



## **PLACEMENT POLICY**

### **TRAINING & PLACEMENT CELL**

- The role of Training & Placement Cell is a facilitator for placement related activities. T&P does not guarantee a job.
- The Placement facility is available to all the students registered with T&P Cell through the policy "one job to one student at the first instance". This will ensure that every student will get equal job opportunities.
- Any student against whom show cause notice/warning letter have been issued; will not be allowed to appear in Campus Recruitment. The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute/hostel signed by all concerned department faculties & wardens to the Faculty In-Charge Training & Placement for further consideration.
- Any negative remark in this regard made by any faculty or warden against any student will make him/her ineligible for the entire campus placement process.
- If a student is placed in any public / government organizations, then it is considered that the placement is over for him/her.
- All students must keep their identity card with them at the time of Written Test / GD / Personal Interview and produce the same when demanded by the visiting team or T&P
- Students who are placed in a company, having an annual package below 3 Lakhs will be permitted to participate in placement drives only for those companies that are providing an annual package of 4 Lakhs and above.



- Students who are placed in a company, having annual package between 3 Lakhs and 4 Lakhs will be permitted to participate in placement drives only for those companies that are providing an annual package of 5 Lakhs and above.
- Students who are placed in 2 companies will be permitted to attend placement drives in other companies, regardless of amount of package and domain of the company, only when 80% students in their respective branches are placed.
- It is not mandatory for a candidate who willingly decides not to participate in any placement drive to attend the drive; however, the T&P Cell will not take any responsibility for it.
- If any candidate submits his/her willingness to participate in any on-campus or off-campus placement recruitment drive and fails to present himself/herself on the day of the pre-placement talk (PPT), then he/she is likely to be blacklisted from the training & Placement activities.
- If any candidate is blacklisted from the Training & Placement Cell, then he/she will not be allowed to participate in any of the placement drives throughout the academic year.
- If a student is selected and refuses to join the company, the responsibility of such decision will be solely on the student and T & P Cell will have no responsibility for such decision. In such case, student will not be eligible to apply for further placements.
- By applying for a position, the student agrees that he / she is willing to abide by the terms and conditions mentioned in the Job Description such as duties, place of work, duty hours etc.
- Training & Placement Student coordinators only hold the sole right to deal with Training & Placement matters (Internal or External)
- Only with the special permission of the Training & Placement officer any other student may deal with Training & Placement matters.



MAKING A DIFFERENCE

- All post job-offer communication between student and company should be channelized through the placement cell.
- Direct communications with the company officials is not allowed.
- It is mandatory for the students to register for employment with the T & P Cell to participate in the placement process of the company.
- Attendance in PPT is mandatory after registration, to be eligible for further placement process.
- Students proceeding after the PPT for the next step in the selection process of the company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other further placement event.
- Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.
- All students are responsible to stay in constant touch with Training & Placement Coordinators for details and updates regarding Placement Matters.
- The policy is subjected to change at a later stage at the discretion of the Training & Placement Cell. The Changes made, if any, at a later stage will be notified to all concerned.

MAKING A DIFFERENCE