

# Training & Placements - Rules & Regulations

## Functions of Training & Placement Department (TPD)

- Invite Companies/Industries for recruiting students through Campus Drives.
- Maintaining the database of all students and share the database with Companies/Industries as per their requirements & eligibility criteria along with a tentative, mutually convenient date for the campus interviews.
- Finalizing the suitable date of campus drive by interaction with Company Personnel.
- Organizing the regular Classes/Sessions for Soft Skill and Technical Development of students for better performance in Placements.
- Regularly updating the database of students for companies.
- Makes all the arrangements of Venue & Resources for organizing campus drives.
- Forms an active team comprising of HODs and Sr. Faculties, for effective execution.

## Eligibility Conditions of Students:

- Final year and Pre Final year students are eligible to participate in the placement activities if he/she meets the requirements/eligibility criteria, specified by the Company.
- Students, who are interested in placements, must participate in all technical and soft skill preparatory classes/sessions.
- TPD doesn't allow the students to pay any amount to any agency/mediator for placements.

## Job Offers:

- TPD strictly follows the policy of "One Student - One Job Offer" only. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- Students from streams like ECE, Civil, and Mechanical will be allowed to sit for campus drive of Core Companies even if they have offers from Software/IT Companies.
- If a student appears for the job interview and if he/she got finally selected by the company, he/she will have to join the company.
- If any eligible student decides to withdraw his/her name from the participant's list then he/she must inform the TPD immediately with valid reasons before campus drive.

## Student Code of Conduct:

- Students must be in formal attire whenever they participate in any Placement Activity on-campus or off-campus.
- Students must carry their identity cards with them whenever they go through a placement process on-campus or off-campus.
- Direct communication of students with the company officials is not allowed.
- Attendance of shortlisted/eligible students in the placement drive is mandatory.

## **Debarment/Blacklisting grounds for students:**

- Students may be debarred /blacklisted from the placement drives if he/she is found involved in any in disciplinary activity or engaged in any kind of malpractices.
- Non-participation of eligible students in 2 consecutive recruitment drives without prior approval of TPD.
- Providing wrong data/information will lead to the debarment/blacklisting of students for the rest of the academic year.
- In the event of dropping out from the selection process once a student is shortlisted for further rounds after the Aptitude Test.
- Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken up seriously and those evolved will be debarred/ blacklisted from future placement drives.

## **Conclusion:**

- TPD aims to provide placement or Internship assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.
- These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the TPD shall abide by the guidelines prescribed hereinabove.
- Any breach of rules specified above by any student shall be taken up seriously by the TPD who in turn will deal with the matter and take action against the students.
- TPD reserves all rights to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students.
- The students must observe and adhere to all codes of conduct rules specified by TPD. While answering questions in the interview, students should observe decorum.
- Keeping the company's convenience in view, selection processes may take place in any city/town of our state or of any state in the country. The students may be required to travel and attend the same. TPD shall pass on the information received from the organization to the concerned students. The students are expected to make their travel arrangements and bear the cost of attending such drives.

In case of any clarification on the above points, department/faculty members/students may e-mail the query to the respective Institutional Training & Placement Coordinator.

Signature of Guardian

Signature of Student

Date:

Date: