



Lloyd Institute of Management & Technology (Pharm.)

CAREER GUIDANCE, TRAINING AND PLACEMENT CELL

Rules & Regulations

Purpose:

The purpose of the Career Guidance, Training & Placement Cell is to define the overall structure & processes of Training, Placements and Outreach. The CGTP Cell ensures that –

1. Maximum number of students get on-campus placement.
2. Deserving candidates can have the opportunity to start their career with their preferred company.
3. The team work according to the defined processes to achieve the common objective.

Role & Responsibility of CGTP Cell:

1. CGTP Cell invites Companies/Industries for recruiting students through Campus Drives.
2. CGTP Cell prepares the database of all final year students and shares the database to Companies/Industries as per their requirements & eligibility criteria along with a tentative, mutually convenient date for the campus interviews.
3. CGTP Cell finalizes the suitable date of campus drive by interaction with Company Personnel.
4. CGTP Cell organizes regular Classes/sessions for Soft Skills Development of students for better performance in Placements.
5. Regularly updating the database of students for company.
6. Make all the arrangements of Venue & Resources for organizing campus drive.
7. An active team comprising of Faculty and Students placement coordinators is formed for the effective execution.
8. CGTP Cell doesn't invite/approach any company for campus drive which involved any kind of financial implications.

Eligibility conditions:

1. Final year students are eligible to participate in the placement activities if He/She meets the requirements/eligibility criteria specified by the Company as well as CGTP Cell.
2. Students who are interested in placements must participate in all technical and soft skill preparatory classes/sessions with minimum 80% attendance.
3. CGTP Cell doesn't allow the students to pay any amount to any agency/mediator for placements.

Job Offers:

1. CGTP Cell strictly follows the policy of "One students, One Job Offer" only. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
2. All placed students will be allowed to apply for one Dream Company only and if selected in Dream Company his/her previous offer will be withdrawn.
3. 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.

4. After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the CGTP Cell immediately.
5. After having accepted a job offer, if a student does not wish to join the company due to genuine reasons such as pursuing higher studies, then the students is bound to inform the CGTP Cell and abide by the agreements/bonds they enter into with the company.

Student Code of Conduct:

1. Students must be formally attired in College Dress Code whenever they participate in any Placement Activity in campus or off campus.
2. Students must bring their identity cards with them whenever they go through a placement process in campus or off campus.
3. Direct communication of students with the company officials is not allowed.
4. Attendance of shortlisted/eligible students in placement drive is mandatory.

Debarment/Blacklisting grounds for students:

1. Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices practices.
2. Any eligible student who has not participated in 2 consecutive recruitment drives without prior approval of CGTP Cell.
3. Students giving wrong data/information in CGTP Cell, he/she will be debarred/blacklisted from the placement activities for the rest of the academic year.
4. Students cannot drop out from selection process once he/she has been shortlisted for further rounds. A disciplinary action will be taken against defaulter student/s.
5. Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously and those evolve will be debarred/blacklisted from future campus placements.

Conclusion:

1. CGTP Cell aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.
2. These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the CGTP Cell shall abide by the guidelines prescribed herein above.
3. Any breach of rules specified above by any student, shall be taken up seriously by the CGTP Cell who in turn will view the matter and take action against the students.
4. CGTP Cell reserves all rights to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion are likely to benefit the students.
5. The students must observe and adhere to all codes of conduct rules specified by CGTP Cell. While answering questions in the interview, students should observe decorum.
6. Keeping the company's convenience in the view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. CGTP Cell shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel arrangements and bear the cost of attending such drives.

In case of any clarification in above matter department/faculty/student may contact to training and placement head.

- *Career Guidance, Training & Placement Cell*