

THE PLACEMENT CELL HANSRAJ COLLEGE

CV VETTING MANUAL 2019-2020



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INTRODUCTION

The Placement Season 2018-19 was a great success with companies like D.E. Shaw, Deloitte, KPMG, PwC, Ernst & Young, Boston Consulting Group, United Airlines, Egon Zehnder, Embibe, Codenation, Axxela Advisory Services recruiting students from the college. We are delighted to announce that over 180 students were placed, leading to a splendid growth of 30% in the number of students selected. The average package rose to 5.5 LPA from 5 LPA in the previous session. We witnessed an increase of 45% increase in the first time recruiters on the campus. The Placement Cell is committed towards securing the best possible opportunities for its students by providing them a thriving platform and the best exposure.

In an effort to fortify a fair and authentic placement drive, The Placement Cell is introducing the process of CV Vetting in 2019-20. It is the process of scrutinizing the CV of a student to lend factual authenticity to it. It aims at verifying the legitimacy of the CVs of the students and thus presenting only the vetted CVs to the recruiters. The essential purpose of the verification is to make sure that every achievement that the student has claimed to achieve is substantiated and corroborated by a sufficient evidence. The team has carefully devised an effective mechanism for the structure and timeline of CV Vetting for the upcoming session.

We realize that understanding the process could be difficult. Hence, in order to help the students in walking through the process, we bring to you the “CV Vetting Manual 2019-20” which shall guide you at every stage throughout the process. The Manual entails a detailed description regarding the acceptable documents of proof which needs to be presented in order to be able to verify the achievements mentioned in the CVs and hence stamp it.

We look forward to a fruitful CV Vetting exercise and solicit your cooperation for the same.

GUIDELINES FOR DOCUMENTS/PROOFS

The following section entails the documents/proofs that shall serve to be sufficient for the purpose of CV Vetting, as mentioned individually for each concerned heading. Due attention has been paid to detail and multitude of cases while preparing the below manual and we hope it shall accommodate all the situations, as may be represented in the CVs.

1. Class X Result

- a. If a student wishes to include this result, the Name of the Board and the Year of Passing should be compulsorily mentioned along with the percentage/CGPA.
- b. Following document(s) shall be accepted as a necessary proof:
 - i. Scanned copy of the Class 10th Mark Sheet.
- c. Following procedure is required to be adopted for calculating the percentage/CGPA for Class 10th marks:
 - i. CBSE - CGPA as mentioned in the Mark Sheet.
 - ii. ICSE - Average of best 5 subjects in which English is compulsorily included.
 - iii. State Board - Average of all subjects or any other method as prescribed by the respective board.
 - iv. Any other board - Method prescribed by the respective board shall be taken into consideration.
- d. In case of any discrepancy, the decision of the Placement Cell, in consultation with the Administration Office of HRC shall be final and binding.

2. Class XII Result

- a. If a student wishes to include this result, the Name of the Board and the Year of Passing should be compulsorily mentioned along with the percentage.
- b. Following document(s) shall be accepted as a necessary proof:
 - i. Scanned copy of the Class 12th Mark Sheet
- c. Following procedure is required to be adopted for calculating the percentage for Class 12th marks:
 - i. CBSE - Average of 5 subjects.
 - ii. ISC - Average of best 4 subjects in which English is compulsorily included.
 - iii. State Board - Average of all subjects or any other method as prescribed by the respective board.
 - iv. Any other board - Method prescribed by the respective board shall be taken into consideration.
- d. In case of any discrepancy, the decision of the Placement Cell, in consultation with the Administration Office of HRC shall be final and binding.

3. University Examination

- a. Following document(s) shall be accepted as a necessary proof:
 - i. Scanned copy of the Mark Sheet [up to Semester-III/IV (contingent on the date of release of results)], as issued by Delhi University.

- b. Following procedure is required to be adopted for calculating the CGPA for University examination scores:
- i. The CGPA to be put on the CV should not be a simple average of the 3/4 semesters, rather a weighted average of the scores. For example: The cumulative result for 3 semesters is the following:

Total Credit	Total Credit Point	SGPA
22	176	8
22	190	8.62
28	268	9.57

CGPA should be calculated by adding the total credits points divided by total credits, i.e. (176+190+268) divided by (22+22+28) i.e. 8.805 For further clarifications, please refer to FAQs.

