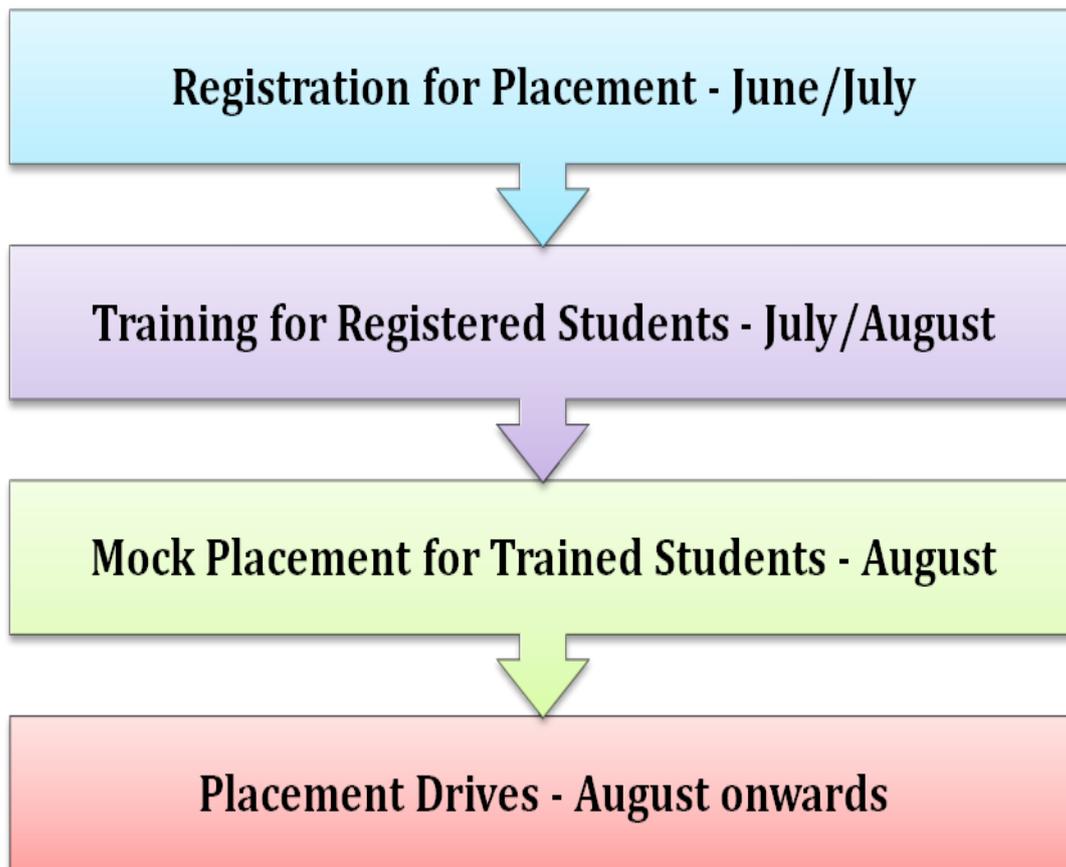


# **VVCE PLACEMENT PROCESS**



## **REGISTRATION FOR PLACEMENT**

1. Students who seek placement assistance shall register for Campus Placements with the department of Training and Placement. Placement Registration is for one academic year only.
2. Campus Placement is a facility provided for the students seeking job. Registration is not compulsory. Students not interested in placement are advised to submit a Declaration Form stating the reason for not interested in placements.

## **TRAINING FOR REGISTERED STUDENTS**

1. Pre Placement Training is conducted for students registered for placements. This training is compulsory for all registered students.
2. Company Specific Training is also provided for eligible students.
3. Online Assessments are conducted regularly for continuous learning and practice.

## **MOCK PLACEMENT**

1. Mock Placement consists of Mock Group Discussion and Mock Interviews which is generally conducted by HR Manager/Company Representatives.
2. All registered students who have undergone Pre Placement Training shall attend Mock Placement compulsorily.
3. HR Manager/Company Representatives submits Individual Assessment Report/ Feedback on students at the end of Mock Placement Process.

## **PLACEMENT PROCESS**

1. Students registered for placements are required to submit all the details on Bizotic Placement Portal and request for validation. This is compulsory for all students.
2. Students are shortlisted for recruitment drives based on the eligibility criteria submitted by the respective companies.
3. Eligible students will receive notification about the drive through Email, SMS and App. Circular regarding the drive will also be sent to departments for announcements.
4. It is the responsibility of registered student to check Email / SMS/ Bizotic Placement Portal / Circular / shortlisted names for drives etc. before the campus recruitment drive.
5. Eligible students shall confirm their participation by registering or applying through Bizotic Placement Portal within the given time. Late registrations are not entertained.
6. Students must bring their College Identity Card, 2 copies of Resume with passport size photograph, attested copies of Marks Card, etc., with them whenever they attend placement drive.

## **PRE-PLACEMENT TALKS (PPT)**

1. Notice about the Pre Placement Talk (PPT) of all company drives will be announced well in advance.
2. Students should be seated in the venue 15 minutes before the scheduled start of the PPT.
3. Any clarification regarding salary break-up, job profile, place of work, bond details etc. must be sought from the companies during PPT.

## **DRESS CODE**

1. Students must be formally dressed whenever they participate in any interaction with a company.
2. Formal dress is compulsory for every recruitment drive.
3. TAP reserves the right to refuse permission to a student to attend the recruitment drive if they do not follow the dress code.

## **ATTENDANCE & PUNCTUALITY**

1. A student who applies for the job and gets shortlisted for the recruitment drive is bound to go through the entire selection process unless rejected midway by the company.
2. Any student who withdraws deliberately in the middle of a selection process will not be allowed for placement drives for the rest of the academic year.

**LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW** will not be allowed to attend the selection process.

## **DISCIPLINE**

1. Students should maintain discipline and show ethical behaviour in every action they take during the placement process.
2. Students participating in pool campus drives in other institutions shall maintain the same discipline.
3. Any student found violating the disciplinary rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.
4. Students found cheating or misbehaving in the selection process (PPT / Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

## **JOB OFFERS**

1. Announcement of shortlists / final selects of recruitment drives on the notice board / through email will be considered as confirmed offer.
2. Offers received from companies must be collected as per timings mentioned in circular / email.

3. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student.
4. All offers (made by the companies) shall be through TAP only. This office will not be in a position to resolve problems, if any, that may arise with respect to offers made directly to the student by the company.
5. Placed students should confirm the acceptance of offer as per the guidelines of the company. The TPO shall submit the acceptance of offer (submitted by the candidate to TPO) to the company within the timeline specified by the company.
6. If a student receives more than one offer in a session / day and if there is a delay in the announcement of results by some companies, the student is bound to accept the job offer of the company whose results are declared in time.
7. If the results are declared on the same session / day, the student may choose from the offers in hand and inform the Placement Officer of his/her choice, within 48 hrs of announcement of results.
8. Every student who is selected by a company shall submit a photocopy of their Offer Letter to TPO and also sign a 'Declaration Form' stating the acceptance of the job offered by the company thus confirming their joining.
9. Placement fees should be paid to the college as per the college norms.
10. If a student graduates and later receives an off campus offer, a copy of the offer letter has to be submitted to VVCE TAP without fail.

### **JOINING STATUS**

1. Date of Joining will be announced by the company.
2. In case a student rejects the job offer after attending the complete selection process, he/she shall submit in writing the reason for rejection and shall also pay the fine of Rs. 10,000/- (Rupees Ten Thousand Only) to college.

For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by TAP shall be binding on all students.