

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

- e) Do not litter the premises and remember to keep the chairs in order before leaving the room
- f) Maintain silence in the CCC
- g) It is mandatory that the name, roll number, system number, time of entry and exit details are entered into the log register.
- h) Students must take care not to share their login details.
- i) Students must log out and switch off the system before leaving the room.
- j) Carrying 'Unauthorized Media & Literature' like CDs, Memory Sticks & Floppy Diskettes into the lab premises is strictly prohibited. It is also strictly prohibited to load/install any text, audio or video files/ programs / games on hard drives. Should such a need arise for the purpose for purposes of project work or any other lab exercises, make sure prior permission is obtained from the concerned lab staff- in-charge.
- k) Unauthorized accessing and misuse of privileges; tampering with the systems (alterations of system settings or configurations for example), networks and security (including, pilfering, blocking and breaking of passwords, codes and access procedures, eves- dropping); illegal usage of internet and computing & development resources; dealing in unlicensed software; etc. are some of the offenses punishable under the IT laws prevailing in the Country.
- l) In case any student is found violating the above norms and the timely instructions given by the concerned staff disciplinary actions will be taken against them.

Apart from the above, students are bound to follow the rules and regulations imposed by the college and the instructions of staff as disseminated from time to time.
