



Rajiv Gandhi University of Knowledge Technologies

(A.P. Govt. Act 18 of 2008 & Telangana Govt. Adaptation G.O.Ms No.29 Dt.17.12.2014)

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Training & Placement Cell

Placement Policy- "PLACEMENT IS NOT GIVEN, IT HAS TO BE EARNED"

1. Campus placement is a facility provided for all students of RGUKT Basar. Registration is mandatory/compulsory and students not interested in industry jobs are requested not to register for jobs placements and same should be intimated to placement cell in writing. Students having more than one course backlogs are advised not to register for placements and are advised to improve their performance and register after clearing all the backlogs.
2. It is the prime responsibility for every student to check eligibility criteria before applying for a company. The eligibility criteria and other information are usually uploaded on University Hub with subsequent updates.
3. It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. in the notice boards and placement website. Students are expected to be in time as per the announcements.
4. There is no limit on number of registration by a student who can make for any proposed drive.
5. RGUKT Basar follows **"One Student One Job Policy"**. **Students who have received one offer will be de-registered from subsequent placement Drives with an exception of a single CORE job option.** Every student who is selected by a company is out of placement thereafter i.e. deregistered from subsequent placement Process.
6. If a company approaches with specific requirements such as top 5% or top 20% academic records then the students who come under this category would be permitted for three companies with such specific requirements. This is applicable for only those students who are in registered list at that point of time.
7. If any student registers for a company and doesn't turn up for the recruitment process he would be considered as **absentee/Defaulter** and would not be permitted for **next two drive**. However student is permitted to withdraw the registration by submitted application for withdrawal within the stipulated time (Day before the drive) notified by CDPC and should obtain the permission from Faculty In-Charge/Placement officer well in advance. **Non-intimation will count as absenteeism.**

8. If any students qualify/clears written/online exam conducted by the company and doesn't appear for successive rounds, then he/she would be debarred from all further placement drives if he/she is not able to provide explanation to the satisfactory.
9. Wait listing policy: All the students who have waiting listing offer will be allowed to appear for subsequent drives until he/she land a job.
10. Students should maintain discipline and decorum in every action they take during the placement process. Any student found violating any rules of general ethic and etiquette as deemed by the company or Placement Office will be debarred from the subsequent placement process.
11. Students found cheating or misbehaving during the selection process (PPT/Test/GD/Interview) will be debarred from the subsequent placement process.
12. If a student is unplaced, and is interning (4/II) project at company's premises, she/ he is free to continue applying for drives on campus. However, permission to appear for the drives will be under sole discretion of the company where he/she is interning.
13. Students are not allowed to contact company/HR Delegates directly for any reason. If they are facing any problem they have to first contact their Placement office and discuss their problem with them.
14. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. In case offers are received directly by the student from the company, the same must be intimated to the Placement Office.
15. After having accepted a job offer, if a student does not wish to join a company due to genuine reasons such as pursuing higher studies, then the students has to inform the Placement Office and directly communicate the company of her/his decision. It is likely that they might abide by the agreements/bonds they enter into with the company.
16. CDPC/Placement office assumes that every selected student will pass the medical test if required by the company. If there is a rejection at this stage, the student's registration will be renewed and the student becomes eligible again to seek placement through this office in the same placement session.
17. If the total number of students who rejects offers for **NO valid reason** exceeds 20% of the total placed candidates in a particular department. Then the entire department would be debarred from any placement activities for the subsequent academic year.
18. **CDPC/Placement office reserves the right to change any or all of the above rules and is the sole authority in taking decisions pertaining to placements from the institute. Any grievances must be brought up to the notice of Placement office for resolution.**



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

T & P DECLARATION FORM

I _____ bearing ID: B_____, hereby declare that the information provided by me is true and subject to verification by university. I understand that any incorrect, false information given by me in the placement registration form will render me unconditionally liable for termination from Placement Events.

I have read & understood the above Terms & Conditions & agree to abide by the same.

Branch: _____

Student Signature: _____

Date: __/__/____