

# **PLACEMENT RULES AND REGULATIONS**

Campus placement in **St. Anne's College of Engineering and Technology, Anguchettypalayam** is a facility provided for interested final year students. Students not interested in placements are requested not to register for placements.

**It is Mandatory for all Eligible Students to appear in all Companies coming for Campus Recruitments, till they get placed or else he / she will be strictly debarred from the entire placement season.**

## **ELIGIBLE CRITERIA & PLACEMENT REGISTRATION:**

1. All students who expect to graduate from the institute by the end of the academic year 2013- 2014 and are seeking employment.
2. Each student should register to the placement cell with the filled registration form in the prescribed format along with the registration fees and submit the hardcopy of the student placement registration form to the placement office with their resume.
3. All students who wish to take part in the institute campus placements should register for soft skills programme organized by the institute.
4. All Students should compulsorily attend all the soft skills classes failing which will lead to cancellation of placement registration.

## **RESUME – STUDENT PLACEMENT REGISTRATION**

1. Information regarding company visits will be informed through notice board/ website. Students are advised to check timely announcements, go through the company website.
2. Students are expected to follow the institute resume template available in the college website for preparing the resumes.
3. The details of the resume have to be genuine and any student found violating this, will not be permitted to apply for placements for the rest of the academic year.
4. Depending on the profile/requirements laid by the respective company a detailed resume should be prepared in an attractive manner and submitted within the deadline. Late submission will not be considered for the test/interview.
5. Students always have to carry one folder with them containing Hard Board, Attested Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items.

## **PRE-PLACEMENT INTERACTION (PPI)**

1. Those who have submitted the resume and attended the PPI session are eligible to appear in the selection process of that company. The PPI attendance is compulsory.
2. Students must clarify their queries regarding salary break-up, job profile, place of work, bond details, medical fitness requirements, etc with the company officials during PPI.

3. There shall no question about the pay package offered by the company. Students shall not question the policy of the company.
4. The interaction with the representatives of the companies should be in a very dignified manner.
5. Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem they have to first contact their Placement Officer and discuss their problem with them.

### **PLACEMENT PROCESS**

1. It is the responsibility of the student to check announcements/notices/updated information/ short listed names etc., in the notice boards/email/website. Students are expected to report at the respective venue as per the announcements.
2. Late comers for the Aptitude Test / Group Discussion / Interview may not be allowed to appear for the selection process.

### **ATTENDANCE AND PUNCTUALITY**

1. A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the recruiter.
2. Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.
3. Unauthorized absence for the test/interview will lead to cancellation of registration.
4. Many a times it can happen that campus recruitment process can stretch till late night.
5. All students have to inform this to their parents and should arrange their own transportation.
6. Mobile phones are not allowed inside examination rooms / auditorium.

### **DRESS CODE**

Students must be formally dressed whenever they participate in any sort of interaction with a company. The coordinator reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory. The dress code shall be applicable for Pre placement talks as well.

Boys – Formal dark pant with light coloured full sleeve shirt with neck tie and formal shoes

Girls – Churidar / Salwar.

### **IDENTITY CARD**

Students must carry their identity cards whenever they undergo a placement process.

### **JOB OFFER**

1. Announcement on the notice board will be considered as the final offer. Offers received from companies must be collected as per timings in circular /notice.

2. The students shall not question the company on why he/she is not selected. Selection is in the hands of the company. Any unruly behaviour compromising the reputation of the institute shall deem the student ineligible for future placements and the student shall face the disciplinary committee.
3. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student.
4. The students should honour the offer and communicate with the Industry in a pleasing manner.
5. In case offers are received directly by the student from the company, the same must be intimated to the placement office.

### **MULTIPLE OFFERS**

A student is eligible for only one job. If a student wants to job other concern they re-register with new registration and registration fee.

### **JOINING STATUS**

Students should notify the company with a copy to the placement office in case they are not joining the company with reasons. For all matters not covered by the above regulations, the placement coordinators will use their discretion to take appropriate decisions.

### **DECLARATION**

I.....S/o/D/o.....  
hereby declare with my true knowledge that I will abide the above said rules.

Signature of the parent

Signature of the candidate