

DEPARTMENT OF TRAINING AND PLACEMENT
DELHI TECHNOLOGICAL UNIVERSITY
Delhi-110042

Application for the post of Placement Coordinator(UG)

Name			
Branch		Roll Number	
Email		Contact No.	
Present Address			
Permanent Address			
LinkedIn Profile Link			
Viewable Resume Link			
Father's Name		Mother's Name	
Father's Occupation		Mother's Occupation	
Father's Contact No.		Mother's Contact No.	
References from two faculty (Mention Names)			
Industrial Training/Internships	1) 2)		
Hosteller/PG/Day Scholar(please mention distance from college)			

Class	School Name & Location	Percentage
XII		
X		

1st Sem		2nd Sem	
3rd Sem		4th Sem	
5th Sem		6th Sem	
Agg. CGPA			

Questionnaire

1. Why do you want to be a Placement Coordinator at T&P DTU? (150 words)
2. State in detail, your experience of taking part in **extra-curricular responsibilities, leadership roles** and **social volunteering** at DTU or outside DTU in the past years. (150 words)
3. Do you wish to work for companies related to your department only or will you also be interested in working for branches of other domains? Please enlist the domains of your interest.
4. Tell us about one time where you displayed resourcefulness while tackling a problem. (100 words)

5. What according to you should be the **features of a good Placement Coordinator**? (50 words)
6. Tell us why you're a good fit for the post of a Placement Coordinator. (150 words)
7. In your perception, how has the **Training and Placement Department DTU** been working till now? (100 words)
8. Discuss in detail what you learnt during your industrial training/internship. (100 words)
9. What type of company (domain) would you like to get **placed in**? Answer in one word. Also state your **dream** company.

10. What would be your approach towards upskilling DTU students for placements and internships?
(150 words)

11. For how long would you be willing to work for T&P DTU?

12. Have you got any support from your class or Department? (50 words)

13. How many hours can you devote at T&P every week?

14. What all new companies can you invite for the campus placements/internships through your own contact and mention the field of companies? Also, mention the designation and contact details of your point of contact in the company.

15. Guide us through some of the ideas you have for inviting new companies that you have in mind for the next year. (150 words)
16. Please choose two fields of interest from the following and enlist your experience in the same field (Coding/Analyst/Core)
17. State any two of your major contributions to DTU as a student.
18. What changes would you suggest in the functioning of the T&P department? (100 words)
19. What are the 3 biggest achievements of your life (so far)? (50 words)
20. What has been your biggest failure or regret of your life yet? (50 words)
21. Any past or active backlogs (if any, please write the name of the subjects):
22. Any record of cases pending against you in or outside DTU?

23. Anything additional you would like us to know about? (No word limit)

Also add your most recent photograph here.

Undertaking

If appointed by the Training and Placement Department of DTU as a Placement Coordinator I, _____, of branch and course, _____ and roll no _____ agree to the following:-

1. I will continue to work even after my placement until the session is over.
2. I will not be part of any council formed in college and will work with full dedication for the T&P Department.
3. I will maintain the confidentiality of all the data and company related information that I come across or work with, in the department. I fully understand if I fail to maintain confidentiality, I am liable to disciplinary action including expulsion from DTU.
4. I will be responsible for checking and approval the CVs of my fellow batchmates and if found guilty of negligence in work, I will be liable for disciplinary action including expulsion.
5. I will give 15-20 hours every week at TnP and regularly mark my attendance.
6. I will approach at least 10 companies each month and submit a detailed list of these companies and my communication with them, by the end of every month.
7. I will be available to help my fellow PC in-case of need on any day.

The aforesaid and filled information is true to the best of my knowledge and records. In case of discrepancy in any of these records, my candidature may be cancelled for the role of PC and disciplinary action may be initiated against me. If at any moment, the Department finds that I am not performing as per expectations, the Department can take necessary action and relieve me of my duties as the Placement Coordinator.

Place:

Signature:

Date: