



11.07.2024

### OVERALL PLACEMENT POLICY & RULES

1. The Placement facility is available to all the students registered with T&P Cell through the policy.
2. Students are not allowed to register after the deadline of registration, except if they have permission from the Associate Dean-T&P/Head-T&P.
3. **A ONE TIME REGISTRATION FEE OF RS.1000/- NEED TO BE PAID FOR PLACEMENT REGISTRATION.**
4. **ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE.** This will ensure that every student will get equal job opportunities and only few students do not consume up all the jobs.
5. 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 and wardens to the faculty In-charge T&P for further consideration.
6. 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. Besides, any student against whom more than one warning letter is issued will not be allowed to appear in campus interview.
7. If a student is placed in any of the P.S.U's, then the placement is over for him/her.
8. Any student having any dues in terms of any fees will not be allowed to appear in campus recruitment.
9. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.
10. **NO DUES FORM will be signed by Associate Dean-T&P/Head-T&P.** No dues certificate from the institute will not be issued to placed (on/off campus) students unless the signed copy of the offer letter is submitted at T&P office.
11. **A min of 75% attendance in training is mandatory to sit for placement.**
12. The T&P only acts as the **facilitator** in calling companies to the campus for placements as well as internships. Registration for the campus placement or **internship does NOT guarantee a placement or an internship.**



### **Penalties:**

1. If a student registered for the internship/ placement drive of a company fails to attend the **Pre-Placement Talk** (if conducted), the student will be debarred from the internship/ placement drives of **next two companies**.
2. If a student registered for internship/ placement drive of a company fails to attend the **Assessment rounds** (if conducted), the student will be debarred from the internship/ placement drives of **next five companies**.
3. If a student registered for internship/ placement drive of a company fails to **attend the Interviews**, the student will be debarred from the internship/ placement drive for **complete session**.
4. If a student is found directly interacting with company officials, he/she will have to face severe disciplinary actions and a fine of Rs.500 will be charged. The student shall also be debarred from the internship and placement drive.
5. Any kind of misbehavior/complaints are reported by the company officials/T&P Cell Staff regarding the candidate.

### **Relating to General Rules:**

1. It is mandatory for all the students to come in proper college uniform during the recruitment process either physical or virtual.  
**For Boys:** White plain Shirt, Grey formal Trousers, Formal Black shoes & Tie  
**For Girls:** White plain Shirt, Grey formal Trousers, Formal Black shoes & Tie OR Blue White Check Kameez, White plain Salwar & White plain Dupatta.
2. All the students should carry a document folder with 2 copies of updated CV, Original documents, passport size photographs and a good pen.
3. All the students should mention the details of their internships in the CV and explain it in their interviews. **Internships play a crucial role in fresher recruitments.**
4. All students are responsible to stay in constant touch with T&P Coordinators for details and updates regarding Placement Matters.
5. It is mandatory for all the eligible non placed students to participate in all the on-campus placement drives (Core/I.T./P.S.U.).



**Policy Regarding Participation in placement activities:**

Categories	Package
Super Dream Companies	10 LPA and above
Dream Companies	6-10 LPA
Regular Companies	3-6 LPA
Average Companies	up to 3 LPA

1. Students who are placed in Super Dream companies are not eligible for further Campus placements.
2. Students who are placed in Dream companies are only eligible for Super Dream Companies. Non CS/IT students are eligible for Core Regular Companies if they are placed in a non-core company.
3. Students who are placed in Regular Companies are only eligible for dream and super dream companies. Non CS/IT students are eligible for core average companies if they are placed in their non-core companies.
4. Students who are placed in average companies are eligible for regular, dream and super dream companies.
5. Any selected students cannot participate in same category again. Only Non CS/IT students can participate in core companies if they are placed in Non-core Company.

**Remark:**

*The policy is subjected to change at a later stage at the discretion of the T&P Cell. The Changes made, if any, at a later stage will be notified to all concerned.*