

**Department of Training and Placement
Rules and Regulations**

1. ***The basic eligibility criteria*** for a student to register for Campus Placements set by our Institution is Nil Arrear and Maximum of up to two arrears. However based on the Company's requirement the eligibility criteria may vary for each company, the Placement department has no influence to change the criteria imposed by the company.
2. ***The following documents*** have been identified as ***important prerequisites*** for a candidate appearing for the interview upon carefully observing the expectations of the company and hence are made mandatory.
 - Business English Certification (BEC) during III & IV Sem, minimum Vantage level certification.
 - Paper presentation Certificates in one of the tire 1 Colleges attended during VI or VII semester (minimum one).
 - C, C++ certification completed, from Spoken courses Tutorial or equivalent.
 - AMCAT Score with a minimum of 65 percentage score in all sections.
 - A minimum of 70 % score at the Mock Interview conducted by the departments during VII semester.
 - Resumes and Mark sheets are to be verified and approved by the Heads of the departments through the Department Placement Coordinators during the registration.
 - Participation in Corporate Competitions – minimum of 5 corporate competitions approved by the Department Corporate Relationship Coordinator(CRC).
 - Membership in at least two Professional Societies.
3. Students are required to furnish all their personal data accurately, particularly the email Ids are to be professional ones and email Ids once shared cannot be altered, as it would give raise to unwanted confusions and innumerable communication difficulties. Any communication from the company and Placement Cell will be sent to the registered email Ids only.

Signature of Parent

Signature of Student

4. After completing the Registration in the Campus Interaction Portal, students are supposed to download the resume and attach the photocopies of X, XII, Diploma, UG and semester mark statements and other Merit Certificates and get the verification and approval of the above documents through the respective Department Placement Coordinators and the HOD.
5. In the month of March/April, a mock online test will be conducted by the college. All the registered students must attend the test and score above 65 % (out of 3 mock online tests, including the test after each Internal Assessment test, average of 65% sectional cut off mark is mandatory in **Quantitative** {Problem solving, Data Sufficiency, Data Interpretation}, **Reasoning** {Analytical, Logical, Critical, Non-Verbal, Puzzles and Brainteasers}, **Verbal** {Vocabulary, Grammar, Comprehension and Application}). The Registrations of the low scorers will become null and void; and they will not be allowed to participate in Campus Placement Drives.
6. During the first week of April/May, list of eligible students who meet the eligibility criteria will be released by the Department of Training and Placement.
7. It is the responsibility of the students to keep themselves informed about all placement activities going on in the college. It is important that the third / final year students should develop the habit of checking E-mails and circulars sent to their departments and registered mail IDs regularly.
8. Students should strictly adhere to the eligibility and deadlines for registration for a company through campus portals.
9. Campus Recruitment is based on the future business projection of the company. Honouring the offer, date of joining depends on the company's decision.
10. The eligible/registered students must attend all Training Programmes/ Workshops arranged by Department of Training and Placement.
11. Department Placement Coordinators are the single point of contact for the concerned department students. In case of any clarifications regarding

training and placement activities, Communication should reach the Placement Cell through the concerned Departmental Placement Coordinator and HOD.

12. At the time of recruitment, most of the companies insist on Passport, PAN CARD, and AADHAAR CARD. The students are expected to apply for the same at least during pre-final year of the degree programme.

13. All eligible candidates will have two options as follows:

- a. For CSE/IT– Software Company offer.
- b. For ECE/EIE/EEE/Mechanical/Civil – Software company offer (if it comes before Core Company) and Core Engineering Company offer.
- c. Candidates from Core Engineering branches (ECE/EIE/EEE/Mechanical/Civil) will be allowed to participate in the core company selection process even after getting an offer with IT companies. In the event of themselves getting selected by Core Engineering Companies, they will not be permitted to appear for further campus interviews.
- d. Dream company status may be given based on the salary offered (more than 4.5 lakhs per annum), nature of the job, relationship with our institutions etc. It will be decided by the Placement Committee.
- e. Students selected by IT/core companies through Off-Campus are eligible to have only one IT/Core Engineering offer. He /She is not allowed to attend the On/Off Campus Interview organized by the college after getting one offer.
- f. Students those who have got selected in Dream Companies will have to accept the same as their final offer. Their previous offer will automatically decline.

14. Placement Cell will send placement / training related mails, job postings, etc. through www.campusinteraction.com portal. All registered students will get unique login ID and password to access the portal. Job Postings (with detailed job description, eligibility criteria, selection procedures, salary, company details and other related information about service bond, training periods etc) will be made available on the portal. Every job postings will be intimated to the eligible students through registered mail ID. **The students**

are asked not to forward any placement related mail to their friends / relatives studying in other colleges.

