

Placement Norms

1. All **Final year & Pre-Final year** students of UG & PG must **register** themselves with the Placement Cell to seek placement assistance for final recruitments/summer internships.
2. The Registration Process includes verification of their eligibility conditions.
 - The documents required for registration are:
 - **Bio Data(one)**
 - **Two Photographs**
 - **Xerox copy of all mark sheets**
 - **Experience letter (if any)**
 - **Any other document which supports the candidature**
3. A **Personal Interview** with the Placement Officer shall follow the Verification process.
4. Students must give their **nominations** for every company visiting the campus for Final Placement/ Summer Placement.
5. Students failing to submit their nominations shall be **banned** from appearing for the interview
6. A copy of **Bio Data** and one photo is to be mandatorily carried on the date of interview
7. If a student does not carry the same, she shall not be allowed to sit for the Campus Drive/Internship Interview.
8. The respective company representatives decide the **eligibility** of the students for recruitment and the recruitment process. (eg: Group discussion/written test/ interview)
9. If a student is selected, in the campus/internship interview and has received an appointment letter, then she **CANNOT APPLY AGAIN**
10. It is suggested that the PRE-FINAL & FINAL YEAR students develop the habit of reading the **Placement Cell Notice Board** regularly at frequent intervals for placement activities. However, the Placement Officer will upload the same on the **college website** and make **announcements**.
11. The Students should take every effort to maintain the **decorum** and the image of the college with the visiting representatives of the organization.
12. They should **dress in formals** (salwar kameez/shirt & trousers) at the time of interview.

13. The Students (availing the college conveyance) must be prepared for making their own arrangements for their return journey to home, if the proceedings on that date of interview prolongs beyond 3 : 15 pm
14. All **correspondence** to the students shall be done through emails
15. Student should keep the Placement Cell updated about the changes in the **contact details** if any.

For Final year students-

- ✓ All Final year students should attend the Pre-placement Talk sessions
- ✓ Once a Final year student receives the Offer Letter ,a copy of it should be submitted to the Placement Cell
- ✓ The student should also inform the placement cell about status of the accepting the offer
- ✓ Students placed by the Placement Cell should be a part of the Annual Photo Session scheduled of the placement cell.

Pre Final Year Students-

- ✓ The student must collect the Internship Recommendation Letter within one week of the selection from the Placement Officer.
- ✓ Even if the student doesn't wish to take assistance for internship from the Placement Cell , she must provide the details of the organisation providing her internship .
- ✓ All Pre Final year students after completing their internship should submit a letter, issued by the Internship Employer. The letter should state the student's performance