



VALLIAMMAI ENGINEERING COLLEGE

(A Member of SRM Group of Institutions)
ESTD. 1999 - Accredited by NBA - Approved by AICTE
ISO 9001:2008 Certified - Affiliated to Anna University Chennai

Department of Placement and Career Guidance

REGULATIONS FOR PLACEMENT

Placement Registration:

Candidates seeking placements through college campus drives (ON/OFF) should have registered on paying the Placement Registration Fee in the College/Placement Activity account. Students who have not registered will not be permitted to take part in the campus drives on any circumstance.

Eligibility to Register:

- Students should maintain a minimum of 75% attendance in the Placement Classes and 75% of Attendance is also required during the Winter and Summer Placement training programmes conducted.
- Students with maximum of two arrears (at the time of registration) alone are allowed to register for placement.
- Other eligibility may be followed from time to time for specific years.

Dress Code:

- Students are strictly to adhere to the dress code during Placement Classes, Trainings & Placement Drives.

Boys: Formal Dress, neatly shaved and polished shoes.

Girls: Formal Chudithar with Duppatta (Leggings & Short Salwars not allowed).

Timings for Campus Drive:

- The interviews may start early in the mornings and may extend till late night, students have to make their own arrangements.
- Students are to be punctual and late comers will not be entertained.
- Placement Drives and Training Programmes may be conducted during the weekends and holidays. Students have to attend without fail.

Code of Disqualification:

- Students who fail to attend the campus drives without prior permission will be disqualified for further drives.
- Students who have been dealt with disciplinary actions may be disqualified and barred from placements. The undersigned holds the authority for the same.
- Students furnishing any wrong data will also be disqualified.

Department Placement Staff Coordinators:

- There shall be two Department Placement Staff Coordinators from each department.
- The Coordinators should be incharge of collecting information and creating students' database of their departments.
- To convey information regarding the training programmes and placement drives to their department students then and there.
- To encourage students to participate in the campus drive actively.

Placement Student Coordinators:

- There shall be two or three Placement Student Coordinators in each class in all the departments.

Responsibilities:

- To coordinate with the students of their class during the campus drives.

- Collecting the required information and coordinating with their Department Placement Staff Coordinators and the Department of Placement.
- Attending timely meeting and representing their classes to the Department of Placement and similarly, the Department of Placement to their classes.

Discipline:

- Every student is expected to observe discipline and decorum during the ON / OFF Campuses and Training Programmes. Miscreants will be dealt with seriously.
- Decisions regarding the Placement Training Programme and Campus Drives are discreetly handled by the Placement Head with the consent of the Head of the Institution and will stand final during any specific times and reasons.

Feedback Form

Feedback Form is to be collected from the students at the end of each placement drive. The Consolidated report of the feedback has to be prepared for analysis.

			
Prepared by:	Issued by:	Reviewed by:	Approved by:
(Mrs.J.J.Monica Paul)	(ISO-MR)	(Vice-Principal)	(Principal)