15. The interested eligible students should apply through the portal on or before the deadline given. It is not possible to include students after sending database to the company. So, the students are expected to follow timing and deadlines strictly.
16. The Students may have to manage with the transport arrangements made by the college authorities for their onward / return journey from / to city if the proceedings on that date of interview prolongs beyond the regular working hours of the college. If the student strength is low, they are expected to manage on their own.
17. Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges (Combined On campus / TNSLPP – CUIC, Anna University, etc). Students should inform their parents about the placement process, venue, and timings etc., in advance and students should make own Transport arrangements. Transport may be arranged by the college authorities based on the students strength and college location.
18. The students should take care of themselves for their stay, travel and safety during the combined campus / Off campus drives scheduled outside the college. The management will not be responsible for any unexpected incidents.
19. Students are expected to maintain discipline and decorum at all time to keep up the name and fame of our college. Any violation will be viewed seriously and the student's name will be removed from the placement database.
20. All students attending campus interviews are requested to keep in mind the following points without fail :
 - (a) Report at the venue of pre placement talk as per the instructions given for that particular day.
 - (b) Students should carry 2 copies of their resume, photocopies of all original certificates, 5 pass port size photographs for all the interviews.
 - (c) Keep sufficient number of their documents/certificates/photographs ready and arranged in order.

Signature of Parent

Signature of Student

- (d) No student would be allowed for the PPT / Recruitment Process, if he/she is not in formal dress.
21. Students must carry their identity cards with them during the PPT / written or online test / group discussion / interviews, and produce the same whenever demanded by the Recruiting Team, the Placement Officer or the Staff Coordinators.
22. Any queries regarding Salary, Service Bond, Training Period, Career Growth, Job Location, Joining Date and Job Description etc., should be clarified during the Pre-Placement Talk itself. After PPT, Students will not be allowed to interact with the company executives directly. In case if they have doubts after the PPT, they can bring it to the notice of the Placement Coordinator/ Placement officer who will then take necessary action.
23. The students appearing for the recruitment process after Pre-placement talk should complete the recruitment process. He/she will **not be permitted** to leave the placement process in mid way.
- 24. All eligible students registered for a particular campus drive should attend without fail. If in case, the students are not interested or pre-occupied with other personal work, he/she should intimate the reason for not attending the placement drive to the Placement Coordinator well in advance to avoid the difference in commitment / communication with companies.**
- 25. The registration of the student, who has not attended placement drive without prior notice, will be cancelled and he / she will be stopped to attend any further placement drives.**
26. Students who have secured a job through Combined Campus Placement / off campus placement drives are instructed to inform the placement cell without fail. If a student is not joining an organization under unavoidable circumstances, then the accepted job offer must be surrendered to the Placement Officer.
- 27. After getting placement in a company, it is mandatory to undergo the training programs recommended by the company. **The college cannot interfere in the decisions made by the company regarding the joining location, date****

of joining and reporting dates for internships. Students will have to adhere strictly to the recruiters decisions.

- 28. Students planning to go for higher studies should register your name with concerned Department Placement Coordinator. They will not be permitted to attend any of the Campus Placement Drives. Students opted for higher education may be permitted to attend the campus recruitment after the graduation or before based on the placement committee decision.**
- 29. The list of students registered for higher studies will be communicated to the coordinator of Higher Education Cell. In order to get recommendation letters for admission, students should get clearance from concerned HoD through Department Placement Coordinator and Higher Education Cell Coordinator.**
- 30. After getting placement in a company, Letter of Recommendation (LoR) will be given only after 2 years. Students who have offers in BPO companies will be granted LoR on their request anytime.**
31. A student 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, as per the Institute rules and regulations.
32. In case any complaint is received from the Principal/HOD/Placement Coordinator, the student will be terminated from the campus recruitment process (if yet to be placed) or offer will be rejected (if already placed).
33. Few Certification Courses may be made mandatory based on the eligibility criteria / requirements given by the companies to attend the campus placement drive.
34. Training and Placement Department will be responsible only till the joining date of the campus recruited students. Joining date depends on the company decision; College cannot influence the company on the joining date, location of work and their Rules & Regulations.

35. After getting selected, students may be required to report to the company for interaction with the HR or Mentors for internships. Students are expected to be punctual, dressed in formals and follow the instructions of the company fully. It is the responsibility of the parents to make arrangement for the travel and other facilities and take care of their own wards.
36. The Rules and Regulations are subject to change from time to time with the approval of the management.

I have clearly understood and accepted the above said 36 points and interested to register for the placement.

Register Number:

Student Name :

Department :

Signature of Parent

Signature of Student