Acceptable Proofs for Placement Registration

Placement Unit 2018-19

Dated April, 2018

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

We would be accepting only soft copies of all proofs ("Digital Proofs") through the placement portal. **All proofs must be named appropriately and zipped in a single folder to be mailed to the placement unit at** pubitspilani.resume@gmail.com **for validation with the placement portal with the subject** <Student Name> : <ID Number> | Placement Proofs

Academic Profile

The final mark sheets (Xth and XIIth grade certificates) and the screenshot of each semester grade sheet from the ERP Portal. Kindly take screenshots of each semester including your Practice School Term. If you have not opted for PS in a certain term, you do not need a screenshot for that term.

Awards and Scholarships

Certificates or official letters from the relevant authority clearly stating the name or reason for the award/scholarship in the form of "Digital Proof".

Published Papers

Original copy of the magazine/link to the website (link should be available in public domain) in which the paper was published will be required. The paper obtained from these sources should contain your name in it.

Alternatively, a proof from the professor/guide shall be considered. It would be relevant only if it is obtained on the Professor's Official letterhead or is an "Email Proof" or is a "Digital Proof".

Internships

Get the relevant proof from your supervisor on the company letterhead or in the form of an "Email Proof" or a "Digital Proof". Any recommendation received should be backed up with a letter or email from your internship mentor/guide.

Project Report (College/School/Work Life)

The project report or a letter signed by your project mentor/guide manager should be sufficient. A proof from the professor/guide shall be considered relevant only if it is obtained on the Professor's Official letterhead or is an "Email Proof" or is a "Digital Proof". Same is valid for any project appreciation or recommendation from the professor.

Extra-Curricular

Certificates, official letters from the relevant authority for any participation in an extra curricular activity should be obtained. "Email Proof" from the club co-ordinators are acceptable and must contain the name of the club co-ordinator along with the designation and the name of the club.

Positions of Responsibility

Certificates or official letters from the relevant Faculty or authority, containing role and achievements are acceptable. Only points mentioned in the letter can be included, so ensure it clearly shows your role, responsibilities, and accomplishments. Again, a proof from the professor-in-charge or club/department co-ordinator shall be considered relevant only if it is obtained on the Professor's or Current Co-ordinator's Official letterhead or in the form of an "Email Proof" sent from the an Official Email ID.

Checklist

· Please note that scanned copies of letter proofs are acceptable.

· While collecting proofs, it helps to word points in the way you would want them on your CV.

· **Any or all of the above proofs may be cross-examined for veracity with the concerned organization(s) by the Placement unit. Students are particularly advised to be careful with the Email and Digital Proofs. If found untrue, forged or misleading in any way, there would be severe repercussions, which may even lead to the student not being allowed to participate in the placement process. The exact terms of penalty will be shared at an appropriate time with the batch.**

· If you have any clarifications, please write to us at: pu.bitspilani@gmail.com.