



Training and Placement Cell (T&P)
RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
Basar Campus, Mudhole Mandal, Adilabad District.

RGUIIT-Basar/Placement/Notice Board/49/2017

Date: 16.09.16

IMPORTANT INSTRUCTIONS FOR RECRUITMENT DRIVES

Pre -Placement Process:

- i. List of applications received from student on time and short listed by campus T&P Cell would be sent to company for consideration.
- ii. On hearing from the company, the final date of visiting the campus and time of each activity would be notified to the students and short listed candidates should comply with the selection procedure of the company.
- iii. Students should attend the placement activities as per notified time schedule. No late arrival to any placement activity is permitted.
- iv. Students must carry their valid identity card with them during entire campus placement selection process i.e. Pre placement talk (PPT) , written test, group discussion, interviews etc and produce the same whenever demanded by the recruiting members, T&P Cell or any authorized member of RGUKT.
- v. Students are advised to visit company website to know the job requirements. Any queries related to job or other matter must be clarified with the company officials during their visit to campus i.e. PPT. No direct communication with the company officials is permitted.
- vi. Students are not permitted to interact with the company official directly. Any queries must be clarified during the pre placement talk (PPT) itself. For any other doubts (if any) after PPT, they should bring it to the notice of the T&P Cell for necessary action.
- vii. Student should maintain discipline while attending pre placement talks (PPT), written test and interviews etc...
- viii. Students must attend the Pre Placement Talk by the company as per the notified time. If any student doesn't attend the PPT, campus T & P Cell reserve the right to refuse the permission to attend the particular drive.
- ix. **Dress code:** Students, who are short listed for interviews (Group discussion/Personal Interview), should attend the process with proper formal dress on time. Boys are advised to wear shoes. If any student doesn't appear in decent formal dress, campus T&P Cell reserves the right to refuse the permission to attend the campus selection process.
- x. Students should keep ready all documents well in advance and they should be in a position to produce on time.
- xi. Student should carry certificates in a proper file along with two passport size photographs and a copy of their latest resume for the interview process.
- xii. Students are permitted to clarify any of their doubts at any point of time with T&P Cell.
- xiii. FIC/PO, T&P Cell reserves the right to refuse any student from placement activity at any point of time if student does not follow any of the above procedures.
- xiv. **Disciplinary committee:** Student must not involve in malpractice or impersonation in the placement process. If found, such students would have to abide to the decision of T & P Cell through committee that may include debarring from placement activity for entire year etc.

Post Placement Process:

- i. List of selected students obtained from company would be notified to students and also displayed on notice board of T&P Cell.
- ii. Companies would send offer letters of the students along with other information to T&P Cell. After receiving the offers letter by the selected candidates, they should follow the instructions given in the offer letter.
- iii. Any student who has applied or secured a job through off campus is not considered under T&P Cell placement process. Such students are advised to inform T&P Cell after their selection and voluntarily withdraw their candidature from placement for the benefit of other students.
- iv. If a student is not joining an organization under unavoidable circumstances, then the accepted job offer (original) must be surrendered to the T&P Cell.
- v. If any student fails to comply with any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehavior, he/she would be liable for strict disciplinary action, as per the university rules and regulations.

PROCEDURE TO BE FOLLOWED WHEN A COMPANY VISITS:

- i. Based on the request from company/ decision of T&P Cell, location for campus selection process of a particular company would be decided. Accordingly interested and short listed students should attend the drive.
- ii. **Students once register for the drive/job post must attend the recruitment process. Failing which they wouldn't be permitted to attend two subsequent campus drives decided by T & P Cell.**
- iii. In case of **off -campus drives at other than RGUKT campus**, T&P Cell team along with other faculty and staff members should accompany the students.
- iv. Students should apply for **station leaving/gate pass** and they should obtain permission from (a) HOD of concern dept (b) T&P Cell and (c) finally Director/ competent authority. Students should reach the venue well in advance with minimum days of loss of class work.
- v. Before leaving the campus, students should write the departure details in the register kept in campus T&P Cell. If any student fails to provide details in the register would not be considered for the drive.
- vi. Students are permitted to leave the campus for attending placement process at other campus/institution only when they fulfill all the requirements i.e. eligibility and proper gate pass.
- vii. **Student must return to the campus as soon as placement process is completed and furnish the arrival details to T&P Cell.**
- viii. Violation of above procedure will attract disciplinary action.