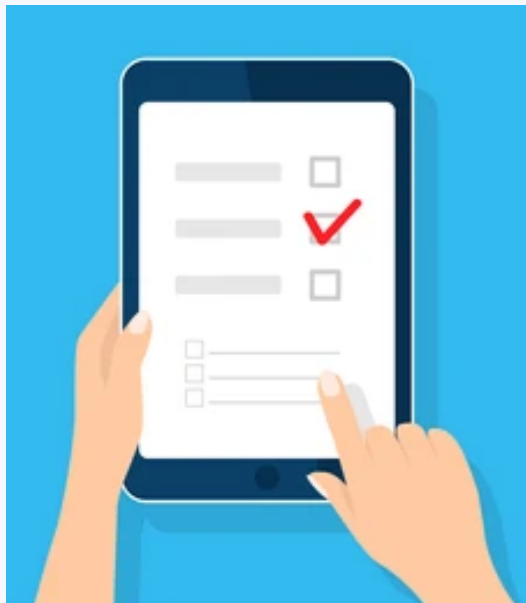
**Your ultimate guide to shine in
the corporate world**

FOR STUDENTS OF GARGI COLLEGE

“Expect change. Analyze the landscape. Take the opportunities. Stop being the chess piece; become the player. It’s your move.”



Guidelines



Students are expected to be careful while filling the form for any opportunity. They are also requested to register on all the links provided in the message. Incorrect details may lead to consequences in the future.

Students are required to be available on the day of the selection procedure for the recruitment opportunity which they have applied for. For each Recruitment drive, students must ensure that they are dressed in strict business formals for the interview rounds. Remember that “Dressing well is a form of good manners”.



Students should always answer the calls with utmost professionalism even when they are not aware of receiving a call from the company. Do remember that "First impression is the last impression".

Students must bring their identity cards with them whenever they go through a placement process whether on-campus or off-campus.

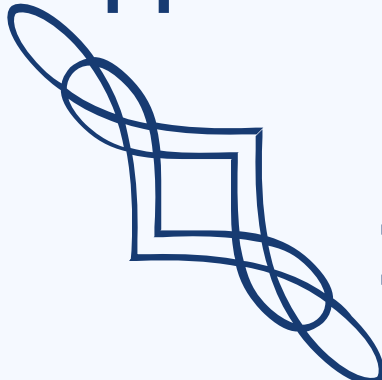
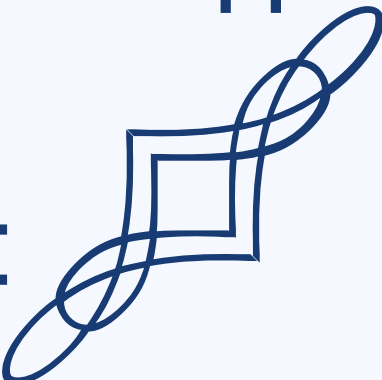


Students should check their inbox regularly for mail updates from the company or Placement Cell whenever they apply for an opportunity.



Basic Etiquettes

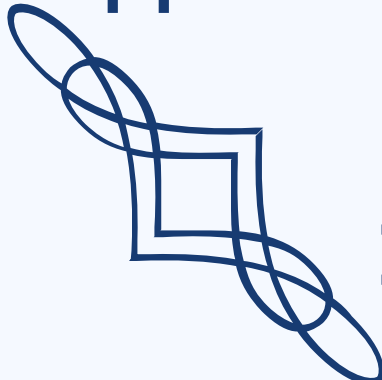
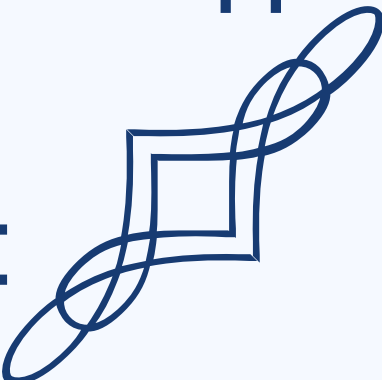


- It is the responsibility of the student to go through all the messages of Placement Cell carefully on their WhatsApp Groups along with other social media platforms.
 - Students should only apply for the opportunities that they are keenly interested in. Backing out from the opportunity in the future is very unprofessional and will not be appreciated by Placement Cell and the company.
 - Students should maintain discipline and behave ethically in every action they perform during the entire process.
 - Students should be transparent with Placement Cell regarding everything related to the opportunities that they have applied for so that Placement Cell can help them to remain out of trouble in the future.
 - Students should reach out to Placement Cell first regarding any opportunity instead of directly reaching out to the company.
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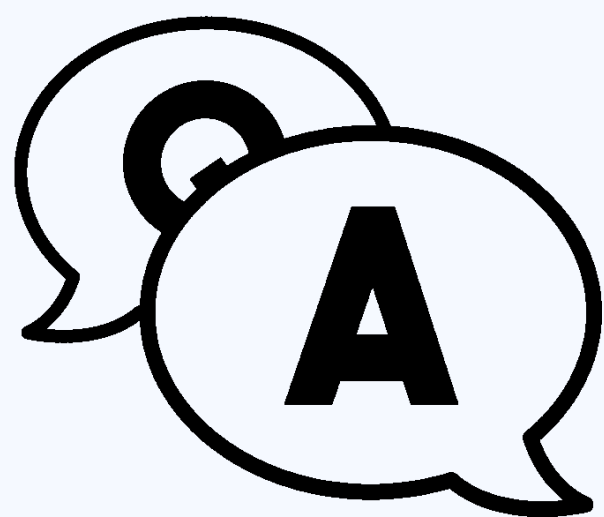
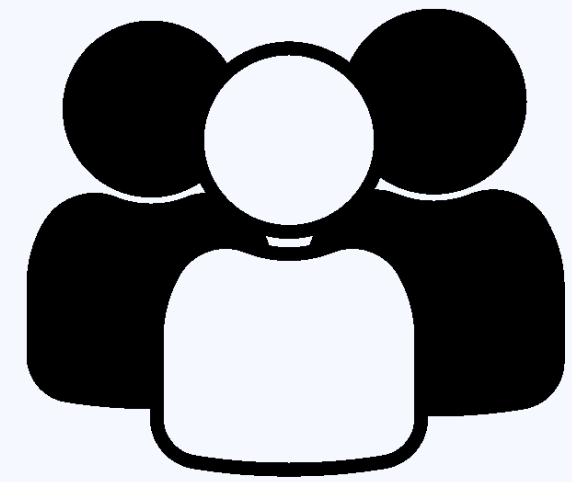
Guidelines related to Recruitments and Internships



- Students are expected to follow the sample resume format which has been circulated by Placement Cell for preparing the resume. The details have to be genuine and true in the resume.
 - Students should not leave the WhatsApp groups that have been made for the opportunity. Backing out from any one of the selection procedures will lead to blacklisting (for Recruitments). Hence, it is advisable to be aware of all the policies of Placement Cell beforehand.
 - Students are advised to make themselves available on the day of the selection procedure since rescheduling of the rounds will not be possible.
 - Student must always communicate with the company and Placement Cell regarding the acceptance or rejection of the opportunity. In case a student decides not to join where she got selected, she should inform the company in writing, stating the reasons clearly, at the earliest and also keep Placement Cell in the loop.
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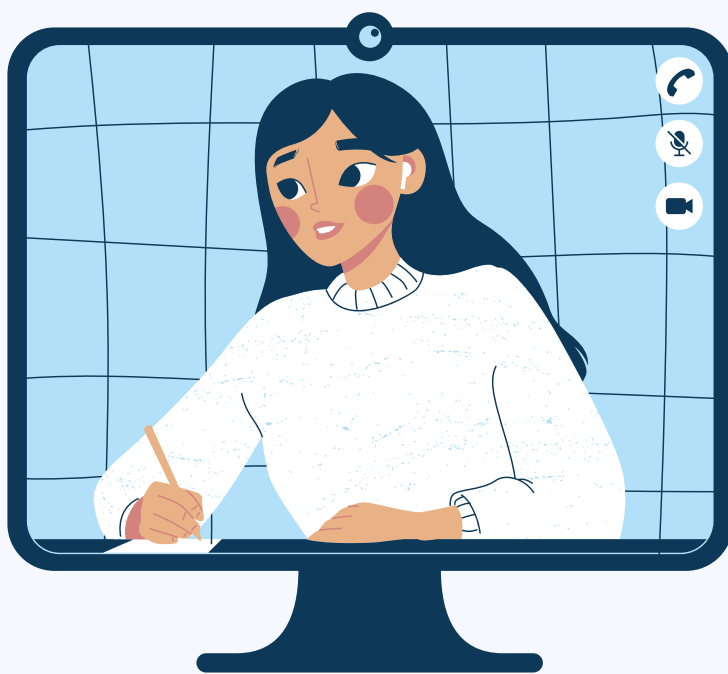
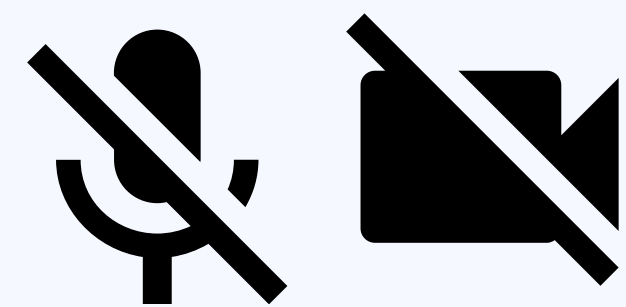
Guidelines while attending a webinar

Students are requested to join the WhatsApp group, if any, from the link that appear after submitting the Google form.



Queries related to the platform, meeting, time, mode, speaker and other technicalities should be asked on the group that has been created for the webinar and not in the meeting.

Students are requested to keep the audio and video off at all times in a webinar, until asked by the speaker.



Students should be patient during webinars or workshops, listen carefully to what the speaker is saying and then ask their doubts in the timeframe provided by the speaker for the same.

CONTACT US AT:



gargi.placementcell@gmail.com



[Gargi College Placement Cell](#)



[Placement Cell, Gargi College](#)



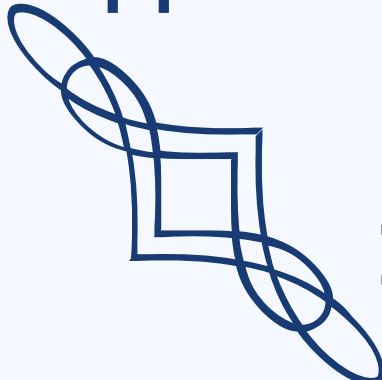
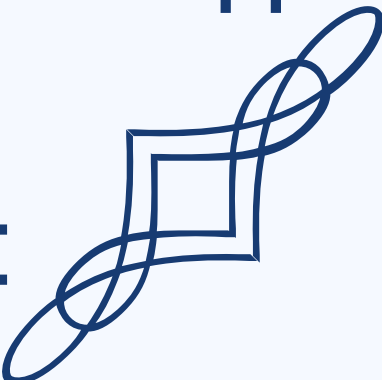
[Placement Cell Gargi College](#)

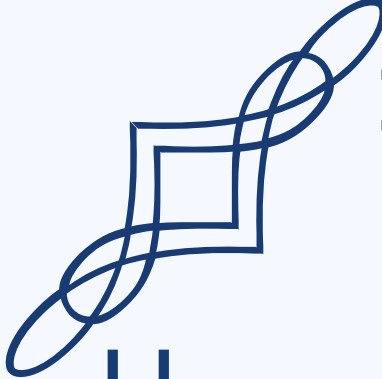
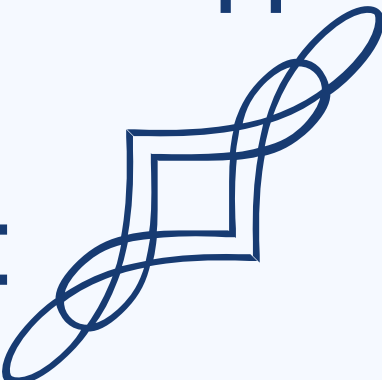
You can always reach out to Placement Cell. We work hard so that you can avail the most out of the opportunities available.

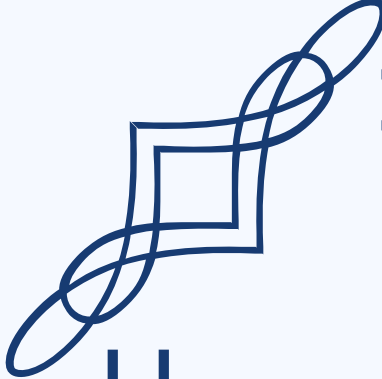
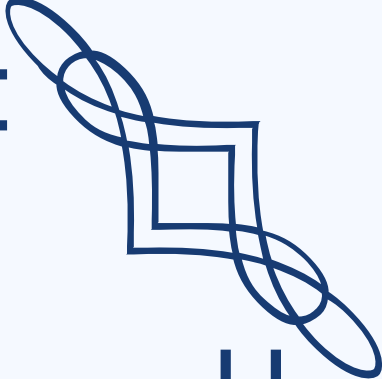
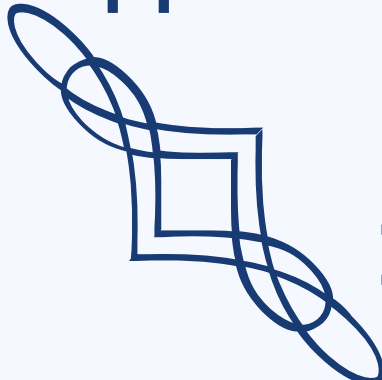
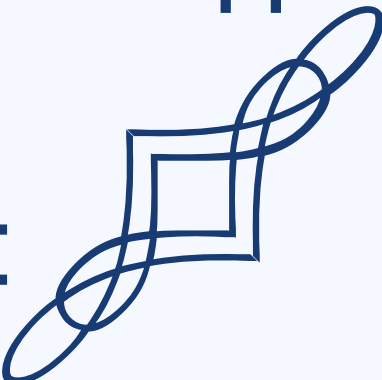


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