

II set of instructions in continuation to the meeting held on 01.06.2022

1. Online registrations are open for some companies. **Students should not assume that the process will completely be online and can be given from home. Most companies have refused to let the students take the online test from home.**

Though the entire process may be online, it may require for the student to attend the test either in one of the venues in the order of highest priority of the company -

NCR campus (labs, Ghaziabad, U.P.

Company premises, Pan India

Main campus, Chennai

Students must be ready to reach NCR campus if the company announces to conduct online proctored in the campus labs.

2. **Students who cannot travel to any of the above venues should not register for those companies** for which applications are currently accepted. Absenteeism rule will apply from the day recruitment will start.
3. Superset registrations are currently going on. **All students meeting 60% basic eligibility criteria should register, have their profile verified and enroll keeping their superset ready.**

To apply for jobs or not is upto the student if they have other options like entrepreneurship / higher studies. But all eligible students must keep their superset enrolled and verified.

4. It was informed that affidavit will be circulated. It hasn't been sent so far because in the past two days the number of Covid 19 cases have increased and the Government is likely to release certain guidelines and so our affidavit will also have to be modified accordingly. So, we are closely monitoring the situations and students should await further instructions.
5. **NoC to enter main campus for placement activities will not be provided unless and until the companies clarify that they shall only prefer to recruit centrally in the main campus and in physical mode of process.**
6. No student shall travel to Chennai for any placement purpose without permission from the Placement office- NCR and the consent of the Head of the Department & the placement coordinator. **Companies may ask availability on a particular date which doesn't mean drive will be held. It is only to know convenience of maximum number of students. This doesn't imply that student must book ticket and rush anywhere. Read the given instructions clearly and properly & understand the sense in which the message is conveyed instead of assuming. Take help from coordinators under such circumstances.**

7. Whom to approach –

Results pending / marksheet lost – Exam cell of NCR Campus

Fee pending issues / fee paid & portal not updated – class advisor.

All academic schedules /Off campus internship NoC or LoR / attendance & CTs during VII semester / LoR for higher studies – HoD / class advisor

Verification of Superset / issues faced of any that weren't discussed in the townhall meetings held in jan, march and June 2022 – Department whatsapp group in issue format to the placement coordinator.

Other instructions will be issued from time to time.