

Placement Cell Guidelines

1. **Introduction:** A placement cell is responsible for facilitating the recruitment and placement of students into various job roles and internships. The goal of a placement cell is to bridge the gap between academia and industry and help students transition smoothly into their professional careers. The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. The Training and Placement Cell serves as a facilitator and advisor for activities connected to placement. All registered students receive 100% placement assistance from the Training and Placement Cell in accordance with the guidelines listed below.
2. **Eligibility Criterion:**

* Student should get an aggregate of 60% & above throughout her academic session.
* Placement Opportunity will not be given to those students who have more than 3 backlogs till 3rd/4thsemester. However, those students are permitted to sit for the companies which do not have CGPA constraints.
* Student should secure a minimum of 60% score in internal marks.
* Only those students who have registered with PLACEMENT CELL and submitted their consent form, duly signed by Parents are eligible to participate in the placement activities.

1. **Rules and Regulations**

* The placement committee strictly enforces ONE STUDENT ONE JOB OFFER policy.
* Category of companies and Dream Offer: The companies visiting the campus are divided in the following three categories:

Category-A: Companies offering CTC >= Rs 6 LPA (Outside Jaipur, Location-Gurgaon, Pune, Bangalore and other metro cities

Category-B: Companies offering CTC >= Rs 3 LPA (Location-Jaipur)

Category-C: Companies offering CTC<=3lac per anum (Location Jaipur and UG students with special cases.

1. **Code of Conduct**

* Students are advised to have professional dress code and pleasing conduct when they appear for the interview with the representatives of the recruiting company.
* Students should take every genuine effort to maintain the dignity and the goodwill of the institute with the Company’s representative.
* Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session.
* Unauthorized absence for the test/interview will lead to barring from placement.

1. **Resume Guidelines:**

* Candidates must also always carry 4 copies of their resume and 2 passport size photographs for the GD/Interview of a company.
* To determine the appropriate relevance of their specialization, an ATS resume checker must review the applicant's resume.
* Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

1. **Interview Process:**

* It is compulsory for every student to attend the Pre-Placement Talk(PPT) of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
* If the student has been selected in the campus interview and has received an appointment letter, then he/she cannot apply again and her name is removed from the placement cell, even if she rejects the previous job offer.
* If a candidate who has forwarded her resume for a particular company and decides not to appear for the test/interview, she should take the permission for not attending the interview. This will not only enable the placement cell to give an accurate estimate of the number of candidates appearing for the interview to the company, but also help other students who would otherwise miss out on a good chance.
* Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the rest of the companies.
* Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
* Once a student receives an appointment letter it is assumed that the student will join the organization. If the selected students do not join the organization,

then they should inform the placement cell immediately. Any queries must be clarified through the placement cell only.

* A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid-way by the companies.
* The students shall be prepared to attend off campus interviews being arranged by the Placement cell at Gurugram, Noida, Delhi Hyderabad, Bangalore, Chennai, Pune, Mumbai at any other place as situation demands at their own expenses.
* Any student who doesn't want to participate (opt out) in the placement process should write a letter to the placement committee about the reason for withdrawal.
* Once any student take up a job with any company, it is mandatory for the student to work at least 12 months with recruiter to maintain the relationship of the institute and industry.
* Early placement is permitted in special cases will be considered by the Management in consultation with the faculty if the situation demands while fluffing the academic requirement i.e. to appear in internal exams or complete the assignments with the teacher in order to qualify for award of Degree.

1. **Confidentiality and Non-Disclosure:**

* Discussing the salary and interview questions with other students will not be entertained

1. **Counseling and Support:**

* All students have access to resources to help them cope with stress and anxiety related to interviews and placements.

1. **Non-Discrimination Policy:**

* Equal placement opportunities to all eligible students, regardless of their background, gender, or any other characteristic.
* Discrimination or harassment of any kind during the placement process will not be tolerated.

1. **Penalties and Consequences:**

* Students violating any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehaviour thereby earning a bad name for the Institute will be debarred from availing any further placement facilities and is liable for strict disciplinary action.
* All post job-offer communication between student and company should be channelized through the placement cell. Direct communications with the company officials is not allowed.
* The Directors/Principal/Placement Officer/HOD reserves the right to disallow any student to appear for campus interview on disciplinary grounds.