

Rules and Regulations

- Students of sixth semester VI (T.E -All the branches) are required to submit the information in the prescribed format (soft and hard copy) to Departmental Training & Placement coordinator along with CV and Certificates.
- Only the registered students shall be eligible for placement facilities offered by the college.
- Students must keep on updating the data as and when results are declared/ instructions are given by T & P cell.
- T&P cell will not be responsible for any consequences due to lack of/ incorrect data furnished by students; hence all are instructed to check their data before it is submitted to T & P.
- Students once selected for a company will not be allowed for another campus interview/ placement (in this regard T & P Cell's decision shall be final).
- No student will be allowed to attend the Pool campus Drive without any official message.
- Students are advised to read the announcements made through notices put up on Notice boards, Email, WhatsApp Groups, College Website, go through the company website & Job Profile, etc.
- Failure to read the notice board / WhatsApp Message / Website will not be accepted as an excuse for not participating.
- Students must inform the T & P Department if not interested to appear for the Campus Drive.
- Students should seek all clarifications such as the break-up of the salary offered, job profile, place of work, bond details, etc., with the company representatives during the pre-placement talk.
- Students not meeting the eligibility criteria mandatorily asked by the company, would not be allowed to sit for the same.
- Students are advised to be dressed in Formals for every Recruitment Drive.
- Students should carry a Folder comprising of Resume, Passport size colored Photographs (In College Uniform with Blazer), Photocopy of all the Certificates College ID card, and required documents.
- 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 during a selection process will be disallowed from placement for the rest of the Academic year.
- Late coming during the Placement Process shall not be tolerated.
- Students should maintain discipline and show ethical & decent behavior in every action they make during the placement process. Any student found

violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute.

- Offers received from companies must be collected from T & P Department / Company as per timings in the notice. The responsibility of going through the offer letter and taking further actions such as signing and accepting and sending it back to the Company lies entirely on the student. In case offers are received directly by the student from the company, a copy of the same must be submitted to the Placement Office.
- Pre-final year / Final year students should participate in Workshops / Training Programs organized by Training & Placement Cell compulsorily. It is the responsibility of the student to check announcements/notices/ updated information on the notice boards/WhatsApp Group/College Website of Training & Placement Cell.
- In case, a student decides not to join where he got selected, he should inform the company in writing with reasons at the earliest and also required to submit a copy of that letter/mail to the Placement Office.
- The copy of the offer letter is required to submit to the placement 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.
- 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.
- A student will be BLACKLISTED if:
 1. She/he indulges in placement activities without being eligible for the same either for campus or pool campus.
 2. Found creating indiscipline of any kind during the placement process.
 3. She/he leaves the placement process in between.
 4. She/he does not submit his/her record of OFF CAMPUS placement.
 5. Rules and regulations framed, from time to time, by T&P cell will be binding to all the students

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

Student Name :

Department :

Parent Signature:

Mobile :

Student Signature: