VSIT | Vidyalankar School of Information Technology

9.4: SUB PROCESS – RESUME COLLECTION

Key Objectives	▪ Ensure that the students resumes are duly collected and verified
Key Inputs	▪ Standard resume format

PROCESS DESCRIPTION

Key Activities	Description
1. Resume format	1.1 The T&P committee should collect and update the resumes of students at the end of 5th semester.

	1.2 The students should submit an updated one page resume having the following headers in given standard format:
	  ○ Objective
	  ○ Academic details
	  ○ Technical/Management projects
	  ○ Other projects
	  ○ Achievements
	  ○ Extracurricular activities
	  ○ Hobbies
	  ○ Personal details
	    - Name, Parents' details, Address, Email-id, Contact no.

	1.3 The students should submit the resumes through email within a deadline set by T&P committee. The name of the document should be "***branch_roll.no_name.doc***". The subject line in the mail should also have the same format. The students should also submit hardcopy of the same.
2. Resume verification & collection	2.1 The T&P committee should verify the format and details in resume with reference to student's original documents.
	2.2 The T&P committee should store the resumes in folders for branch wise
	2.3 The PPT panel should refer to the resumes while conducting the GD sessions and interviews.

Key Outputs	▪ Department wise/ Area of specialization wise folder of student resume
KPIs	▪ Adherence to the timeline of resume collection