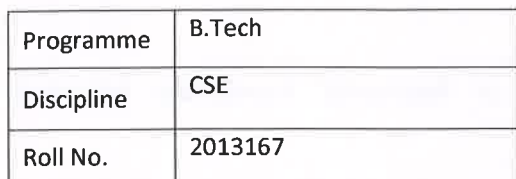




REGISTRATION FORM FOR PLACEMENT SESSION 2016-2017



- [illegible]

- Room No.

- New VIP Courier Services, Manjusha Niwas, Deviganj Road, Ambikapur, Surguja, C.G.

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| 1 | 1 | 0 | 4 | 1 | 9 | 9 | 6 |
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- #### 14. Details of Academic Qualifications

S. No.	Qualification	Year	Name of School / College	Board / University	% of Marks/ CPI
1.	10 th	2011	Holy Cross Convent School, Ambikapur	CBSE	10 CGPA
2.	12 th	2013	Nalanda Academy, Kota	CBSE	87
3.	Graduation	2017	PDPM IIITDM Jabalpur	PDPM IIITDMJ	8.0

- | Semester | I | II | III | IV | V | VI | VII | VIII |
|----------|-----|-----|-----|-----|-----|-----|-----|------|
| SPI | 7.9 | 7.6 | 8.0 | 8.8 | 7.7 | 8.2 | | |
| CPI | 7.9 | 7.8 | 7.8 | 8.1 | 8.0 | 8.0 | | |

DECLARATION

I do hereby declare that the information given above is true to the best of my knowledge and belief.

Place Bengaluru

Date 17/06/2016

Signature

R. Jain

OFFICE USE ONLY

Mr./Ms. _____ is Registered/ Provisionally Registered for Placement Session 2016-17.

Training & Placement Officer/ Chairman, Placement Cell

Placement Cell – PDPM- IIITDM Jabalpur

“Code of Conduct”

A. Eligibility and Registration

1. Students are required to register with the **IIITDMJ PLACEMENT CELL**. Registered students with **PLACEMENT CELL** are eligible to participate in the placement cell activities. Campus placement is a facility provided for the students. Students with course backlog are advised not to register for Placement. Only interested students are requested to register for placements.
2. All students who wish to take part in the Institute campus placements should register for soft skills programme organized by the Institute.
3. All Students should compulsorily attend all the soft skills classes failing which will lead to cancellation of placement registration.

B. Curriculum Vitae – Student Placement Registration:

1. Information regarding company visits will be informed through e-mail/notice board/website. Students are advised to check timely announcements, go through the company website and apply only if interested.
2. Students are expected to follow the Institute CV template available in the placement website for preparing the CVs
3. The details of the CV have to be genuine and any student found violating this, will not be permitted to apply for placements for the rest of the academic year
4. Depending on the profile/requirements laid by the respective company a detailed CV should be prepared in an attractive manner and submitted within the deadline. Late submission will not be considered for the test/interview

C. Pre-Placement Interaction (PPI):

1. Those who have submitted the resume and attended the PPI session are eligible to appear in the selection process of that company. The PPI attendance is compulsory.
2. Students must clarify their queries regarding salary break-up, job profile, place of work, bond details, medical fitness requirements, etc with the company officials during PPI.
3. There shall be no question about the pay package offered by the company. Students shall not question the policy of the company.
4. The interaction with the representatives of the companies should be in a very dignified manner.

D. Placement Process

1. It is the responsibility of the student to check announcements /notices/updated information/shortlisted names etc. in the notice boards of Placement Office/mail. Students are expected to report at the respective venue as per the announcements.
2. Late comers for the Aptitude Test / Group Discussion / Interview may not be allowed to appear for the selection process.

E. Attendance and Punctuality:

1. A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the recruiter.
2. Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.
3. Unauthorized absence for the test/interview will lead to cancellation of registration.

F. Dress Code:-

Students must be formally dressed whenever they participate in any sort of interaction with a company. The coordinator deserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory. The dress code shall be applicable for Pre placement talks as well.

Boys – Formal dark pant with light coloured full sleeve shirt with blazers, neck tie and formal shoes

Girls – Churidar / Salwar / Shirt-Pant with overcoat and shoes

G. Identity card:

Students must bring their identity cards whenever they undergo a placement process. Students should maintain originals and sufficient copies of their C.V., Passport size photographs, grade sheets, certificates etc. The Placement Office will not be responsible for providing any assistance to the students on the procurement of the above said documents.

H. Job Offers

1. Announcement on the notice board will be considered as the final offer. Offers received from companies must be collected as per timings in circular /notice.
2. If the student has been selected in the campus interview (Dream Job), then he/she **cannot apply again**, even if he/she rejects the previous job offer.

3. The students shall not question the company on why he/she is not selected. Selection is in the hands of the company. Any unruly behavior compromising the reputation of the Institute shall deem the student ineligible for future placements and the student shall face the disciplinary committee.
4. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student.
5. The students should honour the offer and communicate with the Industry in a pleasing manner.
6. In case offers are received directly by the student from the company, the same must be intimated to the placement office.
7. Student violating any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehavior thereby earning a bad name for the Institute, may be deregistered from availing any further placement facilities and is liable for strict disciplinary action, as per the IIITDMJ rules and regulations.

I. Multiple offers:

A student is eligible for only one job. If a student receives more than one offer owing to delays in the announcements of results by the recruiters, he/she is bound to accept the job whose results are declared first. If the results are declared on the same day, the student may choose from the offers in hand and inform the placement coordinator within 2 days of the announcement of the results.

J. Joining status:

Students should notify the company with a copy to the placement office in case they are not joining the company with reasons. For all matters not covered by the above regulations, the placement coordinators will use their discretion to take appropriate decisions.

UNDERTAKING

I will abide by all the terms & conditions stated above and follow the rules and regulations amended time to time.

Date: 17/06/2016 Name: Ravi Jain Signature: R. Jain