

- g) Books and periodicals should be handled with care. The members will be responsible for any damages and disfigurations caused to the books borrowed by them.
- h) All the books should be returned on the date marked on the label affixed on the back page of the book. Absence from college will not be an excuse for not returning the book on time.
- i) If a member damages or disfigures a book or periodical, he/ she will have to replace it or pay the cost of the article. In case one book in a set is damaged, the whole set will have to be replaced.
- j) Reference books, Newspapers, Magazines, and Journals should not be taken out.
- k) The library timings and details of fine structure are displayed on the library notice board.
- l) No student should lend either the borrower's card or the books they have borrowed from the library to fellow students or outsiders.
- m) The following conditions are to be followed for the renewal of books.
 - a. The book has to be produced in the library for renewal.
 - b. More than one renewal will not be allowed.
- n) Requirement of new books may be intimated to the librarian through the concerned HOD.

2.4 PLACEMENT & TRAINING CELL

The Placement and Training cell monitors the employment opportunities, caters to enhance the employability of students and arrange campus interviews. Our Campus recruitment program starts right from the penultimate semester. The students aspiring for higher studies are encouraged to undergo GATE/ CAT, GRE and GMAT exams. Besides, in campus IELTS course and IDP overseas education fair is conducted.

The Placement Training & Counselling Cell offers career guidance and support for graduating students on educational and job placement. The training division of the PTC implements need based professional, personal development and value-added training programs for the benefit of the student community and faculty. Counselling helps students explore vocational– educational possibilities and in resolving personal or social problems, if any.

Guide lines for the students:

- a) The students are expected to register their names during the last month of the 2nd year and thereafter it is their responsibility to update the database at the PTC office about their academic credentials on a continuous basis.

The following trainings are imparted to the students by PTC department

- ✓ Communicative English
 - ✓ Personality Development Program
 - ✓ Aptitude Training
 - ✓ Technical Training on domain skills
 - ✓ Grooming Sessions - GD, Resume & Interview preparation
- b) If a student wants to withdraw his/her name after registering for an on campus or off-campus interview, he/she should do so at least 3 days before the scheduled time of the interview so that appointments may be given to a student next on the list. If a student fails to inform, no more interviews will be arranged for that student.
- c) If a student has accepted a job offer, that student normally will not be allowed any more interviews, the interviews scheduled earlier for that student will also be cancelled so that the opportunity could be given to other students.
- d) Summer training: Interested students can avail this opportunity by filling up their details in a form available at the PTC.

2.5 COMMON COMPUTING CENTRE (CCC)

VJCET has a central computing facility named Common Computing Centre (CCC) functioning from 8 a.m. to 8p.m. with 67 PC's and an internet connection with bandwidth of 100 Mbps. This center is air conditioned and well-equipped with an uninterrupted power backup system. Students can access Internet and download study materials and can procure either hard copies or soft copies of the study materials with the assistance of staff at any time. This area is also Wi-Fi enabled so that students can access internet with their laptops.

All the students using PCs and Systems are advised to strictly comply with the following:

- a) Keep foot wear outside the CCC
- b) Personal belongings and bags are not allowed inside the CCC
- c) Food and beverages are not allowed inside CCC
- d) Usage of mobile phones inside the CCC is not allowed