***For office use only***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

**Reg Number** - **Date**-





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**Memorandum of Understanding**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student of \_\_\_\_\_\_\_course, \_\_\_\_ semester, would like to join the community of Development Center-IIPS. I will dedicate \_\_\_\_\_ hours\*\* minimum to DC per week. I will complete a training of 3-6 months (performance dependent) as per the norms of dc failing which the Development Center holds the right to cancel my membership of dc. I understand that once the training is completed the projects will be allotted on the basis of availability and skills required. I agree that my any work would not be endorsed from Development Center in case of incomplete training/incomplete projects/leaving organization without NOC from the Incharge-dc. I affirm that I will work in a disciplined way and will co-operate others in the community. I affirm that I solely will be responsible for any kind of misconduct and misbehavior done by me and Development Center holds the right to debar me anytime if found guilty. I also declare that I abide by the privacy policy of dc.

I affirm that I have to keep my performance up to the mark to continue my work . Development Center holds the right to debar any of the members for valid reasons like less performance, irregularity in work, no team work , leaving without NOC, on communication grounds , misconducts, misbehavior , violating policies of DC.

In case of any disputes, the decision by Incharge-Development Center will be final and everyone is abide by it.

I have read all the terms and condition\* mentioned below and will maintain the decorum of dc.

\*Terms and conditions:

* \*\*Minimum number of hours should be 24( 4 hrs/day -6 days a week) or greater.
* Don’t disclose any confidential information outside regarding DC.
* Girls are not allowed to work in DC after 6:00pm.
* Letter of recommendation will only be given in case of completion of training/projects.
* NOC from the Incharge-Development Center is necessary for leaving dc.
* No endorsement will be done in case of leaving dc without NOC.
* Completion of minimum recommended track as per Annexure I.
* All the rules included in Annexure II.

Name- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll Number-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Signature - \_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure I**

**Form Filling Guidelines**

Read the following guidelines carefully before filling up the form. Take the print out of the *Form 1.A* and  *DC-Agreement form.*  Submit the completely filled form with agreement personally in Development Center. The complete form to be filled with blue/black ink in BLOCK letters only. Sections marked with star(\*) are mandatory. Refer details of each point below.

1. **Full Name\***

Write your first name and last name in BLOCK letters.

**2. Date of birth\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 0 | 1 | 0 | 7 | 1 | 9 | 9 | 0 |

Write the date of birth in *dd/mm/yyyy* format. Example- if your date of birth is 1st of July 1990, you should write it as

**3. Gender\***

Tick the checkbox of gender as per applicable.

**4. Blood Group**

Write your blood group . This is optional however , we strongly encourage you to fill it correctly.

**5. Areas of Interest**

Areas of interest refer to the different areas you might be interested in. Provide a comma separated list of areas of interest. Please ensure that you do not include any programming language as your area of interest rather the area should be a stream or separate field of computer science.

Some of the possible options is like- Data mining, artificial intelligence, machine learning, web development, application development, , soft computing, image processing, cognitive science, computer vision and many more.

**6. Basic Skills\***

Tick the languages you have learned at the time of filling this form. You might be asked questions if you check the boxes if needed. In case you do not have completed anything, we encourage you to first complete atleast 3 languages using reliable resources and then submit your form.

**7. Address\***

Write your complete local address with landmarks if any\*(ALL IN BLOCK LETTERS). If you are resident out of Indore/ a resident at Indore living as hostler, please write your complete *local and permanent address* (even if both addresses are same). In case you are a local resident at Indore living with your parent tick the *same as above* option if applicable.

**8. Contact Details\***

Write your complete contact details as asked .

Country code\* - For residents in India, Country code is +91

Std code and landline number if available ,

Mobile Number\*- This is mandatory

Write your gmail id(if you do not have create the one here-[link](https://accounts.google.com/SignUp?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&ltmpl=default))

Write your [github](http://en.wikipedia.org/wiki/Github) username (if you do not have create the one here-[link](https://github.com/)). Read more about [git](http://en.wikipedia.org/wiki/Git_(software)) here-link. We encourage you to choose a sensible github username. Also setup your [gravtar](http://en.gravatar.com/) from [here](https://en.gravatar.com/site/signup/).

