ON Rs10 STAMP PAPER

To be attested by NOTARY (all pages)

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Student),S/o,D/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Batch (20\_\_\_\_\_\_\_\_ to 20\_\_\_\_\_\_) hereby give the following 12 undertakings along with my parents (wherever applicable).

Signature of Parent: Signature of Student:

Name of Parent: Name of Student:

Date:

**UNDERTAKING 1**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_student of \_\_\_\_\_\_\_\_\_\_\_\_\_ (Course) and batch (20\_\_\_\_\_\_ to 20\_\_\_\_\_\_) hereby give this undertaking that I will not create any indiscipline till my last day at BVIMR, New Delhi. If found creating any indiscipline, I will withdraw my admission from the course of \_\_\_\_\_\_\_\_\_\_\_\_\_. If I don’t, I understand that college authorities can rustigate me by following disciplinary action.

I will abide by the decision of discipline committee.

Signature of Parent: Signature of Student:

Name of Parent: Name of Student:

Date:

**UNDERTAKING 2**

**Academic Penalty and Attendance**

**I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o, D/o, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

student of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(course) of Batch (20\_\_\_\_\_\_ to 20\_\_\_\_\_\_\_) hereby declare and undertake that I will maintain 75% attendance during the semester failing which I will submit academic penalty as notified by HOD/Program Coordinator/Director.

If I fail to submit academic penalty, I authorize exam cell to award zero in 2nd Internal exam. I promise to surrender my marks of 2nd Internal and shall not create any problem for the same.

I understand that I may be denied admit card of university exam if I fail to maintain 75% attendance.

I will keep myself updated about attendance on real time basis by using college APP and ERP.

Signature of Parent: Signature of Student:

Name of Parent: Name of Student:

Date:

**UNDERTAKING 3**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Student) S/o, D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_joining of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course, of Batch (20\_\_\_\_\_ to 20\_\_\_\_\_ ), undertake the responsibility, that I will be in touch with student support cell (SSC) for all exam related matters like filling examination form, revaluation, filling of backlog examination, date sheets etc.

I also undertake the responsibility to update myself through ERP and the website, even if I do not receive any SMS or email.

I shall submit correct contact details to college authorities so that I receive all information being shared by college regarding different academic , extra curricular and co-curricular activities being organized in college.

I permit college authorities to send SMS/whatsapp on my cellphone to inform me regarding all academic , fee related and extra curricular/co – curricular information.

Signature of Parent : Signature of Student :

Name of Parent: Name of Student:

Date:

**UNDERTAKING 4a**

**CRC**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/o , D/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_student of \_\_\_\_\_\_\_\_\_\_\_\_\_(Course ) of Batch (20\_\_\_\_\_\_\_ to 20 \_\_\_\_\_\_\_\_\_\_) hereby give this undertaking that while attending the interview process at any organization suggested by CRC, BVIMR, New Delhi, I will keep CRC head and my parents well informed.

I will attend the interview process with the consent of my parents, whose signatures have been taken on this undertaking form. I take the responsibility of coming back home in case I get late while attending the placement interview process.

I shall make necessary arrangements of transportation in consultation with my parents.

Parents Signature: Signature of the Student

Name of Parent: Name of Student:

Date:

**UNDERTAKING 4b**

**CRC**

**(For Hostel students only)**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/O, D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_student of \_\_\_\_\_\_\_\_\_\_\_\_\_(Course) of Batch (20\_\_\_\_\_\_\_ to 20 \_\_\_\_\_\_\_\_\_\_) hereby give this undertaking that while attending the interview process at any organization suggested by CRC, BVIMR, New Delhi. I will keep CRC head and my parents well informed.

I will attend the interview process with the consent of my parents. I take the responsibility of coming back to Hostel in case I get late while attending the placement interview process.

I will collect Gate Pass before leaving the campus for the placement process from Hostel Incharge.

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Nos. (1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Students’s Mobile No. )

(2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Residence contact no.)

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Father’s Mobile no.)

(4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mother’s Mobile no.)

