

SINHGAD ENGINEERING CENTRAL PLACEMENT CELL

UNDERTAKING

I _____ (Name) wish to hereby Register my name with _____ (college name) Placement Department, for participating in various 'On Campus' and 'Off Campus' Recruitments. Accordingly, I here by undertake to fully abide by all the Policies / Norms / Instructions of the Institute given from time to time, including the following:

- 1. I clearly understand that I am not liable to receive any sort of recommendation letter for higher study (India / Abroad) application. Also, I give consent that I am not going to apply for higher education.**
- 2. I give consent to submit, offline or online, my Data for College Master Records, which will be complete and authentic in all respects, as a token of my Interest and Registration for Placements. I am aware that incomplete / delayed submission will be rejected. Further, I am well aware that the Academic details and Percentages indicated by me in all the Bio-Data forms should also be very accurate up to second decimal and no discrepancy is allowed at all. I shall also positively indicate the status of ATKTs / YD / GAP in education if any, on the right hand side top of the forms.**
- 3. I shall register for each Company that I am eligible and seriously interested, for participation in their Recruitment Process and I do understand that neither late registration nor spot entries at the time of Recruitment Processes would be allowed, for any reason.**
- 4. I clearly understand that once I confirm my interest in a particular Company by registration, I cannot withdraw from their Process at any subsequent stage. I accept that if I fail to attend the said process, I will be liable to penalties (may be debarred).**
- 5. I shall always carry my Placement Folder with the following documents, for any Process:**
 - a) Resume (will be as per format and be exclusive as per the JD of the company) duly typed along with few copies**
 - b) Copies of Mark sheets / Certificates / Awards, right from S.S.C. till date.**
 - c) I. Card , Few Passport size colour Photographs & Copies of the Passport**

- 6. I shall positively attend various assessments and training programs that would be organized by the Sinhgad Engineering CPC as well as the Institute from time to time, as all these sessions are designed and tailored to improve my own performance in the Recruitment Processes. I am aware that undergoing these Training Programs seriously and sincerely and following the various tips and guide lines given by experts, will undoubtedly improve my rating in the highly competitive Selection Processes.**
- 7. I shall also have thorough preparation both subject wise as well as presentation / communication skills wise, before attending any Recruitment Process.**
- 8. I clearly understand that I need to update my profile for placement. This includes undergoing internship/s, participating in seminars, webinars, trainings, institutional and global certifications and co as well as extra-curricular activities and competitions.**
- 9. I shall maintain utmost discipline and decorum through-out all the Processes.**
- 10. I shall not directly discuss / take up any matter with the Company at any stage either during the Recruitment Process or before joining, unless permitted by the Placement Department. I am aware that any clarification concerning the Recruitment, should be got clarified by me only at the end of the Company's Pre-Placement Talk (PPT). I shall also not negotiate the terms of Offer / Appointment with any Company or reject their Offer at any stage.**
- 11. I shall be formally dressed for any Recruitment Process and put on my college I. Card with proper ribbon, without which I am aware that I will not be permitted to participate in the same.**
- 12. I shall be present at the venue at least 30 minutes prior to the scheduled time of starting of the Recruitment Process. I am fully aware that late entry is not allowed for any reason.**
- 13. Considering that processes may be held virtually, I will make sure that I have a working laptop / desktop with webcam and microphone, power with backup, strong network connectivity. Also, I will confirm noise free environment, ample lighting, and no interference by any other family member / friends during the process.**
- 14. I understand that cheating, in any form, is not accepted at any point and confirm that I will not participate, directly or in-directly, in cheating.**

15. I shall, pro-actively, keep checking mobile as well as email for any information WRT placement. Also, I will be in constant touch with the TPO of the department as well as the institute for knowing the details of latest Notices / Updates / Instructions and any other information WRT placement.
16. I shall positively collect all the required information regarding the Recruiting Companies, from their web-sites etc. and attend their Processes fully prepared.
17. I have furnished all my contact details and educational details, in the google form and pod.ai website. In the event of any change, I shall immediately inform Placement Department positively.
18. In case I wish to attend any 'Off Campus' Recruitment Process on my own, I shall take prior permission of the Placement Department. In the event of my Selection, I shall inform Placement Department immediately (max. within two working days) and submit a copy of the Offer / Appointment letter, failing which, I do understand that the Institute may inform the Company of my conduct and take further necessary actions.
19. I understand that shortlisting and selection is at the discretion of respective company and that no liability in this regard rests with the placement office. I understand that once I am selected I am bound to join the company shall not leave their services in a short time under any circumstances and shall positively abide by their Policies / Norms / Discipline.
20. After joining the Company, I shall not leave their services in a short time under any circumstances and shall positively abide by their Policies / Norms / Discipline.

I here by undertake to strictly follow all the above Policies / Instructions & Discipline of the Institute and noted that any violation of the same may result in Penalties / Fines / Cancellation of my Registration for Placements, even up to the extent of debarring me from the Placement Processes / Further necessary actions.

Name

Signature

Date

Branch

Year of Passing