



TRAINING & PLACEMENT CELL

A.N. COLLEGE, PATNA

RULES AND REGULATIONS

A. Placement

1. ELIGIBILITY & REGISTRATION

- 1.1 All students who expect to graduate from the college by the end of the academic year and are seeking employment may register for campus placements with this office.
- 1.2 Campus placement is a facility provided for the students of A. N. College, Patna. Registration is not compulsory at all. Students not interested in placements are requested not to register for placement cell facilitate requirement process. Only registered students
- 1.3 Backlogs are advised not to register for placement. Such students are advised to improve and register after clearing the backlogs.
- 1.4 Students will be de-registered form the placement cell if they are involved in any indisciplinary activities in any stage of the campus requirement

2. RESUME

- 2.1 The details of the resume have to be genuine and any student found violating this rule will be disallowed from the placements for the rest of the academic year and it may be referred to Institute Disciplinary committee for further action.

3. PRE-PLACEMENT TALKS (PPT)

- 3.1 Notice of the PPT will be displayed on the notice board of Training & Placement Cell of the Institute. Students should occupy the venue 15 minutes before the scheduled start of the PPT
- 3.2 Student interested in particular company, must attend its PPT without fail.
- 3.3 Students must clarify details regarding salary back –up, job profile, place of work, bond details etc with the companies during PPT.

4. PLACEMENT PROCESS

- 4.1 It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. in the notice board of training & Placement Cell Office and Placement webpage at Institute website. Students are expected to be in time as per the announcements.

- 4.2 Late comers for attitude test/GD/interview may not be allowed to appear for the selection process.
- 4.3 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 selection process will be disallowed from placement for the rest of the academic year.**
- 4.4 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 disallowed from the placements for the rest of the academic year.
- 4.5 Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disallowed from the placements for the rest of the academic year.

5. JOB OFFERS

5.1 The copy of the offer letter is required to submit in the placement office.

5.2 MULTIPLE OFFERS:

- (A) A student is allowed (as per eligibility criteria set by the companies) to appear in ongoing placement process for multiple companies until the student bags his first offer.
- (B) If a student receives more than one offer owing to delays in announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.
- (C) If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of his choice within 24 hrs of announcement of results.

6. MISCELLANEOUS

6.1 MEDICAL TEST: The placement office assumes that every selected student will pass the medical test. If there is a rejection at this stage, the student will be allowed to seek placement through this office again.

6.2 JOINING STATUS: In case, students decide not to join the company they should inform the company in writing in advance. They are also required to submit a copy of that letter to the Placement Office.

6.3 DRESS CODE: Students must be formally dressed (white shirt, black trouser, tie & black blazer (during winter)) whenever they participate in any sort of interaction with a

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

6.4 IDENTITY CARDS: Students must bring their identity cards with them whenever they go through a placement process

6.5 For all matters not covered by the above regulations, the Training & Placement Cell will use its discretion to take appropriate decisions.

B. Training Rules and Regulations

1. COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

1.1 Pre-final year/Final year students are required to participate Workshops/ Training Programs organized by Training & Placement Cell compulsorily. It is the responsibility of the student to check announcements/notices/update information in the notice boards of Training & Placement Cell. Student may be disallowed for campus placement process for not attending the workshops/ Training Program.

1.2 Student –Clubs are encouraged for conducting the same type of programs under student activity scheme of A. N. College, Patna