- c. In case of any discrepancy, the decision of the Placement Cell, in consultation with the Administration Office of HRC shall be final and binding.

4. Professional Course / Examination

- a. **Qualified:** If a student has qualified any particular exam/round/level pertaining to any professional course, any of the following document(s) shall be accepted as necessary proof for the same:
 - i. Scanned copy of the certificate stating the qualification.
 - ii. An e-mail from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the institution, acknowledging such a qualification, supported by the marks/percentage/rank, if presented in the CV.
 - iii. A mention of the achievement of such a qualification on the website of the umbrella organisation/institution.
 - iv. An official letter from the organisation, acknowledging the same. The official letter should have the concerned authority's signature and the official stamp.
 - v. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an email/letter from the concerned authority in the organisation verifying the information shall suffice. Kindly note that the e-mail should be from the official/business e-mail ID (nongmail/yahoo/any public domain) of the organisation and the official letter should include concerned authority's signature and the official stamp. For further clarifications, please refer to FAQs.
 - vi. Any other proof which the Placement Cell deems to be fit for the purpose.
- b. **Pursuing:** If a student is still pursuing the professional course/examination wherein the student has not qualified any particular exam/round/level or is awaiting the results, the student can mention it as pursuing such a course/examination. Any of the following document(s) shall be accepted as necessary proof for the same:
 - i. Scanned copy of the enrolment letter/fee receipt stating the pursuance of such a course.
 - ii. An e-mail from the official institution, from the official/business e-mail ID (nongmail/yahoo/any public domain), acknowledging the pursuance of such a qualification along with the relevant details.

- iii. An official letter from the organisation, acknowledging the same. The official letter should have the concerned authority's signature and the official stamp.
 - iv. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an email/letter from the concerned authority in the organisation verifying the information shall suffice.
Kindly note that the e-mail should be from the official/business e-mail ID (nongmail/yahoo/any public domain) of the organisation and the official letter should include concerned authority's signature and the official stamp. For further clarifications, please refer to FAQs.
 - v. Any other proof which the Placement Cell deems to be fit for the purpose.
- c. The student shall have to **compulsorily** mention the name of the institution if any professional course/examination mentioned in his/her CV.

5. Academic Achievements

Any of the following document(s) shall be accepted as a necessary proof:

- a. Scanned copy of the certificate issued for the concerned academic achievement.
- b. If no certificate was originally issued or is irretrievable, the alternative proof(s) are as follows:
 - i. An e-mail that incontrovertibly states the academic achievement. This e-mail should be sent from an official/business e-mail ID (non-gmail/yahoo/any public domain)
 - ii. The name of the student in the list of awardees for the specific achievement on the official web page of the organisation (which extended the award).
 - iii. An official letter from the institution, acknowledging the same. The official letter should have the concerned authority's signature and the official stamp.
 - iv. Any other proof which the Placement Cell deems to be fit for the purpose.
- c. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an e-mail/letter from the concerned authority in the school/college/organisation verifying the information shall suffice.
Kindly note that the e-mail should be from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the school/college/organisation and the official letter should include concerned authority's signature and the official stamp. For further clarifications, please refer to FAQs.

6. Positions of Responsibility

- a. For any position of responsibility achieved in College, any of the following document(s) shall be accepted as a necessary proof:
 - i. Scanned copy of the certificate stating such a position of responsibility.
 - ii. An e-mail from the official/business e-mail ID of the faculty-in-charge proving the same.
 - iii. An official letter, acknowledging the same. The official letter should have the faculty-in-charge's signature.
 - iv. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an email/letter from the faculty-in-charge of the organisation verifying the information shall suffice. Kindly note that the e-mail should be from the official/business e-mail ID of the organisation and the official

letter should include faculty-in-charge's signature. For further clarifications, please refer to FAQs.

- v. Any other proof which the Placement Cell deems to be fit for the purpose.
- b. For a position of responsibility achieved in school, any of the following document(s) shall be accepted as a necessary proof:
- i. Scanned copy of the proof, in the form of certificate(s) only. An e-mail from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the school in which such a position was held.
 - ii. An official letter from the school, acknowledging the same. The official letter should have the Principal's signature and the official stamp.
 - iii. A photograph in the yearbook/ softboard or a photograph of the badge showing that the student assumed that position of responsibility in the school.
 - iv. Any other proof which the Placement Cell deems to be fit for the purpose.
 - v. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an email/letter from the highest authority in the school verifying the information shall suffice.

Kindly note that the email should be from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the school and the official letter should include highest authority's signature and the official stamp. For further clarifications, please refer to FAQs.

- c. For a position of responsibility achieved in an organisation, not directly related to school or college, any of the following document(s) shall be accepted as a necessary proof:
- i. Scanned copy of the proof, in the form of certificate(s) only.
 - ii. An e-mail from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the organization.
 - iii. An official letter from the organisation, acknowledging the same. The official letter should have the concerned authority's signature and the official stamp.
 - iv. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative facts/data needs to be verified with sufficient proof. As these fact/data points are generally not mentioned in the certificate, hence, an e-mail/letter from the concerned authority in the organisation verifying the information shall suffice.
- Kindly note that the email should be from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the organisation and the official letter should include concerned authority's signature and the official stamp. For further clarifications, please refer to FAQs.
- v. Any other proof which the Placement Cell deems to be fit for the purpose.

7. Internships / Work Experience

- a. If the Internship is completed before the CV vetting takes place, any of the following document(s) shall be accepted as a necessary proof:

- i. Scanned copy of the 'Certificate of Internship' from the company specifying the name of the student, the duration of the internship and its profile.
 - ii. Letter of Recommendation from the mentor mentioning the name of the student, the duration of the internship and its profile.
 - iii. An e-mail from the organisation/company, sent from the official/business e-mail ID (non-gmail/yahoo/any public domain) stating that the concerned student has completed the internship. The above e-mail should specify the profile and the duration of the internship.
 - iv. Any other proof which the Placement Cell deems to be fit for the purpose.
- b. In case the internship is ongoing beyond the scheduled dates of successive CV vetting cycles, any of the following document(s) shall be accepted as a necessary proof:
- i. An e-mail from the official/business e-mail ID (non-gmail/yahoo/any public domain) mentioning the name of the student, the duration of the internship, its profile and a statement from the mentor that the internship is still ongoing and will end on the respective date.
 - ii. An official letter from the organisation, acknowledging the same. The official letter should have the concerned authority's signature and the official stamp.
 - iii. Any other proof which the Placement Cell deems to be fit for the purpose.
 - iv. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an e-mail/letter from the concerned authority in the organisation verifying the information shall suffice.
Kindly note that the email should be from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the organisation and the official letter should include concerned authority's signature and the official stamp. For further clarifications, please refer to FAQs.
- c. E-certificates shall be accepted, provided they have been e-mailed to the student from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the organisation and has all the relevant details.

8. Research Programmes/Projects:

This head includes the various research papers/projects undertaken by students. Any of the following document(s) shall be accepted as a necessary proof:

- a. Scanned copy of the certificate specifying the name of the student, work done under the programme/project, the name of the organisation (if any) and authentication by the head-in-charge of the same.
- b. An e-mail sent from an official/business e-mail ID (non-gmail/yahoo/any public domain) by the head of the research programme/project/organisation specifying the name of the student and certifying the completion of the claimed project.
- c. An official letter from the organisation, acknowledging the same. The official letter should have the concerned authority's signature and the official stamp.
- d. Scanned copy of the research paper/project specifying the name of the student, the name of the organisation (if any) and duly signed by the head in charge of the same.

e. Photocopy of the journal/other forum in which the research paper by the student has been published or a letter from the publishing company on the letterhead stating the name of the student along with relevant details

f. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an e-mail/letter from the concerned authority in the school/college/organisation verifying the information shall suffice.

Kindly note that the email should be from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the school/college/organisation and the official letter should include concerned authority's signature and the official stamp. For further clarifications, please refer to FAQs.

g. Any other proof which the Placement Cell deems to be fit for the purpose.

