

# **PLACEMENT / INTERNSHIP RULES**

## **Placement/ Internship - Process & Policy**

The Placement / Internship Office welcomes all eligible students to take active part in the Placement / Internship. We consider the Placement / Internship Process very crucial and extend all out support to ensure that students are given the right opportunity to streamline their career prospects.

## **ELIGIBILITY FOR PLACEMENT / INTERNSHIP DRIVES**

- Eligibility for Placement / Internship drives ranges from 50%- 70% through out without any backlog & the students are advised to improve and clear all pending papers if any.

## **RESUME**

- Students are required to submit their resumes (Soft & Hard Copy) to their respective departments. The resumes are required to be updated and customized as and when required, based on the requirements of the company.

## **SKILL BASED TRAINING AND PERSONALITY DEVELOPMENT CLASSES**

- Skill based Training Program/Preparatory classes/expert lectures and workshops are very important and give an opportunity to the young students to improve their skills to compete in the Placement / Internship drives. Hence, it is mandatory for all students to participate in such activities 75% attendance is compulsory.
- Gradation of their performance by the PDP department will enrich the resume of the students which will be forwarded to the companies. The students have to earn 75% attendance in PDP classes to qualify for higher grading.

## **DISCIPLINE:**

A) Students should maintain discipline and show ethical behavior in every action they take during the Placement / Internship process. Any student found violating the discipline rules set by the company or defaming the college's name will be disallowed from the Placement / Internship for the rest of the academic year.

B) Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the Placement / Internship for the rest of the academic year.

## **POST PLACEMENT / INTERNSHIP**

Students who have been selected by the companies have to report to the company and abide by the rules and regulations thereof. However, they can join the company for internship only in their current academic year & placement after completion of their final examinations.

Students are requested to update their achievements, promotions and job shifting to TPO and alumni cell of the college.

## **GENERAL INSTRUCTIONS**

- Students must carry their digital I-cards at all times during interviews & screening tests.
- The date/ time/ venue of the interviews will be subject to changes at times, may be at a short notice. Students must keep themselves well informed in the whatSapp group.
- The student should be seated 10 minutes prior to the start of any activity to avoid delays.
- Students must carry a complete file with a few copies of their resume, original certificates, copies of photo and ID proof, etc. while appearing for the interviews.
- Students are expected to know the norms for formal wear (white Shirt & Black Pant); for the benefit of those who claim ignorance, please note that the following are strictly not allowed:
  - \* T-shirts with printed text; un-collared T-shirts;
  - \* Shorts
  - \* Jeans
  - \* Shirt not-tucked in
  - \* Chappals / flip-flops
- **Students arranging their own placements / Internship will be extended all possible help by the college.**

**NO PLACEMENT / INTERNSHIP FACILITATION FOR A STUDENT WHO:**

- Does not attend placement / **Internship** drives.
- Withdraws from the process Mid-Way In the placement / Internship process, he/she Tells the company that s/he does not want to join them.
- Speaks negatively about the company or college.
- Is found doctoring his/her resume submitted at CIC.
- Approaches or corresponds with the company officials directly.
- Asks any irrelevant question or misbehaves in any manner.