

## Placement Rules & Regulations

- The placement department aims to provide placement assistance for all final year students. It is a privilege extended to the students but can't be claimed as a matter of right. Campus placement is a facility provided for the students.

- Students should register their names by submitting students' data in the Googlesheet as per the prescribed format circulated by Department of Training and Placement Cell before the due date. Only those students who have registered are eligible to participate in the placement activities.

- Registration is compulsory to each and every passing batch student of the college. Students who are not interested in placement are advised to click on an appropriate box mentioned in the google-form.

- Students will be allowed to have a SINGLE job offer only.

However, already placed students may also be allowed to appear for "Dream Company". Once a student bags a job offer from a dream company, he/she will not be allowed to participate in any campus recruitment process at all. Moreover, already placed students but not placed in "Dream Company" may also be allowed to appear for second job offers if the CTC is more than the earlier CTC.

- Students having backlog of 2 or more courses are not permitted to register for placement. Such students are advised to mention the number of backlog subjects in the google form. However, the policy regarding allowing such students for the drive is solely depends on particular company.

- The eligibility criteria obligatory by the visiting company will be the final.

- The eligible / registered students must attend all the training programmes / workshops arranged by department.

- Department placement coordinator / faculty is the single point of contact for the concerned department students. For all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.) should be executed through the concerned department placement coordinator / faculty and HOD.

- During induction, most of the companies insist on Passport and PAN card. So, the students are expected to apply for the same at the earliest.

- Students may have to manage their own schedule to attend the drive proceeding on time. Also the student attending the drive should inform their parent/guardian well in advance about the place, timing etc.

- Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parent/guardian about the placement process, venue, and timings in advance.
- Students attending campus interviews should adhere to the following instructions,
  - (a) Report at the venue of pre-placement talk and interview as per the instructions.
  - (b) Students should carry few copies of their latest resume, photocopies of all original certificates, pass port size photographs.
  - (c) A student in casual dress will not be allowed for the recruitment process in on-campus and off-campus drive.
- Students are expected to follow the standard resume template for preparing the resume. It is also advised to make minor changes in the resume as per the JD of the company.
- The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement activities for the rest of the academic year.
- Students should be present at the venue 15 minutes before the scheduled start of the pre-placement talk and maintain the decorum of meeting. Once registered for the particular drive, it is mandatory to attend the pre-placement talk.
- Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be sought from the companies during pre-placement talk or interview.
- Students must wear college uniform whenever they participate in any interaction with a company during the drive process. The department reserves the right to refuse permission to a student to attend the drive, if they do not dress up formally in college uniform.
- It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the whatsapp group/ on notice board of the department.
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.
- Late comers for the drive may not be allowed to appear for the selection process.
- Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placement activities for the rest of the academic year.
- Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placement drives for the rest of the academic year.

- The copy of the offer letter is required to be submitted in the placement office.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the TPO immediately.
- If due to any reasons company refused to join any candidates, for that the college will not be responsible.
- Students giving wrong data/information in Training and Placement office, he/she will be debarred/blacklisted from the placement activities for the rest of the academic year.
- Any kind of misbehaviour/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those involved will be debarred/blacklisted from future campus placement activities.

For all matters not covered by the above stated rules & regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students.

**Declaration:**

I have clearly understood the above mentioned rules and regulations and I would like to register for the placement.

**Name of the student:** \_\_\_\_\_

**Class Roll Number with Enrolment Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Dated Signature of department TPO faculty:** \_\_\_\_\_