9. International Programme:

Any of the following document(s) shall be accepted as a necessary proof:

- a. Scanned copy of the certificate of participation, as issued by the school or the college.
- b. An e-mail from the official/business e-mail ID (non-gmail/yahoo/public domain) of the institution, which provides the requisite proof of the student's participation.
- c. An official letter from the institution, acknowledging the same. The official letter should have the concerned authority's signature and the official stamp.
- d. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an e-mail/letter from the concerned authority in the school/college/organisation verifying the information shall suffice.
Kindly note that the email should be from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the school/college/organisation and the official letter should include concerned authority's signature and the official stamp. For further clarifications, please refer to FAQs.
- e. Any other proof which the Placement Cell deems to be fit for the purpose.

10.Scholarships

Any of the following document(s) shall be accepted as a necessary proof:

- a. Scanned copy of the scholarship certificate/letter.
- b. If no certificate was originally issued or is irretrievable, the alternative proof(s) are as follows:
 - i. A copy of the bank statement or passbook showing the amount credited by the organisation.
 - ii. An e-mail from the official/business e-mail ID (non-gmail/yahoo/any public domain) of the institution/organisation stating that such a scholarship has been awarded. It must have the name of the student, the amount of scholarship and other relevant details if presented in the CV.
 - iii. An official letter from the institution/organisation stating that the scholarship has been awarded. This letter should be on the letterhead of the institution/organisation along with the signature/stamp of the concerned authority.

- c. Any achievement under this head which includes/is supported by/is complemented with any numerical figure/quantitative fact/data needs to be verified with sufficient proof. As these facts/data points are generally not mentioned in the certificate, hence, an e-mail/letter from the concerned authority in the school/college/organisation verifying the information shall suffice.
- d. Any other proof which the Placement Cell deems to be fit for the purpose.

11. Miscellaneous

In case any achievement remains that is not covered by any of the above headings, kindly drop in an e-mail at cvvetting.hrc@gmail.com in order to find the proof that shall serve to be sufficient.

Kindly Note:

- a. The Placement Cell shall take necessary steps to ensure that the proofs are adequate and authentic.
- b. The Placement Cell shall have full authority to approve/reject any proof mentioned under any head on just and equitable grounds.
- c. Any act deemed to be inconsistent with the generally acceptable demeanor shall be dealt with strictly (ranging to permanent deregistration) and the decision of the Cell in conflicting matters shall be final and binding.

PROCEDURES AND STEPS:

1. The Placement Cell will release a Google form via email. Fill in the necessary details and upload the documents on the google form.
2. After getting the login credentials for the portal, upload the CV(s) on the portal in the format prescribed by the Placement Cell.
3. The documents shall be verified and tallied by the Placement Cell team.
4. If the CV is not approved due to some discrepancy/error contained therein, the uploaded CV shall be marked 'disapproved'. The student will have to make required changes in the CV and upload the new CV on the portal.
5. After verification of all documents/proofs, the CV shall be marked approved on the profile of the student and the same CV shall be uploaded automatically whenever he/she applies for any opportunity on the portal.

MONTHLY VETTING CYCLE:

1. The Placement Cell shall organize optional vetting in every month of the Placement Sessions for those who want to update their CV. Any student interested in updating can get the same done during the monthly CV Vetting. In case of further clarity, kindly refer to FAQs.
2. The Placement Cell recognizes the fact that due to certain circumstances, an update might be required in the CV of a student between monthly vetting sessions. In such a case, a student will be allowed to make the change and get his CV vetted. However, the student will have to inform the Placement Cell about this before the end of previous month vetting cycle. The student will have to e-mail at placementcell@hrc.du.ac.in regarding this and will have to produce sufficient proof that the particular update could not be presented during vetting cycle.
3. For further clarifications, please refer to FAQs.

FREQUENTLY ASKED QUESTIONS (FAQs):

1. How shall a vetted CV be distinguished from the one that has not been vetted?

After all the achievements mentioned in the CV are verified with the respective documents/proofs, the CV shall include the official stamp of Placement Cell.

2. What would be the consequence if I do not get my CV vetted?

The student who fails to get his CV vetted within the specified time would not be able to apply to the companies through the Placement Cell and this would result in automatic de-registration from the Placement Cell.

