

**TRAINING & PLACEMENT CELL**

**STUDENT GUIDELINES FOR CAMPUS PLACEMENT**

- T&P Cell shall aim to provide placement assistance for all passing out students. These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the T&P Cell shall abide by the guidelines prescribed herein below.
- Any breach of rules specified below by any student, shall be taken up seriously by the T&P Cell who in turn will view the matter and take action against the student, as it may deem fit.
- The T&P Cell reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- The purpose & Scope of the placement guidelines is to define the overall structure & processes of the placement of passing out students, and to structure the roles & responsibilities of the teams working on this process of corporate relation cell.
- The guidelines will ensure that maximum number of students get on-campus placement. Maintain the quality standards of the jobs offered and ensure that the whole team work according to the defined processes to achieve the common objective.

**❖ Important Instructions for students**

The students will:

- Complete all required documentation, for example, updated resumes in template issued by T&P Cell, submission of relevant information in accordance with the T&P Cell;
- If there is any change in CV (mob. No./email id/address) students should immediately inform the T&P Cell office;
- Formally disclose any disability which may affect the placement and for which they are seeking additional support during the placement;
- Make contact with the T&P Cell team once officially advised to do so.
- Carry their University student ID at all times and adhere to all by-laws, rules, regulations, policies and procedures of the placement department including any dress codes;
- Maintain a level of conduct appropriate to a student in a professional setting and in accordance with the college Code of Conduct;
- Maintain an appropriate level of confidentiality regarding any placement information if advised by placement cell;
- Inform the placement department of any absences from the placement;
- Advise the T&P Cell staff immediately of any incident or concern regarding their safety and well-being during the placement.

## ❖ CLOTHING :

### *Men*

- Men should wear a well-tailored formal in traditional colors such as navy blue, charcoal gray or black, in solid or subtle stripe patterns (e.g., pinstripe). The shirt needs to be a long-sleeve and button-down, preferably in a solid color such as white or a light blue. The tie can have a small print or color; however, its overall appearance should be conservative.
- Socks need to be a dark solid or a small pattern. Shoes need to be in leather (Black or Brown).

### *Women*

- Women should wear a well-tailored suit in colors such as navy blue, charcoal gray or black. A trouser and matching blazer is also a good option. Wear low to medium leather, heeled shoes. Never wear open toe shoes.

### *Hair/Makeup*

- Keep hair nice and neat. There is no specific hairstyle recommended, only that your hair should be clean and well groomed. For short haired women, hair should be shampooed and nicely cut and for long hairs it should be nicely tied up.
- Women, wear natural looking makeup that will flatter and compliment, not overpower, your outfit and wear only a conservative amount of jewellery..
- For men, beards and other facial hair should be neatly trimmed. Also be aware that some industries and organizations may frown on long hair or facial hair. Nails should be clean and in proper shape and size. Do not use perfume or cologne.

## ❖ **Placement Process :**

- The student should inform T&P Cell department if they have earlier applied for the same company on their own.
- If a company has approached the T&P Cell or is in the process of approaching the T&P Cell for placements, no student shall approach any of these companies on their own, except through T&P Cell
- Students should submit a soft & duly signed hard copy of their resume to the T&P Cell department before the start of placements.
- Students are advised to keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company. No requests for taking the printouts of resumes from the T&P Cell will be entertained.

## ▪ **Short listing :**

Companies may do short listing of students themselves on the basis of information supplied by the students in their registration profile or CVs/ Resumes. In case a company insists on short listing to be done by the T&P Cell without explicitly citing any criteria, it will be done on the basis of Criteria determined in consultation with the T&P Cell

## ▪ **Interview Procedure**

Interview schedule will be decided by T&P Cell in consultation with visiting Company executives. Thereafter no modifications shall be entertained, except under very unusual circumstances.

## ▪ ***Students shall***

- Keep record of organizations and positions for which they apply.
- Keep notes on the job details announced. These are useful at the time of interview.
- Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
- Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.
- While attending interviews, students must be punctual and come in formal dress only.
- Never take a cell phone into an interview.
- The students must observe and adhere to all codes of conduct rules specified by T&P Cell. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others. The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the college, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.

- Keeping the company's convenience in view, selection processes may take place in college Campus or any other venue decided by the Company. The students may be required to travel and attend the same. The T&P Cell shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.
- It is compulsory for every student who has applied for a particular company, to attend the Pre Placement Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she will not be allowed to apply till further clearance from the T&P Cell
- **Withdrawal Procedure :**
- Any student who has applied for a particular company can withdraw from the company after the Pre Placement Talk.
- In case of the students going directly to the company premises for the selection process, if the profile/package communicated to them by the T&P cell department is not the same, the students can withdraw from the selection process.
- Once the selection procedure has started, students cannot withdraw at any stage, unless they have a final offer from another organization. *It is presumed that students would apply for a position after careful consideration of all the relevant aspects.*
- If a student does not appear for interview after giving the nomination and confirmation after PPT, he/she is deemed to have withdrawn.
- **Job Offers :**
- A student shall be allowed to go through the selection processes, based on specified criteria, till he/she get selected.
- Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.
- They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the T&P cell only.