

**FACULTY OF ENGINEERING AND TECHNOLOGY**  
**TRAINING AND PLACEMENT CELL**

**Rules and Regulations**

1. **ALL FINAL YEAR PLACEMENT-ELIGIBLE STUDENTS should register** their names for Placement related activities by submitting the Registration Form as per the prescribed format given by the Training and Placement Cell. **ONLY those students who have registered can participate in the placement activities.**
2. The students need to submit **ONE recent Passport size photograph** along with the **Registration Form.**
3. In order to achieve its placement objectives, the TPC shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/non-academic activities for ensuring employability of its students.
4. The registered students **MUST attend** all the activities arranged by the TPC. It is the responsibility of the students to check for announcements/notices/ updated information on the noticeboards/WhatsApp Group/University website and keep track of various deadlines and adhere to the same while applying for companies. **Deadlines will not be extended under any circumstances.**
5. The **eligibility criteria** imposed by the **Visiting Company will be the Final. The TPC has no role in the eligibility criteria.**
6. The students are required to **express their willingness** in writing for appearing in the campus recruitment process for a particular company. If a student does not appear for that company's recruitment process even after expressing willingness in writing, he/she will be **DISALLOWED** from the placements for the rest of the academic year.

7. Misrepresentation or **falsification of data** in the resume will result in **Rejection of the student in all placement activities.**
8. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company.
9. Any student who withdraws deliberately in the midst of a selection process will be **DISALLOWED** from placement for the rest of the Academic year.
10. Based on the directions given by the companies, the students may be sent to attend pooled campus placement drives in other colleges or Walk-in interviews in the companies, if need arises, with the permission of the University Authorities. Students should inform their parents about the placement process, venue, and timings in advance.
11. The students are advised to be **dressed in Formals** for every Recruitment Drive. Formal clothes for men include formal shirt (TUCKED IN), trousers, tie and leather shoes. Formal clothes for women include either a pair of Salwar-Kameez, saree or formal shirt and trousers. Blazers would be preferable but not mandatory. **Tee shirts, jeans, casual shirts, caps, slippers and other informal wear are strictly prohibited. Hair should be properly trimmed.**
12. The students must carry their Institutional **Identity cards** at all times during the placement process.
13. The students registered must **attend the Pre-Placement Talks (PPT)** without fail. They should occupy the seats before the scheduled start of the PPT by a Company.
14. Attendance will be taken and only those students who have attended the PPT will be allowed to sit for the rest of the recruitment process of the said company.
15. The students must clarify queries/doubts if any related to CTC package, job profile, place of work, bond details etc., with the HR officials of the Company during the Pre-Placement Talks.

16. **Late Comers for Aptitude Test / GD / Interview shall not be allowed** to appear for the selection process.
17. **SINGLE JOB OFFER POLICY** is followed.
18. If a student has been selected in the campus interview and has received an offer/appointment letter, then he/she cannot apply again and his/her name shall be removed from the TPC, even if he/she rejects the job offer.
19. Offers received from the companies must be collected from the TPC as and when informed. The responsibility of going through the offer letter and taking further actions such as signing, accepting and sending it back to the Company lies entirely on the student. **In case, the offer is received directly by a student from the company, the copy of the same must be submitted to the TPC.**
20. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the TPO immediately.
21. Students who secured and accepted off-campus job offer should disclose this information to the TPC.
22. The **Department Placement Coordinator** is the **Single Point of Contact** for the concerned department Students. 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 the Head of the Department.
23. For all matters not covered by the above rules and regulations, the TPC will use its discretion to take appropriate decisions. **The decision taken by the TPC shall be binding on all students.**