

ELIGIBILITY & REGISTRATION

1. Students should register their names by the link/form given through Placement Assistance Team

(PAT) and submitting their registration as per the prescribed format given by Placement Assistance Team. Only those students who have registered are eligible to participate in the placement activities.

2. Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.

3. Students will be allowed to have a single internship/job offer only. However, already placed

Students may also be allowed to appear for "Dream Company". Once a student gets 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 for two job offers after completion of 80% of Placement registration and eligible students of individual discipline.

4. ATKT: Students having ATKT of 2 or more Semesters are not permitted to register for placement. Such students are advised to clear the ATKT's and then register after the October-November or March-April End semester examinations. However, extended students can register in case of non-completion of Research project requirements in their last two semesters.

5. The eligibility criteria imposed by the visiting company will be the final.

6. The eligible / registered students must attend all the training programmes / workshops arranged by the Placement Assistance Team.

7. 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 or President of PAT.

8. 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.

9. Students may have to manage with their own transport arrangements to return home inform

their parents well in advance, if the proceedings on the date of interview continue till the late evening.

10. 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.

11. PAT aims to provide placement assistance for all final year students. Placement is a privilege

extended to the students but can't be claimed as a matter of right. Internship Opportunities for

all the First, Second and Third Years.

12. PLACEMENT PROCESS : It is the responsibility of the student to check announcements /

notices / updated information / shortlisted names etc. in the notice boards of Placement Site /Department Notice Board.

13. ATTENDANCE & PUNCTUALITY: 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.

14. LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for

the selection process.

RESUME

- Students are expected to follow the institute resume template available on the placement website /Talent Management Department under PAT for preparing the resumes.

- 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.

PRE-PLACEMENT TALKS (PPT)

- ★ Students should be seated in the venue 15 minutes before the scheduled start of the PPT.

- ★ Students interested in a particular company, can attend its PPT.

- ★ 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.

- ★ Students should carry a minimum 5 copies of their resume, photocopies of all Original certificates, 5 passport size photos.

★ DRESS CODE: Students must be formally dressed /Uniform whenever they participate in any interaction with a company.

This Placement Assistance Team Office reserves the right to refuse permission to a student to

attend the selection process/PPT, if they do not dress up formally. Students are expected to know

the norms for formal wear for the benefit of those who claim ignorance, please note that the following are strictly not allowed:

- T-shirts with printed text ; un-collared T-shirts;
- Shorts
- Jeans
- Shirt not-tucked in
- Chappals / flip-flops

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's name will be disallowed from the placements for the rest of the academic year.

Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be

disallowed from the placements for the rest of the academic year.

JOB OFFERS

→ The copy of the offer letter is required to submit in the Placement Assistance Team office.

→ 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.

→ 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/President

immediately.

→ Post Placement: By any reason company stop joining of the candidates, college will not be responsible for that.

BLACKLISTING GROUNDS FOR STUDENTS

❖ Students may be blacklisted from the placement if he/she is found involved in any disciplinary

activity or engaged in malpractices.

❖ Students giving wrong data/information in Placement Assistance Team members, He/She will

be debarred/blacklisted from the placement activities for the rest of the academic year.

❖ Students cannot drop out from the selection process once he/she has been shortlisted for

further rounds after Aptitude Test. A disciplinary action will be taken against defaulter students.

❖ Any kind of misbehavior/complaints reported by the company officials/PAT/volunteers will be

taken seriously & those involved will be blacklisted from future campus placements.

❖ For all matters not covered by the above regulations, the Placement Office will use its

discretion to take appropriate decisions. The decision taken by this office shall be binding on all

students/scholars.

❖ Students need to follow the Placement Process If any student contacts the company directly and If the Placement Team got to know about this the concerned will be blacklisted from the Placement Activities for a Particular Academic Year.

Note : Do not pay any charges if asked by company and inform immediately Placement Assistance Team. If the charges are already paid by the students, Placement Assistance Team and College will not be responsible for that.

I have clearly understood the above mentioned points and I would like to register for the Placement & Internship.

Student Name :

Stream/Course :

Student Signature :