

Date : 27.07.2016

RULES & REGULATIONS FOR
CAMPUS RECRUITMENT

1. Students opting for campus recruitment must fill **the profile details through google forms**. They further need to complete their profile on **www.ediffy.com** & upload CV with correct & verifiable information (use institute CV format only). They are required to submit back-to back printed CV & signed UNDERTAKING to T&P Cell, with **nominal Fee Receipt of Rs.100/-**. T/P cell won't 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 companies campus for the various domains/role applicable to them.
3. Students are requested to refer sms/e-mails/departmental & T&P cell notice boards for Campus Training & Placements notices. They are also requested to check their mails/sms for the same during vacations /holidays. Students are advised not to change their mobile nos. & e-mail ids(mention e-mail id with name & surname) 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 A/C Dept.**
 - **Their journal & project submissions will be denied**
 - **They will be treated as defaulter & 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 they will get 40% salary hike w.r.t. to the offer already made to them.
7. Students must have their **College IDs, Updated printed CV, attested Xerox copies of all academic mark sheets, Project certificate, etc.** with them during every **Campus Drive**.
8. Students should appear for the interviews in formal dress code.**(No Jeans & 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 drives, if found so, then she/he 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.5,000/-**
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 & regulations of the company as well as the institute.