



UTTHAAN

THE INTERNSHIP AND PLACEMENT CELL

ANNUAL REPORT OF THE YEAR 2021-22

ADITI MAHAVIDYALAYA

UNIVERSITY OF DELHI

Prof. Mamta Sharma

(Principal)

Prof. Priya Kanwar

(Convenor)

Dr. Ritu Sharma

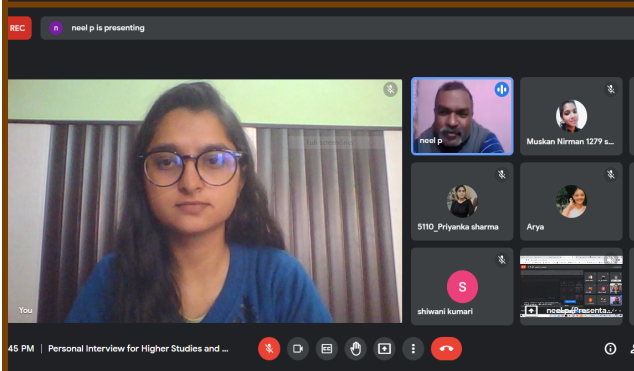
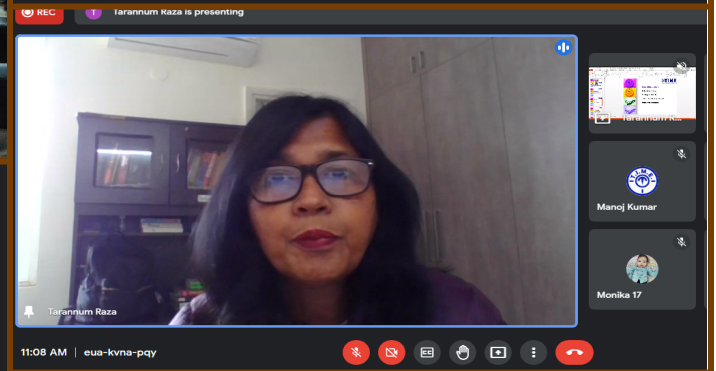
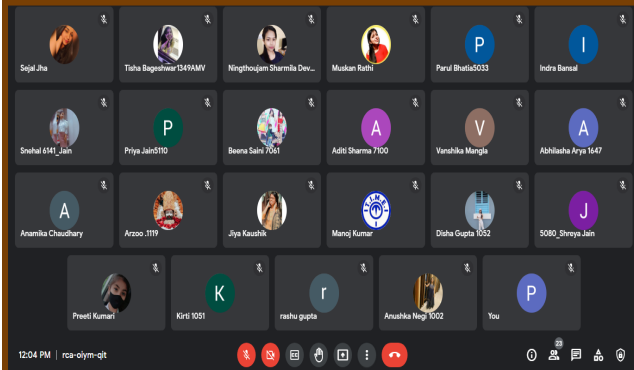
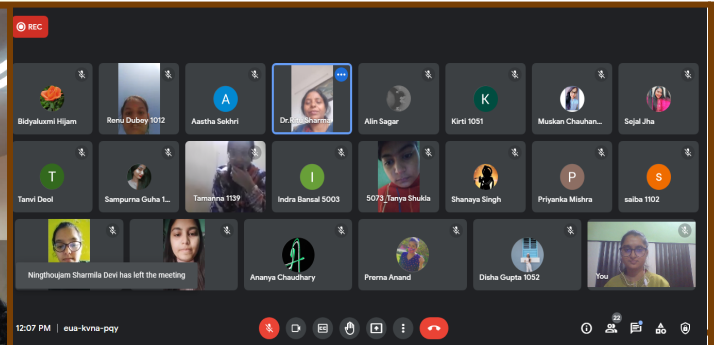
(Co-Convenor)

Ms. Tannu Dabas

(Co-ordinator)



ONE DAY TRAINING SESSIONS IN COLLABORATION WITH T.I.M.E EDUCATION



On 29th September, 2021, a one-day Training session was organized on “Making a Professional CV”. The session was then led by Mr. Sunil Dua. Students learnt key points before making their CV and different methods to make their CV interesting and a bit professional.

On 19th October 2021, the placement cell organized a training session on “How to do well in Group Discussion ”. The session was then led by Mr. Amit Poddar. He discussed what type of content and examples that can be quoted through presentation and encouraged students to participate in mock Group Discussions as well. Students learnt that Group Discussion is important for not only the corporate field but also for further education.

