

## **Placement agreement between Placement office and Student VSEF**

**Applicable for Students passing out in 2021**

### **A. ELIGIBILITY AND REGISTRATION**

1. Students who want to seek training cum employment opportunity should register themselves. The fee includes soft skills session and placement opportunity. Student will be certified after completion of the course.
2. For placements students are allowed only for three attempts. **If in case, the student is selected in the first attempt then further he/she will not be allowed to appear in any other company.**
3. Students who have lost the job for genuine reasons will be allowed to re-register on a case to case basis. Only students who have a course extension or other genuine reasons will be allowed to re-register by permission of Executive Director.
4. If candidate is selected by any of the company then the candidate and his/her parents are responsible for the verification of working environment of the company before joining.

### **B. APPLICATION PROCESS**

1. Students are advised to read all the announcements/notices made, go through the company website, before appearing for any interview.
2. Students are expected to conform to the resume template.
3. All the details mentioned in the resume have to be genuine. Any student found violating this rule will be deregistered from the placement process for the rest of the academic year.
4. Students are required to submit their resume well before the company application deadline. However, DEADLINES WILL NOT BE EXTENDED UNDER ANY CIRCUMSTANCES.

### **C. PRE-PLACEMENT TALKS**

1. Students are required to be well-versed with all these details by clarifying them during the pre-placement talk.
2. Notices of the pre-placement talks will be sent well in advance.
3. Students interested in a particular company are required to attend its pre-placement talk.

### **D. PLACEMENT PROCESS**

1. Students are expected to be punctual by being in time as per the notices and announcements. Late comers for aptitude test/group discussion/interview may not be allowed to appear for the selection process.
2. If a student has opted to take part in the recruitment process of a company the student is bound to appear for ALL the stages/rounds conducted by the company according to his/her eligibility. If the student fails to attend any of the stage/rounds, his/her one attempt will be cancelled. In the event of a student being selected for a particular round and then not turning up for the same, the Placement Office will levy a penalty on the student. The penalty could also be to the extent of barring the student from future participation in any placement related activity. All decisions regarding this will be made by the Placement Office only.
3. Students must be formally dressed whenever they participate in any sort of interaction with a company. The Placement Office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

**NOTE: If any student is selected in a company through college placements and fails to join the same, the institute has all the rights to seize their security amount or impose a fine on them.**

**The Placement Office reserves the right to override any of the above rules in special circumstances and use their discretion to act on matters not covered by the above rules.**