TRAINING AND PLACEMENT POLICY

1. This policy is drafted to cater to the needs of the ever changing academic and industrial needs.

2. It is mandatory to attend the pre-placement training sessions as a parameter of eligibility for the campus placement drive.

3. Those students who fill the Training and Placement form given by the Training and Placement department are eligible to participate in the placement activities.

4. Students shall use their personal email ID while registering on any company portal. However, if the company specifically instructs candidates to use their official college email ID, students must register using their college email ID.

5. The Department of Training and Placement (T&P) shall communicate all placement-related information, including company notifications, eligibility criteria, registration details, test schedules, interview schedules, selection status, and other important updates through the institute's official communication channels such as email and official class WhatsApp groups. Students are responsible for regularly monitoring these communication channels and complying with the instructions and timelines communicated by the T&P Department.

6. Students are advised to submit only the valid and true information in the shared registration form. If any discrepancies are found, the student will not be allowed to participate for the next placement drives in the college. Information misrepresentation will be treated with utmost strictness.

7. All the "Registered Students" should be present at least 15 minutes before the scheduled time of PPT/Aptitude Test/Interview/Group Discussion.

8. Once a student registers for a company's recruitment process, it is mandatory to participate in all stages of the selection process unless eliminated by the company. Any student who voluntarily withdraws from the recruitment process without a valid reason shall be liable for appropriate disciplinary action, including temporary suspension from placement activities, based on the recommendation of the Training & Placement Committee.

9. The Training and Placement Cell organizes training programmes and workshops on employability skills, aptitude, communication skills, personality development, technical skills, resume building, and interview preparation. Attendance at these sessions is mandatory. Periodic mock tests and assessments will be conducted to evaluate students' technical, verbal, and logical reasoning skills. Based on their performance in these assessments, students may be grouped for customized training interventions to enhance their employability skills.

10. The Placement facility is available to all the students registered with T&P Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. This will ensure that every student will get equal job opportunities.

11.Students placed in a company, having a package up to 4 LPA (Lakhs per annum) will be permitted to participate in placement drives for companies that are providing an annual package of 6.5 Lakhs and above.

12. If any company offers a package of 7.5 LPA or higher, then all candidates whether placed or unplaced will be permitted to participate in the campus recruitment drive.

13. Any kind of misbehavior/malpractice/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from the next three placement drives based on the feedback of the company.

14. All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and one copy of resume at the time of campus placement drive.

15. A student in casual dress will not be allowed for the PPT/Recruitment Process.

16. The eligibility criteria imposed by the visiting company will be the final.

17. After selection is confirmed by the company and informed to TPO, it is mandatory for the selected students to submit a photocopy of the offer letter to the Training & Placement Office.

18. Students shall route all placement-related queries and concerns through the Department of Training and Placement (T&P) and shall not directly communicate with the HR representatives or company officials regarding the recruitment process without prior approval of the T&P Department. The institute acts as a facilitator for campus recruitment and shall not be held responsible for any changes in the recruitment process, offer conditions, or employment decisions made by the recruiting organization. Students whose offers are withdrawn or rescinded by the company may be considered eligible for future placement opportunities, subject to the prevailing placement policy of the institute..

TPO

PRINCIPAL

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