

**MCT**  
**MANJARA CHARITABLE TRUST**  
**RAJIV GANDHI INSTITUTE OF TECHNOLOGY**  
**JUHU -VERSOVA LINK ROAD, ANDHERI (W.), MUMBAI - 400 053**  
**PLACEMENT POLICIES FOR CAMPUS RECRUITMENTS**

Date : 20.06.2018

**RULES & REGULATIONS FOR 2018-2019 BATCH**  
**CAMPUS RECRUITMENT**

1. Students opting for campus recruitment must fill the profile details by registering the Google Form. They further need to upload CV with correct & verifiable information (Use CV format available on website). They are required to submit printed CV and signed UNDERTAKING to T & P Cell, with nominal fee receipt of Rs.100/-. Training and placement cell will not be responsible for any mismanagement/miscommunication due to incomplete profiles or non submission of the necessary documents.
2. Students opting for campus placement need to enroll on company's available campus virtual platforms & should register themselves for the competitions/contests happening at company's campus for the various domains/Roles applicable to them.
3. Students are requested to refer emails, departmental and Training and Placement Cell notice boards for campus training and placement information. They are also requested to check their emails for the same during vacations/holidays. Students are advised not to change their Mobile Number and email id shared with placement cell or companies.
4. **Students have to register for each campus placement drive. It is compulsory for these registered students to appear all selection rounds of the visiting company. Following actions can be taken against defaulters:**
  - **Students have to pay the fine of Rs.500 to Accounts department**
  - **Their journal & project submissions will be denied**
  - **They will be treated as defaulter and will not be allowed for further campus placement opportunities**
5. **Students selected in any company will not be allowed to appear for next campus drive.**
6. Placed students can be considered for one more campus placement opportunity, only in case where second company offers 40% salary hike with respect to the offer already made to them by first company.
7. **Students must have their College IDs, Updated printed CV, attested Xerox copies of all academic marksheets, project certificates etc. with them during every campus recruitment program.**
8. Students should appear for the interviews in formal dress code. (No Jeans and T -Shirts)
9. Students opting for Higher studies have to fill higher studies record format. These students will not be allowed to sit for the campus recruitment program, if found so, then he/she will be liable for suitable action.
10. Students once selected by any company **must join the company failing**, which following actions will be taken.
  - **Institute will forfeit the final marksheet/institute leaving certificate/LOR/Transcript.**
  - **Such students need to pay the fine upto Rs.5000/-**
11. Students are advised not to pay any amount or keep original documents with companies, before joining them. In case, such securities are kept; college authorities will not be responsible for any further consequences.
12. Students should abide with all the rules and regulations of the company as well as the institute.

*Malji*  
20/06/2018  
**Prof. Vishwanath Malji**  
**Training & Placement Officer**

*Dr. U. V. Bhoite*  
**DR. U. V. BHOITE**  
**PRINCIPAL**