

Department of Training and Placement
Rules and Regulations for Placement Registration

1. Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Department of Training and Placement through the college website. Only those students who have registered are eligible to participate in the placement activities.
2. It is the responsibility of the students to keep themselves informed about all placement activities organized in the college.
3. It is suggested that the third year students should check their e-mails and circulars sent to their respective Departments.
4. Students should check the training and placement department notice board regularly.
5. Students with no standing arrears are eligible for the placement registration.
 - a. Students with a maximum of three arrears may be considered for registration only and not for the campus recruitment process.
 - b. The eligibility criteria imposed by the visiting company will be the final.
 - c. The eligible / registered students must attend all the training programmes / workshops arranged by department of training and placement.
6. 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.
7. 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.
8. Students may have to manage with their own transport arrangements to return home and inform their parents well in advance, if the proceedings on the date of interview continue till the late evening.
9. 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.
10. Students are expected to maintain discipline and decorum at all time to keep up the name and fame of the college. Any violation will be viewed seriously.
11. Students should carry their identity card with them during the PPT/written test/group discussion/interviews and produce the same whenever demanded by the recruiting team, the placement officer or the staff coordinators.
12. Students are not allowed to interact with the company executives directly. Any queries must be clarified during the PPT itself. Subsequently, they can convey their queries through the placement officer and get clarified from the company executives.
13. Once a student is shortlisted by the company for further test/interview etc., he/she is **not permitted** to leave the placement process in mid way.
14. 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.
 - (c) A student in casual dress will not be allowed for the PPT / Recruitment Process.

15. Students who have secured a job through off campus placement drives are instructed to inform the placement cell without fail. If a student is unable to join an organization under unavoidable circumstances, then the accepted job offer must be returned to the Placement Officer.
16. After getting placement in a company, it is mandatory to undergo the training programs recommended by the company.
- 17. Students planning to pursue their higher studies are not permitted to attend the campus placements.**
18. A student violating any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehaviour is liable for strict disciplinary action, as per the Institute rules and regulations.
19. Rules and Regulations are subject to change from time to time with the approval from management.
20. I have clearly understood the above mentioned points and I would like to register for the placement.

Register Number:

Student Name:

Department:

Parent Signature

Student Signature

Note: Enclose photocopies of 10th,12th marksheets and semester mark statements (upto the 4th semester).