**9. Parental/Guardian Information:\***

Parental details are useful for any correspondence needed with them in case of emergency or as per need by the Development Center .

Write your father's name\*, email (if they have one), contact number\* .

Guardian details for hostlers are mandatory. For correspondence at time of emergency only. Do write their name and contact number.

**10. Academic information\***

Academic information is required to know you a bit more and analyze your academic performance. Fill out the appropriate details as asked.

Write the school name\* from which you completed your higher secondary (12th). Also write the percentage of class high school ( 10th\*) and higher secondary (12th\*).

Fill out your current course details of IIPS . Tick the current course\* you are studying in IIPS. Fill out the current semester\* at the time of joining and the known CGPA\* of last semester.

**11. Prerequisites\***

Here are the prerequisites you need to complete before you be a part of the development-Center community. You need to complete 2 course tracks from the prerequisites mentioned below. Section 1 is compulsory while anyone is needed from the section 2 and section 3. However we encourage you to complete at least CS101 online class from udacity and section 3 to get in our workflow better.

*Note*: Do attach the proof/printouts of the tracks you completed. You can create a bunch of docs in powerpoint slides and take printouts of more than one slide on a page. We encourage you to save paper and complete the formalities with minimum usage of paper.

***Section I*** *-* **Recommended readings (compulsory)**

* [I want to do the project tell me what to do](https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnxzaGFsaWdyYW1paXBzZGF2dmluZG9yZXxneDo0NDBlYjBhODgyMzVlZjc0).
* [How to ask questions the smart way](http://www.catb.org/~esr/faqs/smart-questions.html).

***Section II*** *-* **Recommended online Courses**

* [Intro to Computer Science CS101 | Udactiy](https://www.udacity.com/course/cs101)
* [Learn to Program | Coursera](https://www.coursera.org/course/programming1)
* [Programming Languages | Coursera](https://www.coursera.org/course/proglang%E2%80%8E)
* [An interactive programming in python | Coursera](https://www.coursera.org/course/interactivepython)
* [Intro to Databases | Coursera](https://class.coursera.org/db)
* [Machine Learning | Coursera](https://www.coursera.org/course/ml)
* [Intro to Artificial Intelligence | Udacity](https://www.udacity.com/course/cs271)
* [Intro to Computer Science CS50x | Edx](https://www.edx.org/course/harvardx/harvardx-cs50x-introduction-computer-1022)
* [Algorithms | Udacity](https://www.udacity.com/course/cs215)
* [Algorithms: Design and Analysis, Part 1 | Coursera](https://www.coursera.org/course/algo)
* [Algorithms, Part I | Coursera](https://www.coursera.org/course/algs4partI)

*OR*

***Section III*** - **Codecademy Track**

* [Web fundamentals(HTML/CSS)](http://www.codecademy.com/tracks/web)
* [Javascript](http://www.codecademy.com/tracks/javascript)
* [Jquery](http://www.codecademy.com/tracks/jquery)
* [Python](http://www.codecademy.com/tracks/python)/[Ruby](http://www.codecademy.com/tracks/ruby)

**12. Miscellaneous**

Tick the option on how you came to know about dc. If you got the information from some person specify his/her name, or if from any other source check the others option and specify the source.

Proving yourself is always a part of the game. Do write less than in 30 words about “why should you be a part of our community”.

**Declaration\***

Fill out the declaration by you. Read the complete rules, guidelines and condition mentioned in Annexure II. Do get filled the declaration by your parent or the guardian in case you are a hostler.

