

NOTICE-Instruction for Students, Student coordinators

All the third year students are informed to follow the instructions strictly regarding the registrations of various internship drives

1. The internship drive information is shared to the concerned student coordinators Email ID /Internship group .Student coordinators shall circulate the information to student of their respective branch

2 The student coordinator should ask the data from student in the format given by company /institute .The format should be followed strictly as it is given by the industry

3 The students should fill the correct error free data and complete data in all sense **in the scheduled time** in the registration sheet only .No late registered students after the scheduled time is allowed to register.

4 Student coordinator should check the sheet for completeness. Prepare the excel file of the sheet as per the company format of their respective branch .

5 If the drive is for CS, IT then student coordinators of CS,IT can coordinate and make the combined sheet of the registered students and mail to training and placement mail in the given time schedule only .Accordingly for the other branches eligible ,student coordinators of that branches will combine the data and send.

6 The excel sheet received with complete information will be sent to the HR only .So the students who filled the registration data must be careful & responsible for complete information given in the sheet .

7 The eligibility conditions must be followed by the students such as selected students for internship in one company are not eligible for other company .They should not do hide any data during registration or violation of such thing will be considered as misconduct and strict action from higher authorities will be imposed .

8 The objective is to get the fair chance for all the students for internship, hence all students cooperate and coordinate alongwith the student coordinators to take the internship to the next level

All the Best

Training and Placement Officer
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