

RESUME GUIDELINES

(For the Placement Season 2020-21)

We kindly request you to go through this document carefully and thoroughly as the document has been drafted taking into consideration a large number of scenarios. In case of any doubts/queries, please contact your Department Placement Team.

PERSONAL/GENERAL INFORMATION

- **Name, roll number and placement registration number** should be **present** on an A4 sized resume.
- **Mobile number, address, email address** should **NOT** be mentioned in a resume.
- A link to LinkedIn profile, professional or research profile (Google Scholar, ResearchGate, Scopus etc.) or any coding profile (like GitHub, codeforces) can be mentioned.
- **No logo** apart from the IIT-M logo should be present in the resume.

STUDENTS WITH MORE THAN 3 BACKLOGS

- All students with **less than or equal to 3 current backlogs will be allowed** to register for the placement process.
- In case the student has **more than 3 backlogs and has registered for them in the 6th semester (for BTech) and 8th semester (for DD/IDDD)**
 1. In case the difference between the number of current backlogs and the number registered for is greater than 3, the student will not be allowed to register. (For example, a student with 5 backlogs and registered for only 1 course, will have a difference of 4 and hence won't be allowed).
 2. In case the difference between the number of current backlogs and those registered for in the 6th/8th semester is less than or equal to 3, the student needs to submit a letter from each of the professors of the respective backlogs registered for stating their current progress in the course and whether they expect the student to clear the backlog, if the course were completed.

EDUCATION

- **Rounding of CGPA** or any **scores** is **strictly prohibited**. Please mention the CGPA exactly as mentioned in the official Institute Grade Card.
- Since **grades for all courses of the Jan-May 2020 semester have not been released for all students**, students are permitted to only mention the **CGPA in their resume** according to the **following rules**:
Btech, Dual Degree, Mtech and MA: Students must mention **CGPA received at the end of the Jul-Nov 2019 semester**.
MS, MSc, PhD and MBA: Students must mention **CGPA exactly as mentioned in the official Institute Grade Card**.
- A **scanned copy** of the **12th and 10th standard grade sheets** should be attached as a **proof** in the master resume.

*(Note: If your higher education board gives you a **combined marksheet** for classes 11 and 12, kindly **mention only** your **marks/percentage** pertaining to **class 12** only)*

- **CGPA** (including backlogs) **should be mentioned** in every resume. After mentioning the actual CGPA, the student can mention any other grade like the score in electives, minors.

SCHOLASTIC ACHIEVEMENTS

- A **scanned copy** of the **certificate** or a **screenshot** or a **link** to the **official results page** are accepted as proof for scholastic achievements.
- For **standardised tests** like **GATE, CAT, GRE, GMAT** etc., a **mail** of your **result** from the **test conducting agency**, a **screenshot** or a **link** to the **official results page** are accepted as proof.
- For corporate scholarships, a **mail from the company** would suffice.
- For competitions, the **link to the leader-board** would suffice.

COURSEWORK

- **Courses** mentioned in the resume **should be present** in the **official Institute grade sheet/transcript**.
- **Scanned** copies of **Certificates** or **e-certificates** are **accepted** as **proofs** for the **online courses** mentioned in the resume.

PROFESSIONAL EXPERIENCE

- For any work experience, **only these combinations** are strictly accepted
 - **Completion Certificate** or **Relieving Letter**
 - **Offer letter + Acknowledgement Mail from company** regarding completion of intern
 - **Offer letter + Stipend payment details with company name**
- For **university research internships** a **mail** from the **professor** indicating the **title of the project** is sufficient or a **certificate from the university or program head** is sufficient.
- For **internships** (even those which are through the institute) **Certificate of completion** of the internship is required as a proof.
- A **participation certificate** is necessary in case the student has **attended or presented** at any **conference**.
- An email from the guide mentioning the course for which you were the **Teaching Assistant (TA)** would be considered as proof.

POSITIONS OF RESPONSIBILITIES (PORs)

- **Acknowledgement** from **faculty advisor of the club, institute secretaries, club heads, hostel secretaries** are accepted.
- Additionally, the list of POR's is also available with the placement team.
- **No proof** is required for **volunteering in the institute**. But, a **certificate/mail** is **required** for **volunteering** in organisations **outside our institute** like NGOs etc.

PROJECTS

- For **course projects**, **course name/course number should be mentioned** in the master resume. The course name mentioned should be present in the official Institute grade sheet and the description of the project should match with the course name.
- For **projects with a professor**, an **email from the professor with the title of the project** is sufficient.
- For **BTP, DDP and M.Tech projects** an **acknowledgement mail from the professor or the grade in the official Institute grade card** will be sufficient. Additionally, placement cores can submit a list (which can be collected from the department office) to the verification panel which can be used as a proof.
- For **personal projects**, a **link to the report or code** should be present.
- For **projects done during their internship/work**, only **proof of internship/work** is enough.
- For a **project in a club**, an **acknowledgement mail from the club head** is required.

RESEARCH PAPERS & PATENTS

- **Patent/paper number or acceptance mail or link (DOI number)** is accepted as a proof.
- For the **Journal/Conference paper**, **acceptance mail or paper number or link (DOI number)** is accepted as a proof.

ENTREPRENEURIAL ACTIVITIES

- Any **claim made** in the resume **regarding Founding/Co-founding a startup** has to be **backed up with sufficient proofs** like but not limited to:
 - **Acknowledgment of the existence** of the startup as well as your **claimed position** in the company by the **incubating organisation/funding organization**
 - If the startup is a **registered company**, any **document proving that** is considered a proof for the existence of the startup
- Any **claim made** in the resume **regarding Founding/Co-founding a NGO** will also be subject to **similar scrutiny**.

EXTRA CURRICULAR ACTIVITIES

- For **participating/winning** in **Litsoc/Techsoc/Schroeter** an **acknowledgement mail from respective hostel secretary** is required.
- For **participating/winning** in any event, a **mail/certificate from the organiser** is required.

SKILLS & HOBBIES

- **No proof** is required for skills or hobbies mentioned.