

**Guidelines for Students appearing for Campus Placements 2021-22**

1. Please read the Placement policy 2021-22 displayed on the T & P notice board and website carefully.
2. New Placement Curriculum has been designed and is implemented from Summer-2021 for all UG and PG courses.
3. Check the E-mails regularly to avoid missing the deadlines.
4. Eligibility criteria are defined by the visiting company and not by T&P Department.
5. CTC is defined and is displayed as given by the company.
6. Last date for applying has to be adhered to. If a student loses a chance because he/she applied late the T&P department cannot force the company to consider the candidature.
7. Students must carry identity cards during all campus procedures.
8. Any issue related to placements should be forwarded through the respective Placement representatives.
9. All the students must carry all the concern documents, hard copies of CV in the Institute format and Original mark sheets, whenever campus selection process is scheduled. T&P department wouldn't appreciate the request for any kind of printouts and photocopies.
10. Students are also encouraged to read the Guidelines for Companies visiting VNIT for placements drives.

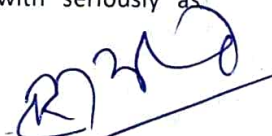
**Code of Conduct:**

1. Apply for the selection process of a company only if you wish to join it. It is the student's responsibility to research the company, alumni employed in it and the suitability of the work profile before applying.
2. Once you have applied for a company it is compulsory for you to appear for the complete process including the PPT and final interviews. If any student fails to appear for PPT and further process, the T&P department will take strict action as deemed fit, including debarring from further placement rounds.
3. Students should reach the PPT and for further selection process 15 min. prior to the scheduled time.
4. During the campus selection process the candidates are expected to appear in formal attire, and presentable attire. The objective is to project their seriousness and also the culture of the Institute to the prospective employer.
5. Raise your queries related to campus selection through respective student coordinators, as they are single point of contact for T&P Department.
6. Any on spot decision taken when campus selection is on will be a collective of student coordinators, T&P heads and the Institute authorities.
7. The expected attire for placement aspirants are:
  - For Boys – Formal Shirts, Trousers, Tie, Formal Blazers, Formal Shoes
  - For Girls – Sober coloured Salwar Kurta, Western Formals, and Formal Blazers

**Guidelines for Interview [Online mode]**

1. Be Punctual, appear beforehand in interview.
2. Keep a check on audio settings/ video settings/ internet connection.
3. Ensure proper lighting and eliminate distractions (if any).
4. Though you may appear in online mode, but you are advised to carry formal attire.
5. Any attempt to cheat/plagiarism and any kind of misbehaviour, will be dealt with seriously as disciplinary matter.



  
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