

# **Training & Placement of Students Policy**

**Policy approved in Meeting of Board of Governors under Agenda no. 24.6 held on  
12-03-2022**

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The Placement Cell of the Institute is responsible for creating and facilitating employment opportunities for students through active engagement with reputed companies and industry partners. This policy establishes the general guidelines and placement procedures to ensure a professional, transparent, and effective placement process.

### **1. General Placement Guidelines**

- The Training and Placement Cell (TPC) shall function as the central coordinating body for facilitating internships and campus recruitment opportunities through collaboration with industries and corporate organizations. Departmental Placement Coordinators and the Student Placement Committee shall assist the TPC in planning, organizing, and executing placement-related activities, as well as addressing student queries and grievances.
- Placement activities shall include all employability enhancement initiatives and recruitment processes leading to final placement opportunities. Students shall be responsible for regularly reviewing placement notifications and submitting required documents within stipulated timelines.
- Students shall maintain professional conduct, institutional discipline, and adhere to formal dress code requirements throughout all placement and recruitment activities. Any misconduct or violation of guidelines may result in disqualification from placement assistance.
- Registration or consent for participation in any placement drive shall imply mandatory attendance. Students may apply to multiple organizations but are expected to participate sincerely in all stages of the recruitment process. Absence without valid justification may lead to restriction from future placement opportunities.
- Selection by a recruiting organization shall be treated as final and binding on the student, irrespective of job role, location, or compensation structure.
- Students opting out of placement assistance to pursue entrepreneurship or family business shall require prior approval from the Head of the TPC and may be encouraged to participate in incubation and entrepreneurial development initiatives.

## 2. Placement Process Guidelines

- Students shall indicate their preferred specialization areas to facilitate structured career guidance and placement support. Attendance at Pre-Placement Talks (PPTs), placement presentations, and corporate interaction sessions shall be mandatory for all final-year students. Failure to attend may result in reduced priority for placement assistance.
- Application to any recruiting organization shall be considered a confirmation of genuine interest. Requests for withdrawal or objections based on job profile or preference shall not be entertained after application.
- Campus placement shall be treated as the student's first professional engagement. Students are expected to prioritize industry exposure and professional experience alongside other employment benefits.
- Students selected by a recruiting organization shall honor the placement offer to maintain professional ethics and institutional industry relations. In exceptional or unavoidable situations, students must obtain prior guidance and approval from the Training and Placement Cell before communicating with the employer.