

# GM UNIVERSITY

## DAVANAGERE



### CAREER ADVICE AND STUDENTS PLACEMENTS-HANDBOOK

[www.gmu.ac.in](http://www.gmu.ac.in)

## Welcome Letter

Dear students,

On behalf of the Career Advice and Students Placements (CASP), I would like to extend a warm welcome to all of you. We are thrilled to have you join our esteemed institution and embark on this exciting journey towards your future careers.

Being the Director of CASP, my role is to assist and guide you in your professional development throughout your time here. Our office is dedicated to providing you with the necessary resources, support, and opportunities to help you succeed in the competitive job market.

Throughout your academic journey, we will be organizing various workshops, seminars, and career fairs to enhance your skills, expand your network, and connect you with potential employers. We will also provide personalized career counselling and guidance to help you make informed decisions about your career path.

It is important to start preparing for your future from day one, and we encourage you to actively engage with the Placement Office and take advantage of the services we offer. Remember, your success is our priority, and we are here to support you every step of the way.

I encourage you to explore the resources available on our website and familiarize yourself with the services we provide. Should you have any questions or need assistance, please do not hesitate to reach out to us. We are here to help you achieve your career goals.

Once again, welcome to our institution, and we look forward to working with you and witnessing your growth and success.

Best regards,

Director  
Career Advice and Students Placements

Registration form

<b>First Name</b>			
<b>Last Name</b>			
<b>USN</b>			
<b>Gender</b>			
<b>Date of Birth</b>			
<b>Father Name</b>			
<b>Mother Name</b>			
<b>Address</b>			
<b>City/State/Zip</b>			
<b>Contact Num</b>		<b>Alternate Num</b>	
<b>Email</b>			
<b>10<sup>th</sup> %</b>			
<b>12<sup>th</sup> / Dip %</b>			
<b>BTech Branch</b>			
<b>Interested For:</b>			
<input type="checkbox"/>	<b>Placement</b>		
<input type="checkbox"/>	<b>Higher Education</b>		
<input type="checkbox"/>	<b>Competitive Exams</b>		
<input type="checkbox"/>	<b>Entrepreneurship</b>		
<b>Declaration</b>			

## **Instructions to Candidates**

Career Advice and Students Placements (CASP), I would like to provide you with some important instructions to help you navigate your academic journey and prepare for your future career. Please

Take note of the following guidelines:

1. **Academic Excellence:** Your academic performance is crucial for your future career prospects. Strive for excellence in your studies by attending classes regularly, actively participating in discussions, completing assignments on time, and seeking help when needed. Maintain a good GPA as it can positively impact your job opportunities.
2. **Career Exploration:** Take the time to explore different career paths and industries. Attend career fairs, workshops, and seminars organized by the Placement Office to gain insights into various professions. Research different job roles and industries to understand their requirements and potential career growth opportunities.
3. **Resume and Cover Letter:** Start building your resume and cover letter early on. The Placement Office can provide guidance on creating effective resumes that highlight your skills, experiences, and achievements. Tailor your resume and cover letter for each job application to make a strong impression on potential employers.
4. **Internships and Experiential Learning:** Seek out internships and other experiential learning opportunities related to your field of interest. These experiences will not only enhance your practical skills but also make you more marketable to employers. The CASP Cell can assist you in finding suitable internships and connecting with industry professionals.
5. **Networking:** Build a strong professional network by attending networking events, joining relevant student organizations, and connecting with alumni. Networking can open doors to job opportunities and provide valuable insights into the industry. The Placement Office can help you develop networking skills and provide networking opportunities.
6. **Professional Development:** Continuously work on developing your professional skills. Attend workshops and training sessions offered by the Placement Office to enhance your communication, leadership, and problem-solving abilities. Stay updated with industry trends and technologies to remain competitive in the job market.
7. **Career Counselling:** Take advantage of the career counselling services provided by the Placement Office. Our career counsellors can assist you in exploring career options, setting career goals, and making informed decisions about your future. Schedule appointments to discuss your career aspirations and seek guidance on job search strategies.
8. **Utilize CASP Cell Resources:** Take advantage of the resources provided by the Placement Office, such as job boards, career counselling, and interview preparation materials. These resources are designed to support your job search and help you succeed.

Remember, your student time is crucial for setting a strong foundation for your future career. The CASP is here to support and guide you throughout this journey. Feel free to reach out to us with any questions or concerns you may have.

Wishing you a successful and fulfilling academic year.

**Best regards,  
Director  
Career Advice and Students Placements**

## Progress Report

### Semester-1

Career Development Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Life Skills Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Placement Training Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Placement Interviews Attended				
S. No.	Date	Name of the Company	Your Feedback	Credits Earned with Grade

## Semester-2

Career Development Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Life Skills Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Placement Training Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Placement Interviews Attended				
S. No.	Date	Name of the Company	Your Feedback	Credits Earned with Grade

**Semester-3**

<b>Career Development Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Life Skills Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Training Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Interviews Attended</b>				
<b>S. No.</b>	<b>Date</b>	<b>Name of the Company</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>



**Semester-4**

Career Development Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Life Skills Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Placement Training Courses				
S. No.	Date	Title of Training/Program Attended	Your Feedback	Credits Earned with Grade
Placement Interviews Attended				
S. No.	Date	Name of the Company	Your Feedback	Credits Earned with Grade

**Semester-5**

<b>Career Development Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Life Skills Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Training Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Interviews Attended</b>				
<b>S. No.</b>	<b>Date</b>	<b>Name of the Company</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>

**Semester-6**

<b>Career Development Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Life Skills Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Training Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Interviews Attended</b>				
<b>S. No.</b>	<b>Date</b>	<b>Name of the Company</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>

**Semester-7**

<b>Career Development Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Life Skills Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Training Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Interviews Attended</b>				
<b>S. No.</b>	<b>Date</b>	<b>Name of the Company</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>

**Semester-8**

<b>Career Development Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Life Skills Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Training Courses</b>				
<b>S. No.</b>	<b>Date</b>	<b>Title of Training/Program Attended</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>
<b>Placement Interviews Attended</b>				
<b>S. No.</b>	<b>Date</b>	<b>Name of the Company</b>	<b>Your Feedback</b>	<b>Credits Earned with Grade</b>

**Final Report**

<b>S. No.</b>	<b>Course/Program</b>	<b>Credits Earned</b>	<b>Grade Awarded</b>
<b>1.</b>	<b>Career Development</b>		
<b>2</b>	<b>Life Skills</b>		
<b>3</b>	<b>Placement Training</b>		
<b>4</b>	<b>No. of Job Interviews Attended</b>		
<b>5</b>	<b>No. of Offers Received</b>		
<b>6</b>	<b>Highest Pay Package Offered</b>		
<b>7</b>	<b>Higher Education Opportunities Received</b>		
<b>8</b>	<b>Decision Made</b>		

**Signature of Director**

**Career Advice and Students Placement**