

PLACEMENT PROCEDURE

1. Undertaking:

- All participating students in AY 2022-2023 Batch campus recruitment process shall sign an undertaking available with the III&P Cell to agree with the general rules and guidelines to be followed. Also an undertaking by their parents requires to be submitted to the institute.

2. Registration process for a campus interview:

- The process of registration by eligible and interested students for each campus interview will be notified by the Dean III&P.
- The registration for a campus interview process is to be done in person or in a virtual mode by the concerned student by signing on the registration sheet provided by III&P Cell as per the notified schedule or by sending approval through registered email ID.
- Registration by a student for campus interview shall be irreversible. He / She will not be able to withdraw from the campus interview process of that company at any stage of the process. No such permission will be granted to any student. The institute has to commit the talent pool from which the company has the liberty to select the best available talent. Any student withdrawing from the process midway essentially vitiates the spirit of the process and hence unjustifiable.
- If it comes to the notice of the III&P Cell that a student has deliberately misled the interview panel in order to bunk the interview process, the matter will be reported to the III&P Committee for disciplinary action.
- However for a particular campus recruitment drive unless there are some exclusive points mentioned in the pre-placement talk of which the students were not appraised of earlier. In such a case, exceptions can be made only after the consent of the Dean III & Placement.

3. Process Requirement – Campus Recruitment Process:

- All eligible students have to follow the dress code on the day of the recruitment process.
 - For boys: Sober color Formal White Full sleeve Shirt, Formal Trouser and Polished Formal shoes.
 - For Girls: Sober color Salwar kurta or western formals.
- Since many companies prefer virtual campus placement drive, for the online PPT/GD/interviews, the students shall wear a formal dress and follow the company protocols in this respect.
- All eligible students shall strictly follow the reporting time for each of the selection process. Failure to do so may result in disqualification and disciplinary action. They must login at least 10 minutes before the start of Online Test or interview round and be ready in every respect by following the instructions from the company.
- The students should be ready with document file containing testimonials of certificates/ mark-sheets / grade card / Signed copy of latest resume and/or company format bio-data /

photograph (in formal dress against a dark background) / Valid College ID card and other photo identity card. For the online mode of campus recruitment process, PDF copies of all of their documents in support of their – academic qualifications, internship and other achievement in co-curricular and extra-curricular activities, training programs etc shall be kept ready and shared as and when required.

- For the campus recruitment process, the student who gets short-listed for further stages of interview shall follow the instructions given by the panel / III&P officer and remain present at the venue at the allotted time. Late reporting for any of the procedure will invite action from the interview panel. Late joining for the online interviews on any pretext is not allowed.
- All eligible students shall strictly follow the ethics code and observe adherence with the ethical practices particularly for the Written Test. Any student found engaged or supporting such malpractice will invite disciplinary action by the III&P Committee.

4. Process Requirement - Completion of Selection and Joining Formalities:

- It will be the duty of all campus selects to complete all selection and joining related formalities as per the company specific requirement within the stipulated timeline. The selection related formalities include acceptance of offer made by the company, signing of agreement / bond (if applicable), Medical Examination, providing them all documentation (Passport / PAN card) as required, submission of personal history form, authentic contact details with permanent postal address *etc*.
- A student who has got selected in a company through campus recruitment will have to accept the offer and honor it by completing all pre-joining formalities and actually joining the company as per the date of joining.
- Internship Offer – For the companies which have designed ‘Internship Program’ for the fresh graduates joining, it will be mandatory for the students selected in such companies to accept and join the internship program.
- A student who has got selected through an in-campus selection process and did not either accept the offer or join the company within stipulated schedule would deemed to have violated the Placement Policy AY 2022-2023 Batch of the institute and an actions would be recommended to the Chairman, III&P Committee against such students.

5. Undertaking by Student and Parents:

- An undertaking by students and his/her parents have to be given to the institute to the effect that their son/daughter will be worthy of punishment in case he/she violets any of the rules and regulations as prescribed in the Placement Policy of the institute for AY 2022-2023 Batch.
- The undertaking will be taken from all AY 2022-2023 Batch campus recruitment registered students stating that he/she will join the company once he/she get the appointment letter as per the company schedule and requirements.

6. Clearance from the institute:

- A clearance from the III&P Cell of the institute will be mandatory for all AY 2022-2023 Batch students for receiving their Final Grade card & Degree Certificate. The clearance will be given to only those students who have successfully completed the formalities related to their selection and as per the company requirements and have joined the company after selection in the campus drive. If any student fails to join the company in which he/she has got selected, then clearance will be withheld and student will be entitled to the punitive action as decided by the III&P committee.