

Placement POLICY

1. I understand and accept that I will adhere to all norms and rules of Training & Placement cell. I understand that self-discipline approach and right behaviour towards company representatives visiting the college for recruitment lies on me during the OJT/Final Placement process.
2. I understand and accept that it is mandatory to attend and actively participate in all the activities/events organized by the Training & Placement Cell like Industrial Visits, Guest Lectures, Seminars, Industry workshops or any other such activity and sessions etc., wherein minimum 75% attendance have to be maintained.
3. I understand and accept that Training & Placement cell will help or assist me to find or to search a JOB or EMPLOYMENT only after completion of required examination with under mentioned percentage. Further I have understood that the Training & Placement Cell does not give any kind of OJT/Placement guarantee.
4. I understand and accept that in beginning of OJT-I, OJT-2 and Final Placement I will be submitting my updated resume, latest colored photograph in formals to the Training & Placement Cell both in soft and hard copy with scanned credentials.
5. I understand and accept that the Training & Placement cell will intimate the Students by either e-mail or notice board regarding the companies where I have to appear for interviews. It will be my responsibility to keep myself updated and revert in prescribed format on the same day of receiving such information.
6. I understand and accept that the responsibility of being available for OJT /final placement and attending any interview at any place throughout India shall be mine and College shall not be responsible for any expenses incurred by me towards conveyance, lodging or any other associated charges for attending the interview.
- 8.) I understand and accept that if selected in the final round of interview I am required to join the organization. In case I don't join, then the responsibility of further arranging the jobs lies with me only and the same has to be communicated in writing to the employer and the TPC both.
- 9.) I understand and accept that in case I am able to get an OJT/job offer of my own, I am required to inform the Training & Placement cell in writing and submit the necessary documents for obtaining NOC from college.
- 10.) I understand and accept that I should not take any leave on the day of Interview. However, in case, I do so for medical and emergency situations, I will intimate the Training & Placement cell in writing beforehand regarding the same. At the maximum two such special cases will be entertained.
- 11.) I understand and accept that I am required to provide the details of the organization joined, copy of offer letter and the contact details of immediate Manager of company to the placement cell of college within one week of the commencement of Internship/Job.
- 12.) I understand and accept that the Stipend/Salary package (finalized) will be the sole discretion of Company offering internship/job and my individual consent /negotiation.

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- 13.) I understand and accept that for me to avail the benefits of Training & Placement cell the following are the bare minimum requirements I need to fulfil
 - a) 75% attendance is required in class lectures.
 - b) No dues from all departments.
 - c) 60% marks aggregate with all subjects clear till last examination.
- 14.) I understand and accept that I will be given in total 5 (five) chances to appear in the interview for OJT/ Final Placement also wherein.
 - a) An offer received and not went for interview, that chance will be counted
 - b) For the first 3 (three) consecutive chances to face interview, if not selected, name will be sent for Personal development.
 - c) An offer received, selected and not joined. No further chance will be given.
 - d) If I fail to have 80% attendance in interview offers sent, then I will not be eligible for further Job assistance.
- 15.) I understand and accept that once I get an internship/job offer letter, any further activities like the job rotation in company, postings, disbursement of salary, perks etc. shall be my prerogative and college shall be not responsible for consequences thereof.
- 16.) I understand and accept that the discretion and decision of Placement Head will be final with regard to my Placement process. I will follow the instructions provided to me from time to time.
- 17.) I agree that, I would not raise or make any dispute with the College, for whatsoever reasons of whatsoever nature during and after the process of OJT/final Job Placement.

Additional Conditions in case of OJT :

1. I understand and accept that I should not take any leave during the training days. However, in case I do so for medical and emergency situations, I will intimate the organization and training & placement cell in writing and submit the necessary documents.
2. I understand and accept that I am required to provide the details of the internship training in the format provided in training diary, weekly in the feedback session by TPC during their training period.
3. I understand and accept that monitoring the student's performance during training period will be done by the respective managers of the organizations or Training and Placement Cell at any point.
4. I understand and accept that at the end of OJT 2 I will be required to submit training report as per the prescribed format in the training diary within 5 weeks of completing their OJT-2.
5. I understand and accept that I will be awarded with a "Corporate Interface Program Certificate" after successfully completion of OJT 1 & OJT2.