

Guidelines for resume entry in MIS:

Common instructions:

- It is mandatory to enter resume details in MIS, even if you have your own resume. Also, the same details are required while filling out a resume on the C-DAC portal which will be used during campus.
- Deadline – Sunday, December 10, 2023, till 9:00 PM**
- It is mandatory to enter 2 Mobile numbers & 2 email ids (enter the second mobile number yours or your close friend's who can pass on the important information urgently. Enter the second Email id also, in case the first email id is locked or unable to access.)
- Login to EMIS and fill following details:
 - Personal details – Contact Details, Other Information, Address Details
 - SSC/10th details – e.g School name, Board name, Grade, Year of Passing (YOP), Marks, Percentage, etc.
 - HSC/12th details (If you have done) – e.g School name, Board name, Grade, Year of Passing (YOP), Marks, Percentage
 - Diploma details (If you have done) – e.g College name, Board/University name, Grade, Marks, Percentage, Grade, No. of Backlogs, Attempt No, Admission Year, Passing Year etc.
 - Graduation details – e.g College name, Board/University name, Grade, Marks, Percentage, Grade, No. of Backlogs, Attempt No, Admission Year, Passing Year etc.
 - If you get admission directly the 2nd year after the diploma, then **put 0 in Semester 1 & 2 text boxes.**
 - For 3 years' graduation, degree (B.Sc., BCA, BCS) put 0 in Semester 7 & 8 text boxes.**
 - Post-Graduation details (If you have done) – e.g College name, Board/University name, Grade, Marks, Percentage, Grade, No. of Backlogs, Attempt No, Admission Year, Passing Year etc.
 - In the case of 2 years, Post-Graduation **put 0 in Semester 5 & 6 text boxes.**
 - Graduation/ Post-Graduation Project details – Title, Platform/Technology, Duration & Project description up to 500 characters.
 - Work experience (if any) – e.g. Organization name, Designation, start date, end date and work nature etc. (you required valid proof like work experience certificate/salary slip / joining letter)
 - CDAC Project details – Title, Platform/Technology, Duration should be **1 month** & Project description up to 500 characters. Later you can modify technology
 - Also add guardian details, in case of any emergency
 - Upload Photo (Personal information → Upload Photo) ignore this if already uploaded a photo.

FAQs:

- Is it mandatory to enter Hobbies & Extra Curricular information?
 - If you have it or do it then enter it, it will reflect your personality but if don't, then please don't enter.
- What marks of SSC/10th or HSC/12th shall I enter?
 - As mentioned in the mark sheet
 - If it is in credit, then convert it into % as per the formula given in the mark sheet & then convert it into marks by dividing total marks as per the subject mentioned in the mark sheet.
 - What should be my Year of Passing (YOP)? The exam Date is your YOP, not the result declared date.
- How to calculate total & obtained marks if we are having only credits in the form of CGPA/SGPA?
 - If the formula is given for converting into percentage % then convert into percentage % and convert percentage % into marks. E.g. if it is 60% & you are have given 8 subjects so your marks will be 480/800 (considering 100 marks for each subject, you can verify with your college/university)
- Unable to find Specialization/University name while making entry, how to add?
 - Send the details to rahuls@sunbeaminfo.com

- Which grade should I select?
 - A grade should be as per the university rule mentioned in your provisional, Passing or Degree Certificate
- How many backlogs do I have to mention?
 - Total backlogs are the number of backlogs in the entire Qualification /Curriculum.
 - Any subject that you have failed is considered as backlog; even though you attempted that subject multiple times, it is considered as one (1) backlog only.
- How the number of attempts is calculated?
 - No. of Attempt(s) is/are year(s) gap/lag in qualification. The minimum no. of attempts has to be 1.
 - Examples:
 - E.g. If 4 years Engineering degree is completed in 4 years, the no. of attempts is 1(min. attempt) i.e. in one attempt the degree is completed.
 - If a student is completing 3 years' qualification (e.g.- B.Sc., BCA) in 4 years, no. of attempts will be 2.
 - If the student is not able to clear his backlog in that semester itself and any year down happens, then no. of attempts will increase respectively.
 - If the 5th-semester backlog is not cleared in the 6th Semester **and a year down happens**, the no. of attempts is 2. Along the same lines, as the year down increases, the no. of attempts will increase respectively.
 - After completion of the 8th Semester, if any backlog remains and the user is not able to clear it in the subsequent semesters, the no. of attempts will increase respectively.
- How to calculate Degree percentage?
 - As per the university rule which is mentioned in last year's mark sheet on the same page or college/university website.
 - Degree percentage % should not be single digit OR CGPA/SGPA values.
- Degree Percentage % & Aggregate Percentage % are different which one do we have to consider?
 - Yes, for some Universities it will be different both marks will be shared with the company
 - Aggregate will be calculated by software;
- I have not done/not applicable the Last-year project, what should I mention (for Physics, Mathematics students)?
 - Enter **Not Applicable** as Project Details
- Technology for CDAC Project not yet decided, which platform should I select?
 - Select any technology which you willing to use. Later it can be changed in case any correction.

In case of any query connect to my zoom meeting (before joining the meeting read the guideline document)

Meeting ID: 985 002 1565

Passcode: sunbeam

Date: On Thu 7th Dec, Fri 8th Dec 2023

Time: 07:30 PM - 08:00 PM (After the compulsory academic schedule)