Parents Signature: Signature of the Student

Name of Parent: Name of Student:

Date:

**UNDERTAKING 5**

1. I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/o,D/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student of \_\_\_\_\_\_\_\_\_\_\_ (Course) \_\_\_\_\_\_\_\_\_\_\_ Batch (20\_\_\_\_\_\_\_ to 20\_\_\_\_\_\_\_\_ ) will submit my exam form/fee challan (both required) not beyond the notified date, failing which I understand that I will not get university Admit card.
2. It will be my responsibility to keep in touch with Student Support Cell & CMS department to get information about all dates.
3. I will read all notices on ERP and Notice Boards to keep myself updated.
4. I have read the norms of ATKT (year backlog) attached herewith. If at any point of time, I am unable to fulfill the above mentioned clause(s) for ATKT, I will have to clear all pending backlog, will have to face one year backlog, and then seek re-admission after clearing backlog exams.

Parents Signature: Signature of the Student

Name of Parent: Name of Student:

Date:

**UNDERTAKING 6a**

Backlog Examination

I, ----------------------------------------------S/o, D/o ------------------------------------ joining for course \_\_\_\_\_\_\_\_\_\_\_\_\_ ,Batch (20\_\_\_\_\_ to 20\_\_\_\_) at BVIMR, New Delhi, do hereby understand, that if I fail to pass any examination whether Internal Assessment, University Examination or Departmental Examination of 1st and 2nd semester, by the end of fourth semester, I will not be promoted to 5th semester as per university rules. I will clear all backlog exams of 1st year in third year (in which I won’t be getting admission in college) and then re-apply for admission in 4th year.

I also understand that I won’t be allowed to sit for classes unless university permits me to do so.

I have read the norms of ATKT (year backlog) attached herewith. If at any point of time, I am unable to fulfill the above mentioned clause(s) for ATKT, I will have to clear all pending backlog, will have to face one year backlog and then seek re-admission after clearing backlog exams.

Signature of Parent: Signature of Student:

Name of Parent: Name of Student:

Date:

ATKT Rules:

1. A Student is allowed to carry backlog of any number of subjects till Semester IV.
2. A student must pass Semester I and Semester II to appear for Semester V.

Signature of Parent: Signature of Student:

Name of Parent: Name of Student:

Date:

**UNDERTAKING 6b**

**Backlog Examination**

**For BBA LLB Students only**

I, ----------------------------------------------S/o, D/o ---------------------------------- joining for course \_\_\_\_\_\_\_\_\_\_\_\_\_ ,Batch (20\_\_\_\_\_ to 20\_\_\_\_) at BVIMR, New Delhi, that if I fail to pass any examination whether Internal Assessment, University Examination or Departmental Examination of 1st and 2nd semester, by the end of fourth semester, I will not be promoted to 5th semester as per university rules. I will clear all backlog exams of 1st year in third year (in which I won’t be getting admission in college) and then re-apply for admission in 3rd year.

That if I fail to pass any examination whether Internal Assessment, University Examination or Departmental Examination of 3rd and 4th semester, by the end of sixth semester (Third Year) I will not be promoted to 7th semester as per university rules. I will clear all backlog exams of 2nd year and then apply for admission in 4th year.

That if I fail to pass any examination whether Internal Assessment, University Examination or Departmental Examination of 5th and 6th semester, by the end of eighth semester (Fourth Year) I will not be promoted to 9th semester as per university rules. I will clear all backlog exams of 3rd year and then apply for admission in 5th year.

I have read the norms of ATKT (year backlog) attached herewith. If at any point of time, I am unable to fulfill the above mentioned clause(s) for ATKT, I will have to clear all pending backlog, will have to face one year backlog and then seek re-admission after clearing backlog exams.

I also understand that I won’t be allowed to sit for classes unless university permits me to do so.

Signature of Parent: Signature of Student:

Name of Parent: Name of Student:

Date:

**LL. M./LL.B. (3 Year Law) / B.A.-LL.B. (5 Year Law) / B.B.A.- LL.B. (5 Year Law)**

**(Choice Based Credit System)**

(2015 & Onwards)

**Rules of A. T. K. T. :**

1. A student is allowed to carry backlog of courses prescribed for Sem-I, III, V, VII & IX to Sem-II, IV, VI, VIII & X respectively.
2. A student is allowed to keep term for Sem-III, if he/she is failing in any number of subjects of Sem-I & II.
3. A student is allowed to keep term for Sem-V, if he/she is failing in any number of subjects of Sem-III & IV but passes in all subjects of Sem-I & II.
4. A student is allowed to keep term for Sem-VII, if he/she is failing in any number of subjects of Sem-V & VI but passes in all subjects of Sem-III & IV.
5. A student is allowed to keep term for Sem-IX, if he/she is failing in any number of subjects of Sem-VII & VIII but passes in all subjects of Sem-V & VI.

