



T&P Policy for Students

1. All final Year students **must register** at the Training & Placement cell and provide all required details in the prescribed datasheet.
2. It is mandatory for all to **select any one option** from the **Placement/Higher Studies** in the datasheet.
3. Any change of plan at a later date, with respect to Placement/Higher Studies must be communicated to the Department TPO's with valid explanation.
4. All Students **must sign the Undertaking** for Placement/Higher Studies and get it signed by their parents as well.
5. All those who will opt for **Higher Studies** cannot appear for Campus Recruitment.
6. It is mandatory for all students to **register for each Campus Recruitment Process. Only registered and eligible students will be allowed to appear** for the recruitment process. Last minute entries will not be entertained.
7. **Read all details carefully before registering for the campus process.**
8. All **registered students must appear for the Campus Recruitment Process.** Anyone not appearing for Placement after registration will be barred from the next one placement. Anyone found absent for two placements, after registering for the same, will be barred from all further Campus recruitment processes.
9. Students **must not approach Company HR Executives directly**, regarding any issue or clarification whether in or off campus. All communication with the Company Executives must take place through the TPOs only.
10. All students, while appearing for any Campus Recruitment Process or related activities, must strictly follow **the formal dress code.**
11. During the Campus Recruitment Process, all students **must display professional behaviour and follow the code of conduct** – do not copy or engage in any form of malpractices during the online process.
12. Students with only one offer can reappear for the **Dream Offer - current CTC * 2 i.e. for the total package of twice the amount of current CTC.**
13. **Only one attempt will be allowed. Once placed with dream offer, student cannot go for another dream offer.**
14. In the case of being selected the students **must accept the offer and join the company** he/she is placed in.
15. It is mandatory to share offer/Letter of Intent/Appointment letter with the T&P Faculty Coordinator immediately after receiving the same.