***Note****: Refer to the completely filled sample form below*

**Procedure after Declarations**

Once the form is filled completely, you can get it reviewed by any of reviewer (*big buddy*) as mentioned in annexure III. The reviewer will check and confirm the details, review the documents attached and will forward to mentor. Once your form is forwarded by reviewer ,mentor will decide to enroll you in our community. If you are selected you will be notified by email within 2 days of submission of form. Keep checking your emails for more information.

**After selection**

Once you are selected, you will have to choose a big buddy(refer annexure III) for your training period. The big buddy will guide you for most of the trends/technologies/project development procedures/our culture/about community/open source trends and much more exciting technical stuff. All those selected will have to choose a list of 3 big buddies (since a big buddy can only have 3 persons at a time) out of which any one will finally be selected to help you out in your training as per the availability.

All those selected, do not necessarily will have to come dc for their work. They can communicate the big buddy as per their mutual understanding on phone/email/personal. The selected students will have to maintain a written log of the training he/she is undergoing and will have to report status and work every week to big buddy. The big buddy will submit a review report once he is satisfied about the performance (after minimum of 3 months and maximum 6 months) and will be recommending you for the project work. If you complete the training successfully you will be awarded a letter of appreciation (as per your performance) of the training completed in development center.

**In case you missed and not selected**

In case you are not selected, you can ask the reasons to the reviewer of your form and get suggestions from him/her on how to get selected.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **Keep learning. Keep Sharing** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Annexure II**

**Rules and Guidelines of DC**

* Keep learning and sharing.
* Don’t disclose any confidential information outside regarding DC.
* Only DC-members can access the DC lab and its resources.
* Don’t work in DC while your classes/lab is going on.
* Please maintain silence while others are working.
* Check your email(DC-google group) regularly and be active on the group.
* Do spell check your email once and use proper formatting.
* Be punctual for presentation and for the reporting of work.
* Don’t bring your friends in DC for personal work ( if needed talk to them outside the dc).
* Switch off your pc’s and switches while not working(save energy) and before leaving for home.
* Girls are not allowed to work in DC after 6:00pm.
* Boys can work 24X7
* Keep learning and sharing.
* We continuously work for the welfare of society
* We always promote open source.

**Leaving policy of DC**

* In case you wish to leave dc you will have to take an NOC from the Incharge- Development Center. In case of leaving without any prior information Development Center will not be endorsing the student for any of his work carried during the his tenure of work .

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **Keep learning. Keep Sharing** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Annexure III**

**Reviewer & Big Buddies List and Guidelines**

Following are the reviewer and big-buddies in development center for any of the forms/application coming.

**Reviewer:** A reviewer is a person who will verify that the form is complete in every respect and is submitted with all the required documents. Reviewer is directly appointed by the Incharge Development Center. Following below is the list of reviewers.

**Big Buddy**: A big buddy is the student who will be helping you out to learn new trends/ technologies/ project development procedures/our culture/about community/open source trends and much more exciting technical stuff. He will be a kind of trainer for the newbie joining the community. Big buddies are those who have completed at least 3 projects completely or an internal department head in the dc.

One big buddy can only have 3 students at max. Here is the list of big buddies with their information. A student has to give the name of 3 big buddies priority wise. He will get a chance to work with a big buddy on the availability.

**List of reviewer/ big buddies:**

* Ajeet Khan
* Akanksha Rathore
* Ankit Kulkarni
* Bedi Sing Yadav
* Chitrank Dixit
* Gaurav Parmar
* Komal Rathore
* Nitesh Mishra
* Rahul Sagore
* Shaifali Agrawal
* Sunny Raikwar

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **Keep learning. Keep Sharing** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Annexure IV**

**Departments of DC**

There are various inhouse departments in Development Center for the smooth functioning. Each department is voluntarily maintained by the members from our community. The departments are as follows:

1. Activity Department
2. Infrastructure Department
3. Human Resource Department
4. Project Department
5. Correspondence Department
6. Training Department
7. Software Technical Support Department
8. Hardware and Networking Support Department
9. Future Enhancement Department

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **Keep learning. Keep Sharing** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*