

Placement Rules and Regulations

ELIGIBLE CRITERIA & PLACEMENT REGISTRATION

- 1) Students must register to be eligible for Placements. All students who expect to graduate from the Institute by the end of current academic year and are seeking employment may register for campus placement with the Placement cell.
- 2) Each student should register online using the link provided by T & P cell within prescribed time limit.
- 3) Placement registration is for ONE ACADEMIC YEAR ONLY.
- 4) Registration is not a compulsion. Students who are not interested in placements, requested not to register.
- 5) Students proved guilty in more than one campus Disciplinary Case shall not be eligible to register with the T&P department.
- 6) Students who have lost the job for genuine reasons will be allowed to re-register on a case to case basis. Only students who have a course extension or other genuine reasons will be allowed to re-register.

PRE-PLACEMENT TALKS

- 7) Pre-placement talks serve as a means to clarify details such as salary break-up, job profile, place of work, bond details etc. with the companies. Students are required to be well-versed with all these details by clarifying them during the pre-placement talk.
- 8) Notices of the pre-placement talks will be sent well in advance.
- 9) Students interested in a particular company are required to attend its pre-placement talk. Only students who have attended the pre-placement talk will be eligible to apply for that company.
- 10) The interaction with the representatives of the companies should be in a very dignified manner.
- 11) Students shall not question the policy of the company.

PLACEMENT PROCESS

- 12) It is the responsibility of the student to check announcements/notices/updated information/ short listed names etc., in the notice boards/email/website. Students are expected to report at the respective venue as per the announcements.
- 13) ATTENDANCE & PUNCTUALITY:
 - a) 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 midst of a selection process will be disallowed from placement for the rest of the academic year.
 - b) LATE COMERS FOR APTITUDE TEST/GD/INTERVIEW may not be allowed to appear for the selection process.

- c) Unauthorized absence for the test/gd/interview will lead to cancellation of registration.
- 14) **DISCIPLINE:** 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 name will be disallowed from the placements for the rest of the academic year.
- a) 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.
- 15) Students must carry their identity cards whenever they undergo a placement process.
- 16) Any communication between the company and a student must happen via the Placement Office only.

DRESS CODE

- 17) Students must be formally dressed whenever they participate in any sort of interaction with a company. The coordinator reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory. The dress code shall be applicable for Pre placement talks as well.

Boys – Formal pant with full sleeve shirt (tucked in), neck tie and formal shoes, Hair combed.

Girls – Churidar-kameez / Shalwar-kameez / Shirt-Pant with blazers and shoes.

****Hawaii (Bathroom/Rubber) chappals NOT permitted****

JOB OFFER

- 18) One student is allowed to secure only ONE job. And therefore after one secures a job, one would be automatically deregistered from that day onwards.
- 19) The students shall not question the company on why he/she is not selected. Selection is in the hands of the company. Any unruly behaviour compromising the reputation of the institute shall deem the student ineligible for future placements and the student shall face the disciplinary committee.
- 20) The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student.
- 21) The students should honour the offer and communicate with the Industry in a pleasing manner.
- 22) In case offers are received directly by the student from the company, the same must be intimated to the placement office.
- 23) **JOINING STATUS** Students should notify the company with a copy to the placement office in case they are not joining the company with reasons.

The Placement cell reserves the right to override any of the above rules in special circumstances and use their discretion to act on matters not covered by the above rules.