



Training & Placement Cell

The Placement Cell plays a crucial role in locating job opportunities for Under Graduates passing out from the college by keeping in touch with reputed firms and industrial establishments. This cell helps students for grooming and getting their dream job. Placement is a privilege extended to the students but can't be claimed as a matter of right. For smooth functioning of placement activities, rules and regulations are mandatory for students. These rules and regulations are as below:

Rules and Regulations for students to avail Campus Placement Facility:

1. All the students must participate in Workshops / Training Programs organized by Training & Placement Cell compulsorily. Students may be disallowed for campus placement process, if fail to attend the Workshops / Training Program.
2. Student-Clubs/Association are encouraged for conducting the same types of programs under student activity scheme of the college.
3. It is the responsibility of the student to check announcements/notices/updates/E-Mail/Whatsapp/information/shortlisted names, on notice boards of Training & Placement Cell Office, Student should visit placement webpage on institute website regularly. The students are instructed to follow the timing & instructions of T&P cell.
4. Late comers for aptitude test /GD/ Technical and Personal interview will not be allowed to appear for the selection process.
5. The 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 placements for the rest of the academic year.
6. Students should maintain discipline and show ethical behavior in every action they take during the placement.
7. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year.
8. Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disallowed from the placements for the rest of the academic year
9. Students are required to express their willingness in writing for appearing in the campus recruitment process. If a student does not appear in any company even after expressing willingness in writing, she will be disallowed from the placements for the rest of the academic year.
10. If company refuses offer letter due to any reason, college does not take any responsibility of the situation. If student has registered for drive and if she rejects the offer letter without any reason, she will not be considered for any placement related activities for the rest of the academic year.
11. If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
12. The students who fail to attain training with training attendance less than 90% will be debarred from placement activities.

13. Department placement coordinator 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 and HOD.
14. 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.
15. Students may have to manage their own transport arrangements to return homeland and inform their parents in advance if the proceedings on the date of the interview continue till the late evening.
16. 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 parents about the placement process, venue, and timings in advance.
17. 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 minimum 5 copies of their resume, photocopies of all Original certificates, 5 pass port size photographs.
18. Students are expected to follow the institute resume template available in the placement website /Departmental Training and Placement Coordinators for preparing the resumes.
19. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.
20. Students should be seated in the venue 15 minutes before the scheduled start of the PPT.
21. Students interested in a particular company, can attend its PPT.
22. Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be sought from the companies during PPT or interview.

✚ OVERALL PLACEMENT POLICY & RULES:

1. Students who are placed in a company, having low packages will be permitted to participate in placement drives for those companies that are providing more package than they secured earlier.
2. The copy of the offer letter is required to submit in the placement office.
3. Students who are willingly not interested for Campus placement for them it is not mandatory to attend any campus drives and training activities under the Training and Placement cell, such students need to give an undertaking for the same in the format given by the college.

DRESS CODE:

- Students must be formally dressed (white shirt, black trouser, scarf, Identity card & black shoes) whenever they participate in any sort of interaction with a company.
- T&P office reserves the right to refuse permission to a student to attend the selection process if their attire is unsatisfactory. For all matters not covered by the above regulations, the Training & Placement Cell will use its discretion to take appropriate decisions.

ELIGIBILITY AND REGISTRATION:

1. Students having backlogs are not permitted to register for placement, such students are eligible after clearing the backlogs. Eligible students should register their names by submitting their data sheets in the given format. Only those students who have registered, are eligible for placement activities.
2. The visiting company eligibility criteria will be the final.