[**Note**: For LL.B. (Three Year) read above rules of A.T.K.T. only a),b) and c)]

For LL.M. course – a student is allowed to carry the backlog of courses prescribed for Sem-I & Sem-III to Sem-II and Sem IV respectively.

Signature of Parent: Signature of Student:

Name of Parent: Name of Student:

Date:

**UNDERTAKING 7**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o, D/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course, Batch (20\_\_\_\_\_\_to 20\_\_\_\_\_\_\_\_), undertake the responsibility, that if I have a gap year due to backlog papers of 1st year and the syllabus changes during this gap year, then I will do the complete course on my own and no makeup classes will be held for the old curriculum, if sufficient number of students are not there for class.

Signature of Parent: Signature of Student

Name of Parent: Name of Student:

Date:

**UNDERTAKING 8**

**(Appearing for Examination)**

I understand, if I use any of the following unfair means my answer sheet will be cancelled/ taken back & sent to committee dealing with unfair means and I will not be permitted to continue with my exam.

* Usage of mobile/ smart watch/ automatic Electronic utilities.
* Usage of paper chits/books /any such content by me during examination.

I, further promise to follow the following instructions :

* If I am found to be using above mentioned prohibited electronic utilities in examination then the concerned staff will switch off the electronic device so that the battery life remains and these electronic utilities will be switched on during the investigation by committee for unfair means.
* If I am found to be using chits/books/ any such content during examination then I will sign on the material used during examination along with the concerned form which will be provided by the exam head.
* My parents will be required to meet the exam incharge/ Director when they will be called if I am caught cheating during examination.
* I will not argue with invigilator and will abide by his/her instructions.
* Use of calculators are permitted if instructions are written on question paper.
* I shall take care of my gadgets and will avoid carrying expensive gadgets during exams.
* I will report atleast 30 minutes prior to starting of examination (Internal and university examination both).
* I shall abide by rules and regulations of the institute and university as updated from time to time on ERP, Notice board, announced in classes.
* I shall not misbehave with security in case I reach late during examinations.

Signature of Parent: Signature of Student

Name of Parent: Name of Student:

Date:

**UNDERTAKING 9**

**Code of Conduct**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o, D/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course, Batch (20\_\_\_\_\_\_to 20\_\_\_\_\_\_\_\_), undertake the responsibility, that I will follow the Code of Conduct as specified by the university ( given in Rule book and attached herewith). In case I do not follow the code of conduct I undertake to pay the penalty (monetary/ Non monetary), which will be decided by the discipline committee members.

Parents Signature: Signature of the Student

Name of Parent: Name of Student:

Date:

**Code of Conduct (Disciplinary Rules)**

1. **Ragging is a criminal offence**

As per Supreme Court judgment any student found indulging in ragging will be rusticated from the university and would be liable for legal action.

It is mandatory for all students to submit an undertaking on line form, stating that they will not indulge in any form of ragging activities to their respective class coordinator within one week of commencement of classes.

Discipline

* The Institute attaches utmost importance to integrity of students in conducting themselves in a manner befitting responsible business executives.
* Disciplinary action for misconduct shall include imposition of fine/declaring disqualification for award of medals, prizes and scholarships/deprivation of placement opportunities/suspension expulsion from the Program.
* Cell phones should be strictly switched off in classrooms/Auditorium/Library/Computer Lab.
* Only two wheelers are allowed for parking in the allotted areas. Four wheelers should be parked in the authorized parking of Paschim vihar East Metro Station.
* Formal Uniform is compulsory during **all exams** (univ and Internal exams), presentations, guests talks, corporate talks, seminars, conferences, workshops and other events where formal dress code is notified.

