



DEOGIRI INSTITUTE OF ENGINEERING AND MANAGEMENT STUDIES, CHH. SAMBAJINAGAR

Training and Placement Cell

Rules and Regulations

ELIGIBILITY & REGISTRATION

- All the final year students completing their graduation and pursuing employment opportunities are eligible to register for campus placements / Internship through the T&P cell.
- Only registered students will be considered for placement / Internship opportunities by the T&P cell.
- Participation in campus placements / Internship is an optional service extended to the students. Those uninterested in placements or wish to pursue further studies are kindly requested to notify the same to T&P Cell by clearly mentioning the same in consent form.
- Students intending to pursue further studies or engage in pre-planned activities are advised not to participate in placements. In the event of selection, failure to join will result in strict disciplinary action.

RESUME

- The information provided in the resume must be authentic, and any student found breaching this regulation will be barred from participating in placements for the remainder of the academic year.
- Students are required to submit their updated resumes to the email addresses designated by the T&P Cell only.

PRE-PLACEMENT TALKS

- Participation in the placement process is restricted to only those students who have enrolled with the T&P Cell.
- The T&P Cell serves as a facilitator and advisor for placement-related endeavours.
- Attendance at all scheduled drives is mandatory for all eligible and registered students; failure to do so will result in blacklisting from further placement / internship opportunities.
- Students are advised to regularly check for any new notices or updates including their registered email address and notice board of T & P Cell.
- Students are encouraged to arrive at the venue at least 15 minutes prior to the scheduled start of the pre-placement talk.
- In case of virtual (Online) preplacement talks, students must join using the shared link at least 10 minutes before the start of the talk. It is also mandatory to adhere to all etiquette
- Attendance will be recorded, and only registered students will be eligible to apply for positions with the respective company.



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PLACEMENT PROCESS

- Students are required to regularly check notice boards and/or the designated WhatsApp group / registered email for announcements, notices, updated information, and lists of shortlisted candidates. Punctuality in accordance with announcements is expected.
- Once shortlisted in the first round, a student is obligated to complete the entire selection process unless rejected by the company midway. Withdrawal from the selection process without valid reason will result in disqualification from placements for the remainder of the academic year.
- Students arriving late for the aptitude test, group discussion, or interview may be denied participation in the selection process.
- Throughout the placement process, students are expected to uphold discipline and demonstrate ethical conduct in all their actions. Any student found violating the discipline regulations established by the company or harming the institute's reputation will be disqualified from placements for the rest of the academic year.
- Students caught cheating or behaving inappropriately during any stage of the selection process (Presentation/Test/Group Discussion/Interview) will be disqualified from placements for the remainder of the academic year.

JOB OFFERS

- A copy of the offer letter / Joining letter must be submitted to the T&P cell immediately upon receipt from organization / company.
- As per the eligibility criteria established by the companies, students are permitted to participate in the ongoing placement process for multiple companies until they secure their first job offer.
- In the event that a student receives multiple offers due to delays in result announcements by the companies, the student is obligated to accept the job offer from the company whose results were declared earlier.
- Upon being selected by a company, every student is removed from the placement cell's list of job seekers.
- A formal offer communicated through notice board announcements or email constitutes an official offer. Offers received from companies must be collected according to the specified timings outlined in the circular or notice. It is the student's responsibility to carefully review the offer letter and complete any required actions, such as document submission. If offers are directly received by the student from the company, the student must promptly inform the T&P cell.
- Once the student is selected by a company, He or She will not be allowed to appear for further placement opportunities as per the criteria mentioned in the next point.



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- If a student is selected in a company at a package of X, he/she will be allowed to appear for only one company offering package greater than X.

MISCELLANEOUS

- The date, time, and venue of interviews may be subject to change, sometimes at short notice. It is essential for students to remain well-informed.
- Students must adhere to formal attire standards (Uniform with I Card) for all interactions with companies. The T&P Cell retains the authority to withhold permission for students to partake in the selection process if their attire is deemed unsatisfactory.
- Students are obligated to always carry their I-cards during interviews and screening tests. Access to the test or interview venue will be denied without the I-card.
- During placement drives, students are advised to carry the following documents: 1) Two copies of the updated resume 2) Recent passport-size photographs 3) Academic certificates 4) Two attested sets of all original documents.
- Following off-campus interviews, students are required to report to the T&P Cell.
- For matters not covered by the above regulations, the T&P Cell will exercise discretion in making appropriate decisions. Additionally, both the T&P Cell and College Management retain the authority to modify or amend the rules as necessary. The decisions made by the T&P Cell will be final and binding on all students.