

DEPARTMENT OF TRAINING AND PLACEMENT DELHI TECHNOLOGICAL UNIVERSITY

Bawana Road, Delhi-110042

Performa for Placement Co-ordinator (Forwarded/Recommended by Department HOD)

Name			
Branch		Roll Number	
Email		Contact number	
Present Address			
Permanent Address			
Father's Name		Mother's Name	
Occupation		Occupation	
Contact Number		Contact Number	
Industrial Training	1) 2)		
Hosteller/PG/Day Scholar (please mention distance from college)			

Class	School Name & Location
XII	
X	

1st Sem		2nd Sem	
3rd Sem		4th Sem	
5th Sem		6th Sem	

Please choose two fields of interest from the following and enlist your experience in the same field (Coding/Analyst/Core)

State any two of your major Achievements and contributions as a DTU student:

Any active backlogs (if any, please write the name of the subjects):

Any record of cases pending against you in or outside DTU:

Questionnaire

1. Why do you want to be a placement coordinator at DTU? What changes can you bring to the TnP department as a PC?
2. State in detail, your experience of taking part in **extra-curricular responsibilities, leadership roles** and **social volunteering** at DTU or outside DTU in the past years. (100 words)
3. Do you wish to work for companies of just your department or will you also be interested in working for branches of other domains? Please enlist the domains of your interest.
4. Have you ever been through a **stress period** in your life? if yes, tell us how you overcame the situation. (100 words)
5. What according to you should be the **features of a good Placement Coordinator** of DTU? (50 words)

Undertaking

If appointed by the Training and Placement Department of DTU as a Placement Co-ordinator I, _____, of branch and course _____, roll no : _____ agree to the following:-

1. I will continue to work even after my placement until the session is over.
2. I will not be part of any council formed in college and will work with full dedication for the TnP Department.
3. I will maintain the confidentiality of all the data and company related information that I come across or work with, in the department. I fully understand if I fail to maintain the confidentiality , I am liable to disciplinary action including expulsion from DTU.
4. I will be responsible for checking and approval the CVs of my fellow batchmates and if found guilty of negligence in work , I will be liable for disciplinary action including expulsion.
5. I will give 15-20 hours every week at TnP and regularly mark my attendance.
6. I will approach at least 10 companies each month and submit a detailed list of these companies and my communication with them, by the end of every month.
7. I will be available to help my fellow PC in-case of need on any day.

The aforesaid and filled information is true to the best of my knowledge and records. In case of discrepancy in any of these records, my candidature may be cancelled for the role of PC and disciplinary action may be initiated against me . If at any moment, the Department finds that I am not performing as per expectations, the Department can take necessary action and relieve me of my duties as the Placement Co-ordinator.

**Place
Signature**

Date