



**IIT-M ADVANCED MASTER DATA
SCIENCE PLACEMENT AFFIRMATION LETTER**



PLACEMENT AFFIRMATION LETTER

Eligible Criteria for Placements:

1. Placement will commence once the candidates complete the course and enter into the project phase.
2. Daily tasks must be consistently completed. A minimum task submission of 75% is required for each topic for the candidate.
3. At the end of the course, there will be a comprehensive test validating the eligibility for placements. A minimum of 70% score is expected from the aspirants to proceed further with Placements.
4. The candidate must have record of submitting minimum 250 Problem in Code-Kata to enter into the placement.
5. Submission of final project and the project review has to be completed to get the placement support.

Responsive Profile:

1. Apart from the daily tasks, the candidate should complete a minimum of hands-on Project on Data Science with all the checklists satisfied.
2. The applicant should create a good and responsive portfolio under the guidance and approval of the ZEN - HR team.
3. The portfolio and resume should to be updated regularly as per current standards.

Basic Requirements for Resume:

1. **Contact Info:** Name, Contact Number, Email ID, GitHub Link (mandatory) and LinkedIn Link.
2. **Education:** Starting with your Master Data Science program with GUVI continued with your highest education.
3. **Experience:** Mention your work experience if any, supported with the Roles and responsibilities. Freshers may mention your internship experience/project done during your course.
4. **Projects:** Mention all your project along with the project title also mention minimum 3-5 points about the project (High lights) and paste the Project link below.
5. **Skill Set:** It is very mandatory to mention all the technical skills that you have learnt till date
6. **Certifications:** If you have any certification kindly mention the certification details or the achievement details

Note: For Fresher's the resume should be in one page and for experienced it may be maximum of two pages and not more than that.

**Placement Opportunities & Flow:**

1. The candidate will receive interview opportunities for an active period of 1 year with 50+ Placement opportunities for candidate to get placed as placement is extra support which we are providing beyond the course.
2. If the candidate is taking a break for some legitimate reason, then placements will extend for one year.
3. Even if the candidate is specific about the location or package, he/she will be receiving all the requirements on board from the placement side.
4. Once a learner accepts an offer, he/she will not be eligible for the rest of the placements for a particular period of time. If learner is really not satisfied with the placement opportunity, then the candidate will be eligible to apply for another opportunity only after the course coordinator and hiring team discussion along with the approval of the management.
5. In any exceptional cases where the student is unable to accept the offer, the placement committee will give the student another opportunity only after conducting a thorough investigation.
6. Under all circumstances, candidates should maintain 100% attendance in all the interviews besides the duly completed tasks for that company.
7. After every interview, the candidate is expected to share the list of questions faced by him/her in the interview for further guidance and training purpose.
8. The candidates who are in placements are expected to be very active in their mails as the opportunities and placement updates will be shared via email.
9. The candidates once applied to the company must have to hold back for the response. As the interview process and the time involved in responses depends upon the respective Company.
10. The candidates in the placement cell will be given a chance to apply for multiple opportunities until the candidate receives their final offer from the company.

Suspension and Termination

1. Unprofessional behavior, such as failing to show up for an interview or being caught bluffing in an interview, will result in exclusion from placements. Furthermore, irresponsible behavior, such as applying for a job and then failing to show up for it for unknown reasons, may result in the applicant's suspension from the placement process for one month.
2. If he/she fails to pursue the previously mentioned criteria, the applicant will be suspended from the placement process for a month or altogether, based on the situation.
3. The candidate, who declines an offer from a company without a valid reason in the mail, will not be eligible to avail placements for 3 months.
4. After applying for an opportunity- If the candidate is found not completing a task

given by the company or not showing up for interviews more than three times, and then he/she will be terminated from placements permanently.

5. The candidates are not allowed to contact the company's POC directly without the knowledge of placements team and the Guvi team Coordinators.
6. If we find any candidate sending irrelevant mails, messages or showing unprofessional behavior towards the companies may also lead to candidate termination as it may lead to a lot of escalations in the client relationship and it will also impact on other candidates who are attending the interview with the certain company.
7. If a student fails, consecutively, five times in the first technical round (task), he/she will be kept on hold till they get ready for the placements. There upon, after the approval of the respective mentor, the candidate will be forwarded to the placement process, when ready.
8. Negative feedback about the candidate, if any, must only be reported to the Placement coordinator. Avoid sharing the same with the company where he/she is undergoing the recruitment process.
9. The candidate can mention offer in hand or CTC to the interviewer but is expected to be polite. We will provide necessary assistance on this to the aspirants during behavioral sessions.
10. If a learner is not responsive after receiving the offer letter will be terminated from the placement as that offer might be helpful for some learner.
11. Above any termination scenarios, there will not be any response in regards to the placement or placement opportunities until the termination period.

Behavioral Expectation:

1. If we notice any irregular modes of communication, such as establishing WhatsApp groups or other types of social media groups, or keeping track of other learners' connections via social media platforms like whatsapp, LinkedIn, Facebook etc., the profile will be terminated from the placements.
2. Maintaining an obedient attitude throughout the course is essential, any disrespectful language or misconduct towards the mentors or the Guvi Zen team will not be tolerated it may directly lead to termination.
3. There should not be any personal mode of communication to mentors anywhere such as LinkedIn or any other portals, as the communication should be passed only through the coordinators or in the sessions.
4. Any kind of doubts the concern person must approach the related coordinator only.
5. If we found any learner is not following the mentioned points in this letter, he/she will be completely terminated as it is considered as Data Violation.
6. We are expecting a fair and learning attitude and mutual cordial relationship between learners and team throughout the journey.



Hereby, I hereby affirm that I will follow the guidelines and limitations of GUVI's Placement Affirmation Letter and that, going forward, I will not break any of the points listed. I declare that I am giving my consent voluntarily and not in reaction to compulsion or persuasion.

Sharana Rani S
Signature

Date: 17/10/2022

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