

Rules and regulations (2019) for Training and Placement of students at the Regional Institute of Printing Technology

A. Eligibility for appearing

1. Students not interested in placements are requested not to submit their CV at the beginning of their final academic year at the institute, for placements. Students who have submitted their CVs on due time, are allowed to appear in campus recruitment process.
2. Students having multiple backlogs and/or in multiple semesters are advised not to submit their CVs for consideration for placement.
3. Students who have acquired their diplomas and were not placed in the earlier year will not be considered for any on-campus placement process.
4. All the registered candidates must appear for the aptitude or any other relevant primary rounds upon instructions from the TPO.
5. The students should maintain punctuality in all meetings, registration, interviews, etc. related to placement.
6. The students **MUST** attend the placement process well groomed in formal attire.
7. The students should maintain discipline and behave professionally in the interview premises (for both on or off campus).
8. The students should have both hard and soft copies their educational testimonials and/or certificates and at least 3 copies of CV before attending the placement process of every company.
9. The students are responsible for maintaining their attendance at the placement interview premises without any responsibility upon the T&P cell.
10. The institute follows **one-student one-job policy until 75%** of the overall departmental students are placed.
11. Government jobs will be treated as “dream” offer, and students with no job offer or one job offer will be eligible to attend it.
12. The eligibility criteria imposed by the visiting company will be the final.
13. Students may have to arrange their own transport facilities to and from the interview premises for both on and off campus placement processes.
14. Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parents about the placement process, venue, and timings in advance. Point No. A. 13 will also apply in this regard.
15. TPO aims to provide **placement assistance ONLY** for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

B. Resume

1. Students are expected to follow the institute resume template available in the placement website / Training and Placement Officer for preparing the resumes.
2. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.

C. Placement process

1. For all placement related activities at the institute, the Training and Placement Officer will act as a single point of contact.
2. All placement processes for all departments will be initiated by the TPO after receiving **documented request** from the company willing to conduct on-campus/off-campus/pooled campus interviews. No middlemen or job consultancy firms are allowed to interfere in the institutes' placement process.
3. In case a student receives a job offer through his own/personal means and without formal procedure through TPO, his academic records and necessary "No Objection Certificates" and other verifications can be processed and forwarded **ONLY** after successful completion of his diploma course at the institute.
4. It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the notice boards of Placement Notice Board.
5. 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 middle of a selection process will be disallowed from placement for the rest of the academic year.
6. **LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW** may not be allowed to appear for the selection process.
7. Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.
8. Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.
9. The copy of the offer letter is required to be submitted in the placement office.
10. If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.

11. Post Placement: If for any reason the Company stops the joining of candidates then the College will not be responsible for that.

D. Conditions under which a student may get debarred/blacklisted from the placement activities:

1. Students may be debarred /blacklisted from the placement if he/she is found involved in any indisciplinary activity or engaged in malpractices.
 2. Students giving wrong data/information in Training and Placement Office, He/She will be debarred/blacklisted from the placement activities for the rest of the academic year.
 3. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after the Preliminary round. A disciplinary action will be taken against defaulter student/s.
 4. Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those involved will be debarred/ blacklisted from future campus placements.
 5. For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students.
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