

**GOVERNMENT ENGINEERING COLLEGE THRISSUR
TRAINING AND PLACEMENT CELL**

RULES & GUIDELINES FOR THE CANDIDATES FOR CAMPUS PLACEMENT

BEFORE -PLACEMENT

1. The attendance for pre placement trainings will be a pre requisite for the placement process.
2. If a student is not appearing for the placement even after the registration for the same should give a valid explanation to the concerned authority. Otherwise, their candidature will be suspended for further placements.
3. The registration for each placement process should be done by each qualified and interested students individually at placement cell site before the due date as per the notice and any registered student withdraws from the placement process without informing the placement cell with valid reason will be disqualified for further placements

PRE-PLACEMENT TALKS

1. Notices of the PPT will be published on the placement website well in advance. Students should occupy the venue 15-mintues before the scheduled start of the PPT
2. Students interested in a particular company, must attend its PPT without fail
3. Attendance will be taken and only those students who have attended a particular PPT will be eligible to apply for that company
4. Students must clarify details regarding salary break-up, job profile, place of work, bond details etc with the companies during PPT (pre-placement talk)
5. Students cannot decide on their own (voluntarily) to drop from the selection process of a particular company, after sitting through its PPT without informing the placement cell unless the student deregisters from the placements.

PLACEMENT PROCESS

1. RESPONSIBILITY:

It is the responsibility of the student to check announcements/notices/ updated information/shortlisted names etc. in the notice boards of Placement Office/website. Students are expected to be in time as per the announcements.

2. PLACEMENT POLICY:

- a. There should not be any interference between Placement Company and students other than during pre placement talk.
- b. The rules framed by the company for placement is final. No negotiations are entertained on this issue during the placement day.

3. ATTENDANCE & PUNCTUALITY:

- a. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.
- b. LATE COMERS FOR APTITUDE TEST/GD / INTERVIEW may not be allowed to appear for the selection process.

4. DISCIPLINE:

- a. Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be disqualified from the placements for the rest of the academic year.
- b. Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.

5. JOINING STATUS:

In case, students decide not to join the company, they should inform the company in writing with valid reasons as early as possible. They are also required to submit a copy of that letter to the Placement Office.

6. DRESS CODE:

Students must be formally dressed and should wear college ID card whenever they participate in any sort of interaction with a company.

Formal wear for boys: White or light shade collared shirt properly tucked in, full length trousers and black/dark tan shoes.

Formal Wear for Girls: Chudidar, Salwar Kameez with shawl / Full length trousers and collared Shirts.

NB: This office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

7. IDENTITY CARDS:

Students must bring their identity cards with them whenever they go through a placement process

8. BELONGINGS:

- a. Bring all the relevant articles which are required for interview/test.
 - b. Always keep 2 passport size colour photographs, original/attested copies of certificates & 2 copies of 'resume' with you.
9. For all matters not covered by the above regulations, the Training and Placement Office will use its discretion to take appropriate decisions.

- **Any violation on the above said rules will make you disqualified from attending the present and further placements.**
- **The decision of the TPO will be final in all these matters.**