**Dress BOYS**

Do’s Don’t

Shirts T Shirt

Trouser Jeans

Formal Shoes Sports Shoes/Slippers/Floaters

Navy Blue blazers in winters (Compulsory)

**Note: Each Page to be signed by student & Parents.**

Signature of Student: Signature of Parent:

Name of Student: Name of Parent:   
Date:

**Dress GIRLS**

**Do’s** **Don’t**

Shirts T Shirts

Trouser Jeans

Formal Shoes Sports shoes/ Slippers/ Floaters

Navy Blue blazers in winters (Compulsory)

Formal Indian Suits

* In case of any kind of violence on the part of the student, he /she shall be expelled from the Institute.
* Students are strictly not allowed to post any comments on social Media about the Institute, faculty, staff or students which may deteriorate the image of institute failing which strict disciplinary action shall be taken including expulsion from the institute.

1. **Malpractice in Examinations**

* Students should not resort to malpractice in examinations, failing which they will be expelled from the exam.
* A student is expected to have 100% attendance is each semester and the consideration for Medical/ other genuine cases is considered for 25% only and thus 75% is the minimum requirement.
* Academic activities include classroom teaching, tutorials, workshops and the events for which the attendance is mandatory.
* Attendance for events can be taken in electronic or manual form as deemed fit and can be based on sessions/venue within the auditorium or outside the auditorium.
* Classes operate in a smooth way and if student’s community violates the same by Mass –bunking there would be a penalty of Rs. 500/ per student for the whole class.
* Students are expected to submit their projects/business plans as per the dead line given to them failing which they will be liable for a fine up to Rs.500/- as late submission.

**Note: Each Page to be signed by student & Parents.**

Signature of Student: Signature of Parent:

Name of student: Name of Parent:

Date:

* PTM is mandatory for each student.
* Environmental paper is compulsory to be cleared by every student.
* It’s responsibility for every student to fill-up examination form timely before the university deadline is over.

1. **General Conduct**

* All students admitted to various courses will be expected to attend all classes as per their time-table. Students will be allotted 10 marks for attendance.
* 75% attendance is mandatory in all subjects during a semester.
* Any damage to the property of the institute will invite penalty & disciplinary action by the discipline committee.
* No Student will roam around in the campus premises. They will conduct themselves in a dignified manner at all times within and outside the institute.
* No Hostel student will leave station without obtaining written approval from Hostel Incharge well in advance. However, student has to maintain 75% attendance certificate as laid down by the university.
* Any grievance from the students will be dealt and handled by the Discipline committee and shall be put forward to the Director for final approval of recommendation made by the committee.
* You are not permitted to click any photograph without the consent of the other person.
* Movie making in campus is not allowed.

**Please note: You are under electronic surveillance in the campus (CCTV) at all times, even in the Class Rooms also. You have to exhibit highest level of decency in campus.**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Nos. (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Father’s Mobile no.)

(2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mother’s Mobile no.)

Signature of Parent: Signature of Student:

Name of Parent: Name of Student:

Date:

**UNDERTAKING 10**

**(FEE SUBMISSION)**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o, D/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course, Batch (20\_\_\_\_\_\_to 20\_\_\_\_\_\_\_\_), undertake the responsibility, that I will pay fees by the notified date, or else I will be paying late fee as per the notified amount ( Rs100/- per day). I understand that date by which the fee is to be deposited will be between April to May every year. The exact date will be notified to me by the institute through the ERP and/or through the Mail.

Parents Signature: Signature of the Student

Name of Parent: Name of Student:

Date:

**UNDERTAKING 11**

(LAB Rules and Regulations)

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o, D/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course, Batch (20\_\_\_\_\_\_to 20\_\_\_\_\_\_\_\_), undertake the responsibility, that I will follow the rules and regulations of computer Lab which are attached herewith. In case if I do not follow the rules as laid down by the institute I will face the consequences as laid down by the Institute. (copy attached).

Signature of Parent: Signature of the Student

Name of Parent: Name of Student:

Date:

**Rules and regulations for LAB users**

* For entry into the LAB, I-Card is compulsory
* Cell phones should be switched off before entering the LAB.
* Lab staff is not responsible for any belongings left in the computer labs. Please make sure you take your belongings with you when you leave.
* LAB facilities are available to the students only before or after Lecture session.
* Do not change or interfere with the configuration of the computers. Do not install or modify any programs.
* The Computer must be properly “shut down” after use to ensure smooth functioning of machine.
* Users should use a removable storage device (with permission), e.g., USB flash drive, or CD-RW, to save their work. Any work saved on the hard drive will be deleted periodically.
* While using CD & USB drive in the computer, get them checked by LAB attendant. Make sure that your CD/USB drive contains only academic data and it should be also free from virus.
* Software downloaded from the Internet is not to be installed on any lab computer for any purpose. Downloading or sharing copy righted materials may result in the loss of network access privileges.
* Do not log into BVIMR’s network using anyone else's username and password. This is punishable.
* LAB users are requested to use Internet facility only for academic purpose. Playing games, electronic chatting and viewing of anti-religious or violent material and pornography in the lab is strictly prohibited.
* Students are not permitted to use social media sites in Lab.
* Do not shout across the LAB to another student or colleague. Inappropriate language should not be used. Such acts will lead to disciplinary action against violating student.
* Any kind of eatables are not allowed inside the LAB
* Students are required to keep their chairs in place before leaving the LAB**.**

**Silence must be strictly maintained in the LAB. You are under CCTV surveillance.**

Signature of Parent: Signature of the Student

Name of Parent: Name of Student:

Date:

**CONSEQUENCES:**

* Non compliance of these instructions will be treated as an act of indiscipline and such students will not allowed in the computer LAB and other disciplinary action as deemed necessary may also be taken against them.
* Any failure or any complaint received for any violations of the guidelines described above will result in loss of computer privileges.
* Disrespect to faculty or staff member will result in an immediate loss of all services of computer lab and matter will be reported to Director for further action.

*.* ***For Any Technical Help Contact “LAB Attendant”***

Signature of Student: Signature of Parent:

Name of student: Name of Parent:

Date:

**UNDERTAKING FOR SUMMER /FINAL PLACEMENT & ENTREPRENEUR**

**To,**

**The Director**

BVIMR, New Delhi

**Respected Sir/Madam,**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student of class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  hereby give in writing that I have read all rules of placement/CRC activities as follows & promise to abide by the same. I declare that I am interested for **SUMMER /FINAL PLACEMENT & ENTREPRENEUR**. If it is found that I have broken any of rules then I will be liable for any disciplinary action which the CRC Committee / Director may deem fit to take against me.

**Placement Policy:**

a) All students seeking Training and/or Placement Assistance are mandatorily required to register.

b) Attendance in all the Pre-Placement Talks (PPTs) & T&P activities is COMPULSORY for everybody, regardless of whether he/she is interested in sitting for that company or not, or whether he/she is already placed. Absentees and Misconduct will be penalized. (Penalty: Rs. 500/- and /or disqualification form T&P activity (ies) and/or disqualification from Placement)

c) Students must have formal dress with I-card on the day of recruitment drive (Tie is compulsory for boys).

d) Students are not authorized to communicate with the companies on an individual level or in any individual capacity. They are hereby informed to refrain from any such communication whatsoever. Any deviation would result in disciplinary action against the particular student(s) involved in such activity. (Any corporate interaction by any student must be carried out in consultation with The CRC Team.)

e) If a student has been selected in the campus interview and has received an Appointment/ offer letter, then he/she CANNOT APPLY AGAIN\*\* in other  Company and his/her name will be removed from placement rolls. (If Student will not accept the appointment/offer letter, disciplinary action may be taken against him/her.)

**General guidelines for the Students:**

a) The Placement officer/Principal, for any reasons, receives adverse comments on the behavior and conduct of the interviewee from the interviewers; he/she may have to face severe consequences.

b) It is the responsibility of the students to look at the notices and other information from the notice board of CRC.

c) The students must make their own arrangements such as transport, food etc. for attending the Interviews (particularly at the time when recruitment drive is arranged outside college campus).

d) Students will obey the policies, rules & regulations of the company & comply with the company’s business practices & procedures. Under no circumstances will student leave job/Internship without first conferring with CRC.

I hereby undertake that I shall abide by all the rules, regulations and conditions imposed by the CRC as amended from time to time.

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parents Signature \_\_\_\_\_\_\_\_\_\_\_\_\_**