The Placement Cell organized a webinar on “Personal Interview For Higher Studies and Recruitment” on 31st December, 2021. This was led by Mr. Neel Panicker who gave numerous tips to students like how to enter an interview room, correct posture to sit, language, dress code, etc. which helps in acing interviews.

A webinar on “Time Management- New Situation New Challenges” was organized on 19th January 2022, led by Ms Tarannum Raza who then highlighted the new situations and challenges in the pandemic time and how to manage time to be more efficient through her presentation.

A session on “Public Speaking” was organized on 18th February, 2022, led by Mr. Sunil Dua who discussed the various elements : Need & Components of effective public speaking, minimizing notes, overcoming nervousness, vocal qualities, presentation essentials, things to avoid during public speaking, causes of ineffective presentation. Students learnt key points on how to present themselves in front of the public.

On 31st March 2022, session on “How to clear an aptitude test” in association with T.I.M.E was organized, led by Dr. Sunil Dua who then shared some of the basic management ideas with students on how to attempt different categories of questions in the test.



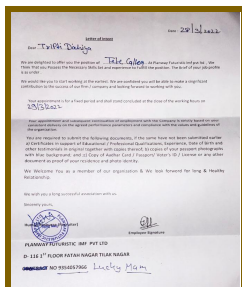
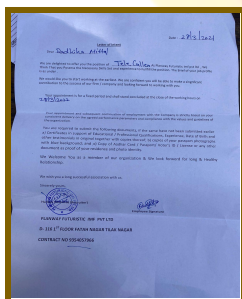
JOB FAIR 2022

The placement cell of Aditi Mahavidyalaya “UTTHAAN” in collaboration with NIIT Foundation organized “JOB FAIR 2022” on March 28, 2022. The motive of this fair is to provide jobs and internships to maximum students.

The companies which were invited to the fair included DWARZ PVT. LTD., Innovsource, Plan way Futuristic Inf Pvt. Ltd., Aisect limited, SS Triomphe (money solution), Planet PCI. The job positions available to the candidates were B.P.O., Retail, Sales, and Backend.

The package offered by different companies was 1.2LPA (INR) to 3LPA (INR). The fair brings 750 job offers.

There were a total of 76 registrations out of which 14 were walk-in-registration and 62 were registered participants. Out of which 50+ candidates were selected and 15 candidates got their letter of intent.



INTERNSHIPS AND PLACEMENT

The placement cell has had another fruitful year of placement and internships as several regular as well as new companies reached the college for the recruitment drive.

We have had 56+ companies coming to aditi mahavidyalaya for placement which included Upraised, BS Group, IndiaMart, TCR Innovations, Asian Online, Aashman Foundation, IGLU GLOBAL, ILP-Overseas and Decathlon Sports India, etc.

As of now 80+ students have been selected for the internships with various companies. And 80+ students have been selected for placements with various companies.

VISHWAKARMA UNIVERSITY
for Self-Employment, India

672 SANJAY ENCLAVE,
GTK DEPT, DELHI-110033
955848473
WWW.VISHWAKARMAUNIVERSITY.COM

Dear Jasmeet,

Viswakarma University for Self-Employment is glad to inform you have been offered a placement.

The terms of engagement are as follows:

Job Position: Junior Marketing Executive

Monthly Remuneration: ₹ 8,000 (Basic salary) + Commission (2,000 per case)

Period of Engagement: Minimum 6 months

This is a Monday to Saturday position requiring you to report at the university's corporate address 672 Sanjay Enclave, opposite GTK Dept, Delhi 110033.

Your employment with Viswakarma University for Self-Employment will be "at-will" after six months meaning the company may terminate your employment at any time and for any reason, with or without cause by notifying you in 4 weeks advance.

Any contrary representations that may have been made to you are superseded in this letter of agreement.

This is the complete agreement between you and the company on this term. Although your job duties, title and benefits, as well as the company's personnel policies may change from time to time, the "at-will" nature of your employment may only be changed in an express written agreement.

As an employee of the Company, you will be receiving expert training in your field of work.

You are required to observe and uphold all of the university's Privacy Policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee's personal information will be as per privacy legislation.

While you are employed at this company, you will not engage in any other employment, consulting or business activity (whether full-time or part-time) that

DEC

Ref no. DR/02/2021/0921 Date: 21/09/2021

To: Ms. Kanishka
Address: Mahan bhawan 124/9
Anand path near post box - 110075
Contact: 9964992021
Email: hr.kanishkasharma@decgroup.com

OFFER LETTER

Dear Ms. Kanishka,

We are pleased to offer you an employment with Diamond Building Care ("DBC") with the following terms and conditions.