3. At what all points, can I use this vetted CV?

The purpose of the stamped CV is to ensure the authenticity of information. Thus, only the stamped CV shall be accepted by the company official(s) at the time of the placement process and any CV not bearing the stamps shall fail to be legitimate for all stages involved in a placement process.

4. What if I wish to have multiple variants of CV's (for different profiles)?

The students shall be allowed to maintain different CVs and these shall be vetted in the same manner as mentioned under "Procedure and Steps". **However, it is to be noted that a maximum of 3 variants shall be permitted.**

5. Can I make changes in my CV in the future?

Yes, students are allowed to update* their CVs **every month**. A window of **two days**** shall be opened in the **last week** of every month to conduct the CV Vetting process again. A google form shall be circulated among the batch which will cater to such interested students. All the necessary requisites have to be taken care of, further which only the request shall be entertained. During the process of CV Vetting, the student has to produce the required documents/proofs as aforementioned in the "Guidelines". All students are expected to be on time and modification of the schedule shall not be entertained.

*Kindly note that **update** means addition or removal of any achievement.

**Kindly note that this is subject to changes.

6. Can I make changes before the monthly vetting cycles?

We recognize the fact that due to certain circumstances, an update might be required in the CV of a student between monthly vetting sessions. The student shall be allowed to make the change and get his/her CV vetted, provided he has informed the Placement Cell about this before the end of previous monthly vetting cycle by way of an e-mail at cvvetting.hrc@gmail.com. He shall also have to produce sufficient proof that the particular update could not be presented during the previous vetting.

Example: If a student is expecting an update in his achievements on 3rd August and the last Vetting session concluded on 31st July. In such a case, the student needs to e-mail before 31st July informing about the same and requesting an update in the CV.

Kindly note:

- i. The e-mail must contain all the relevant details of the update.

- ii. However, the change in the CV will be of that particular update only. No other point shall be allowed to be vetted.

7. What if I use another CV without informing the Placement Cell after my CV is vetted?

In case a student uses a different CV without the knowledge of the Placement Cell, strict action(s) shall be taken against the defaulter, which may extend to permanent blacklisting. Apart from the above, only the vetted CVs would be permitted to be used by the students for all the stages in the placement process.

8. Can I mention the rank secured in Class 10 or 12 examinations?

Yes, you can mention your Rank in your CV. However, you will have to produce necessary proof to verify the same. The decision of the Placement Cell shall remain final and binding.

9. Can I write my SGPA score instead of CGPA?

SGPA and CGPA cannot be used interchangeably because SGPA represents the marks of only one semester while CGPA shows the cumulative marks. Therefore, the student is strictly recommended to use 'CGPA' while mentioning his/her aggregate of the semester examinations in the CV.

10. My CGPA is 8.567, can I write it as 8.6?

No, the student can round off his/her CGPA to a minimum of two decimal points i.e. you can either write 8.57 or 8.567 in this regard.

11. Will trophies or badges be accepted as required proof?

Yes, trophies, badges, medals or mementos serve as a sufficient proof if it contains the name along with the requisite particulars as mentioned in the CV.

However, if the above are not present, then it is required to be supported by an e-mail confirmation from the official/business e-mail ID (non-gmail/yahoo/ any public domain) of the school/college/organisation. If the student is finally unable to corroborate with the requisite evidence, the Placement Cell shall be unable to vet the point.

12. What if I am running a Startup?

Students running a Startup/Business are required to produce any of the following to prove the same: a. Business-related documents such as letters, invoices, books of accounts, and credit notes stating the respective student's name as the owner of the business.

b. Any document of loan taken in the company's/business' name with the respective student's signature.

c. A running website for the business with a proof that it is owned/run by the student.

d. Any numerical figure/quantitative fact/data needs to be verified with sufficient proof.

e. Any other proof which the Placement Cell deems to be fit for the purpose. However, the final decision with regard to this will be taken by the Placement cell.

In case of any confusion/doubt with respect to treatment of any achievement/title mentioned in the CV, kindly drop an e-mail at placementcell@hrc.du.ac.in so that a conclusive and mutually agreeable decision can be arrived at timely.