



Government MCA College, Maninagar (EAST)

Date: -

PLACEMENT RULES

1. One student, one job policy. Once student is selected his/her name will be removed from the placement database.
2. If results are delayed, you will be allowed to sit for another campus, In that case whichever result comes first will be considered final. If result of two companies is declared on the same day then decision taken by the student & Placement Officer will be final. Choice can be given to student depending upon the difference between packages of companies and company choice.
3. If the data filled by students is found faulty then he/she will be debarred from further placement process. So it is responsibility of each student to verify data and immediately report to placement cell coordinators.
4. All the students should come in complete formals on the placement day (For Boys Formals and for Girls Kurtis or suit)
5. Student cannot leave the company process in between, student need to complete the process until he/she is selected or rejected. After pre-placement talk student can leave but once written test is started he/she will have to complete all the procedures.
6. No student should directly interact with HR team for eligibility or branch considerations except told by TPO. This will be considered as breach of placement cell rules and regulations.
7. Students should not argue with coordinators of placement cell about the criteria or eligibility as the shortlist and the criteria is decided by the companies.
8. Candidates should always carry 4 hard copies of their updated resume and 2 passport size photographs for placement process.
9. Students must keep their Identity Card with them during placement process.
10. Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
11. Students are also advised to check email or Notice Board regularly.

12. It is the responsibility of student to know about the company's profile and should satisfy his queries during pre-placement talk about company's rules, regulations and bond details. After selection, if student does not join company for whatever reasons he/she will be debarred for the further placements. Students who plan to go abroad or for further studies should not register for placement giving chance to other candidates who really need placement.
13. Most important rule is to maintain your behaviour when you are around the T & P Cell premises.
14. In case of any discrepancy or issue, decision taken by TPO and Principal will be final.
15. Registering in placement cell is not mandatory/compulsory. Those who want to avail this extra facility are only needed to register.

I hereby declare that I agree with the rules of Training & Placement Cell. If there is any issue made by me then I will be the only responsible person and I will accept the actions taken by Training and Placement Cell, Government MCA College, Maninagar.

I want to participate in placement process: Yes/No

Student Signature

Parent/Guardian Signature

Full Name of student:

Enrolment No: