

# PLACEMENT RULES

## Placement - Process & Policy

The Training & Placement Office welcomes all eligible students to take active part in the Placement Process. We consider the Placement Process very crucial and extend all out support to ensure that students are given the right opportunity to streamline their career prospects.

### 1. ELIGIBILITY FOR PLACEMENT DRIVES

- Eligibility for placement drives ranges as per the company requirements and without any backlog & the students are advised to improve and clear all pending papers if any.
- Company specific eligibility will be notified on time to time basis.

### 2. REGISTRATION FOR PLACEMENT DRIVES

- Placement Registration will be for one academic year.
- Eligible students of current ongoing batch looking forward to be placed have to register themselves by filling a registration form in their respective departments.
- Students not interested in placements have to submit Placement Not Required (PNR) undertaking dully signed by their parents and the candidate by himself/herself.

### 3. RESUME

- Students are required to submit their resumes (Soft & Hard Copy) to their respective PDP departments. The resumes are required to be updated and customized as and when required, based on the requirements of the company.
- HOD's/ placement co-ordinators will create the record and database of resume of their respective students. HOD's/placement co-ordinators will verify the resume of each student before the conduct of every placement drive.

### 4. SKILL BASED TRAINING/ ADD-ON/PERSONALITY DEVELOPMENT CLASSES

- Skill based Training Program/Preparatory classes/expert lectures and workshops are very important and give an opportunity to the young students to improve their skills to compete in the placement drives. Hence, it is mandatory for all students to participate in such activities.
- Gradation of their performance by the PDP department will enrich the resume of the students which will be forwarded to the companies.

### 5. PLACEMENT PROCESS

- The T & P Cell will notify you through Group Emails/ Notice Boards for placement drives with all details made available by the company. The students are advised to regularly see the Group Emails and Departmental/ Placement Notice Boards to remain updated.
- Attendance in pre-placement sessions is compulsory for all eligible students seeking placement.
- Students are expected to be punctual and occupy the venue 10-minutes before the scheduled PPT.
- Late comers for Aptitude Test/ GD/ Interview may not be allowed to appear for the selection process.
- A student who applies and gets shortlisted will go through the entire selection process unless rejected by the company. Any student who withdraws deliberately in the midst of a selection process strictly not be allowed for any of the placement drive for the rest of the academic year.
- Indiscipline of any kind i.e. students found cheating or misbehaving in the selection process (Resume Writing /PPT/ Test/ GD/ Interview) will be disallowed from the placements for the rest of the academic year.
- Students are required to stay in the college/ premises where the interview is being held from the start through to the end of the entire interview process.
- Students, who have not been selected in three attempts in the interviews, are advised to undergo a focused training to be organized by the institute as per the feedback.

### 6. MULTIPLE OFFERS

- A student is allowed (as per eligibility criteria set by the companies) to appear in on-going placement process for multiple companies until the student bags first job offer.
- In case of multiple offers, the student may choose from the offers in hand and inform the placement office of his choice, within 24 hrs of announcement of results.

- Already placed students may be allowed for multiple job offers, if the package is higher by 30% of the CTC offered by the company.
- 7. PRE PLACEMENT OFFER (PPO) POLICY**
- All Pre-Placement Offers received from the companies by any student have to be immediately reported to the Placement Office.
  - Students accepting or rejecting a PPO will have to be immediately notified to the Placement Office with a copy of the letter.
- 8. JOB OFFER/APPOINTMENT LETTERS**
- After selection students would receive a job offer letter/appointment letter/email from the company. Students whose selection (offer letter/e-mail/LOI) is pending will be allowed to appear for further interviews.
  - The copy of the offer letter is required to be submitted in the placement office.
  - The institute will not be responsible for any non-compliance of terms & conditions by company after joining.
- 9. POSTPLACEMENT**
- Students who have been selected by the companies have to report to the company and abide by the rules and regulations thereof.
  - Students are requested to update their achievements, promotions and job shifting to TPO and alumni cell of the institute.
- 10. GENERAL INSTRUCTIONS**
- Students must carry their I-cards at all times during interviews & screening tests.
  - The date/ time/ venue of the interviews will be subject to changes at times, may be at a short notice. Students must keep themselves well informed by visiting the internal website.
  - The student should be seated 10 minutes prior to the start of any activity to avoid delays.
  - Students must carry a complete file with a few copies of their resume, original certificates, copies of photo and ID proof, etc. while appearing for the interviews.
  - Students are required to follow a formal dress code at the time of the placement process.
- 11. NO PLACEMENT FACILITATION FOR A STUDENT WHO:**
- Does not nominate for 3 consecutive placement drives offered by the institute.
  - Withdraws from the process Mid-Way.
  - In the placement process, s/he
    - a. a) Tells the company that s/he does not want to join them.
    - b. b) Speaks negatively about the company or Institute.
    - c. c) Is found doctoring his/her resume submitted at Company.
    - d. d) Approaches or corresponds with the company officials directly.
    - e. e) Asks any irrelevant question or misbehaves in any manner.