

Training and Placement Department

PLACEMENT POLICIES

B.Com, BBA, BCA, B.Sc & B.A

2024 - 2025

ELIGIBILITY TO REGISTER FOR PLACEMENTS

All graduating students seeking placement support are welcome to register. However, companies reserve the right to define eligibility criteria during the recruitment process.

PROCEDURE FOR PLACEMENT SUPPORT

- Final-year students **seeking placement assistance** should fill Section 2 of the Placement Form in order to be eligible for participation in campus placements
- Students **who do not require placement assistance** should fill out the details in section 1 of the Google Form and submit it, indicating their choice to Opt Out of Placements
- If a student fails to fill the form within the deadline, it will be presumed that they have opted out of placements and do not require any assistance
- The job description (JD), including the job location and package/CTC, will be shared to the students through **EMAIL ONLY**
- It is the students' duty to carefully read the email and register according to their specializations in the link provided to register for the interview

PLACEMENT POLICIES

- After campus selection, students are urged to avoid off-campus placement drives to maintain positive Company-Institute Relations
- Companies reserve the right to withdraw offers if students fail to meet course completion or have backlogs
- “One Student Two Job Offers” policy
- Students who have registered for any company's recruitment drive must attend the respective company's pre-placement talk (PPT), which will be conducted either by the company itself or by the placement department for the recruitment drive.
- Failure to attend the PPT will result in students being ineligible to participate in the

recruitment process.

- Students are advised to look at learning opportunities, job description and career prospects and not being particular about salary and location
- Students must visit the company website, prepare well before the interviews by seeking advice from the placement department, professors, alumni, and fellow students
- If a student fails to apply to 3 eligible companies consecutively based on their specialization, it will be presumed that the student is not interested and their name will be deleted from the Placement Database

DRESS CODE DURING INTERVIEWS

→ Girls

- Should wear a formal business suit or Indian formals
- Ensure to wear minimal accessories, formal footwear and be professionally groomed and hair tied

→ Boys

- Should wear a formal business suit, with a white or light color long sleeve shirt and a conservative tie
- Dark Socks, leather shoes
- Maintain a clean-shaven appearance, and adhere to professional grooming standards

DOCUMENTS TO BE CARRIED

- Participants are required to bring a comprehensive file containing multiple copies of the resume approved by the Placement Office, passport-size photos, and attested copies of educational certificates when attending interviews
- Participants are required to bring the identical copy of the resume submitted online to the respective company
- Discrepancies in resumes are not well-received by companies and could lead to rejection

ATTENDANCE IN THE PLACEMENT PROCESS

- To be eligible for interviews, it is compulsory to have **75% attendance in pre-placement training programs and placement related activities.**

- If a student is attending an off / pool campus interview, they must confirm their attendance via email within 24 hours of the completion of the interview date. Only those who confirm via email and are physically present at the venue (monitored by the TPO) will be marked present for the day.

ABSENTEEISM IN INTERVIEWS

If an applicant fails to attend any interview rounds they have agreed to participate as a part of the company's recruitment procedure, the following standards would be enforced:

- Absent for the first time: Apology letter explaining the reason for absence, signed by the HOD.
- Absence for the second time: Apology letter explaining the reason for absence, signed by the HOD & the Principal
- Absence for the third time: The student will be debarred from placement & will be asked to opt out of placement

CONDUCT DURING INTERVIEWS

Candidates who do not arrive at the scheduled interview time or engage in misconduct will not be permitted to participate in the interview process.

Placement Officer