**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 - Build a Search Engine & a Social Network | Udacity](https://www.udacity.com/course/cs101)
* [Intro to Object Oriented Programming- Beyond Hello World | Udacity](https://www.udacity.com/course/ud036)
* [How to build a web blog | Udacity](https://www.udacity.com/course/cs253)
* [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)

**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 at the end of the document.*

**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** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*