

## TRAINING & PLACEMENT CELL : RULES AND REGULATIONS

### ***A. Placement Rules and Regulations:***

#### **1. ELIGIBILITY & REGISTRATION**

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

1.2. Registration for B.Tech, MBA, M.Tech. will be done one month prior of the beginning of the academic year. The Registration form will be circulated among all final year students from the Training and Placement cell page of the Institute website as well as through different social media platform. This form include a career choice option for students to declare .

1.3. **Campus placement is a facility provided for the students of SSVPSCOE DHULE.** Registration is not compulsory at all. Students not interested in placements are requested not to register for placements. They have to mention their future career plan. Only registered students are allowed to appear in campus recruitment process.

1.4. Students who have acquired their degrees and were not placed in the earlier year will also be allowed to re-register and T&P cell will do maximum to help them recruited.

1.5. 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 in that company even after expressing willingness in writing, S/he will be disallowed from the placements for the rest of the academic year.

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.

#### **2. RESUME**

2.1. Students are expected to follow the institute resume template (Registration Form) available on the placement website for preparing the resumes.

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 Disciplinary Committee for further action.

#### **3. PRE-PLACEMENT TALK (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 15-mintues before the scheduled start of the PPT.

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

3.3 Students must clarify details regarding salary break-up, job profile, place of work, bond details etc with the companies during PPT .

## **4. PLACEMENT PROCESS**

4.1 It is the responsibility of the student to check announcements/notices/ updated information/shortlisted names etc. in the notice boards of Training & Placement Cell Office and Placement webpage at Institute website. Students are expected to be in 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. The copy of the offer letter is required to submit in the placement office.

### **5.2. MULTIPLE OFFERS:**

a) A student is allowed (as per eligibility criteria set by the companies) to appear in ongoing placement process for multiple companies until the student bags first job offer.

b) If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.

c) If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of his choice, within 24 hrs of announcement of results.

## **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 (formal plain shirt, black trouser, tie, formal shoes whenever they participate in any sort of interaction with a company. This office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

### **6.4 IDENTITY CARDS:**

Students must bring their identity cards with them whenever they go through a placement process

6.5 For all matters not covered by the above regulations, the Training & Placement Cell will use its discretion to take appropriate decisions.

## ***B. Training Rules and Regulations***

### **1. COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT**

1.1. Pre-final year / Final year students are required to participate Workshops / Training Programs organized by Training & Placement Cell compulsorily. It is the responsibility of the student to check announcements/notices/ updated information in the notice boards of Training & Placement Cell. Student may be disallowed for campus placement process for not attending the Workshops / Training Program.

1.2 Student-Clubs are encouraged for conducting training and development programs.

1.3 Training and placement office will keep on notifying the skill sets (technical skills, soft skills, language skills etc) training program a/workshops/seminars per the industry demand time to time. It is the responsibility of the students to keep themselves updated and thus actively participates in the training and development programs organized and conducted by T&P office.

1.4 If a student is disqualified from recruitment for not having the required skills sets then in such a case T&P cell will not be responsible for rejection.