The CTC and other benefits are mentioned below:

Designation	Digital Marketing Executive
Place of Posting	Current posting - Malviya Nagar Area of cooperation: Delhi Place of posting can be changed as per the future requirements of the Company.
Company	Diamond Building Care ("DBC")
Probation	Probation period of Three months to be served.
Annual CTC	INR 156000/- per annum (One Lakh Fifty six thousand Only).
Monthly Remuneration	INR 2500/- Per Month
Date of Joining	16.09.2021 (Thursday)
Reporting Details	This letter has the validity period of 30 Days. You will report to Mr. David Sharma (GD & SMM) and you are requested to bring this offer letter at the time of joining.

M. M. Rao - R. Sharma, 124/9/95
hr@diamondgroup.in
110075 | Toll Free: 1800-890-1478
www.dbcgroup.in

CELEBI

Name - Mahak Bhutani Dated: 22nd November, 2021

OFFER LETTER

Dear Mahak Bhutani,

With reference to your application for employment and our subsequent discussions with you, we are pleased to offer you the position of "Passenger Services Executive" in **Celebi Airport Services India Pvt. Ltd.** Room No. CE-01, First Floor, Import Building II, International Cargo Terminal, IGI Airport, New Delhi - 110037 on the following terms and conditions:

- You are requested to revert with your acceptance communicated in writing to the undersigned at the earliest, but not later than **24th November, 2021** failing which, this offer will automatically lapse.
- You will be presently based at Delhi and at all times your employment will be governed by the policies and regulations of the **Celebi Airport Services India Pvt. Ltd.** as communicated from time to time.
- As agreed, you will be paid a consolidated package of **RS 2,53,375/- ("Rupees Two Lakhs Fifty Three Thousand Three Hundred and Seventy Five only")**. All applicable taxes shall be deducted as per prevalent Income Tax laws.
- Your detailed appointment letter and additional information about the procedures, policies, benefit programs and other terms of **Celebi Airport Services India Pvt. Ltd.** will be provided to you at the time of your joining.
- This Offer Letter is subject to verification of your credentials, background check up, Police verification as per requirement of security Authorities of Airport, completion of all necessary documentation and your being found fit on the basis of your pre-employment medical check-up.
- Please sign a duplicate copy of this Offer Letter and return to us as your acceptance for the same.
- This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this Offer Letter.
- It is agreed and understood by the Employee that present job offer in Celebi Airport Services India Pvt. Ltd. (Formerly Celebi Ground Delhi Pvt. Ltd.) is subject to issuance of Airport Entry Pass (AEP) in favor of Employee. Employee understand that it's his/her sole responsibility to get the Airport Entry Pass based on his/her personal background verification. Company has no role to play with respect to issuance of Airport Entry Pass except submission of my application with Bureau of Civil Aviation Security ("BCAS").

New Delhi
www.celebiaviation.com
Room No. CE-01, Import Building 2, International Cargo Terminal, IGI Airport, New Delhi - 110037
Tel: +91 11 2560 1193 Fax: +91 11 2560 1320 CMC: 18320503.2008PTC198128

ISAGO, AVANCE

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CONNECTING DOTs

INDIA न्यूज़ **newsX**
NEWS. NOT. NOISE

Frm IN: INT-616

NAME: **BIPASHA**

DESIG.: **INTERN**

DEPARTMENT: **DUT PUT**

Valid Upto 2021-10-16 Authorized Signatory

TEMPORARY PRESS

Date: 28/12/2022

Letter of Intent

Dear **Tripti Dalija**

We are delighted to offer you the position of **ITC Galley** at Planway Futuristic Inf Pvt. Ltd. We think that you possess the Necessary Skills Set and experience to fulfill the position. The brief of your job profile is as under:

We would like you to start working at the earliest. We are confident you will be able to make a significant contribution to the success of our firm / company and looking forward to working with you.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **29/12/2022**.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

You are required to submit the following documents, if same have not been submitted earlier

- Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; 01 copies of your passport photographs with blue background; and 01 Copy of Aadhar Card / Passport/ Voter's ID / License or any other document as proof of your residence and photo identity.

We Welcome You as a member of our organization & We look forward for long & Healthy Relationship.

We wish you a long successful association with us.

Sincerely yours,

Hurshida (Director)

Employee Signature

PLANWAY FUTURISTIC INF PVT LTD
D-116 1st FLOOR FATMA NAGAR TILAK NAGAR
CONTACT NO 9354057966 **Lucky Man**

