RULES AND REGULATIONS

Placement:

1. ELIGIBILITY & REGISTRATION

1.1. All students who expect to graduate from this Institute by the end of the academic year and are seeking employment should register for campus placements with this office. Placement Registration is for ONE ACADEMIC YEAR ONLY.

1.2. Registration for B.Tech, M.Tech. will be done on or before the month of July. The Registration link will be provided by the student co-ordinators.

1.3. Students not interested in placements are requested not to register for placements.Only registered students are allowed to appear in campus recruitment process.

1.4. Students having backlogs are advised not to register for placement. Such students are advised to register after clearing the backlogs.

1.5.Students who have acquired their degrees and were not placed in the earlier year will not be allowed to re-register.

1.6. Students will be de-registered from the placement cell if they are involved in any indisciplinary activities in any stage of the campus recruitment.

1.7.

a.For core Branches: Students will be allowed to skip one IT company and they have to inform the respective coordinators at the earliest.Also if they skip for the second IT

company then they won't be allowed to appear in next two IT companies. In core companies if student doesn't appear he/she will not be allowed to sit in next two core companies.

b.Other Branches: If student doesn't appear in company then he/she will not be allowed to sit in next two companies.

2. RESUME

2.1. Students are expected to follow the institute resume template available from the student placement coordinators.

2.2. The details of the resume have to be genuine and any student found violating this rule will be disallowed from the placements for the rest of the academic year and it may be referred to Institute TPO for further action.

3. PRE-PLACEMENT TALKS(PPT)

3.1 Notices of the PPT will be displayed on the notice board of Training & Placement Cell of the Institute. Students should occupy the venue 30-mintues before the scheduled start of the PPT.

3.2 Students interested in a particular company, must attend its PPT without fail.

4. PLACEMENT PROCESS

4.1 It is the responsibility of the student to check announcements/notices/ updated information/shortlisted names etc. in coordination with student placement coordinators.

Generally students will be notified 10-15 days before the placement process. Students are expected to be on time as per the announcements.

4.2 Late comers for aptitude test/GD/interview may not be allowed to appear for the selection process.

4.3.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 midst of a selection process will be disallowed from placement for the rest of the academic year.

4.4 Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year.

4.5. Students found cheating or misbehaving in the selection process PPT/Test/GD/Interview) will be disallowed from the placements for the rest of the academic year.

5. JOB OFFERS

5.1 Students placed in their core companies are not allowed to appear in IT sector.

5.2 The difference in CTC of core companies is 1lakh.

5.3 The difference in CTC of IT companies is 1.2lakh.

6. MISCELLANEOUS

6.1 MEDICAL TEST: The Placement office assumes that every selected student will pass the medical test. If there is a rejection at this stage, the student will be allowed to seek placement through this office again.

6.2 JOINING STATUS: In case, students decide not to join the company, they should inform the company in writing in advance. They are also required to submit a copy of that letter to the Placement Office.

6.3 DRESS CODE:Students must be formally dressed.

A.Boys: Black trouser,light sky blue shirt,tie,formal black shoes.

B.Girls:Black trouser or Skirt,light sky blue shirt,formal black shoes.

6.4 IDENTITY CARDS: Students must bring their identity cards with them whenever they go through a placement process.

NOTE: For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions.