



# **SETHU INSTITUTE OF TECHNOLOGY**

**(An Autonomous Institution)**

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



## **STUDENT CENTRIC POLICIES**

**JANUARY 2025**

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## 1. VISION

To promote excellence in technical education and scientific research for the benefit of society

## 2. MISSION

- ✚ To provide quality technical education to fulfil the aspirations of the student and to meet the needs of the Industry
- ✚ To provide a holistic learning ambience
- ✚ To impart skills leading to employability and entrepreneurship
- ✚ To establish effective linkage with the Industries
- ✚ To promote Research and Development activities
- ✚ To offer services for the development of society through Education and Technology

## 3. CORE VALUES OF THE INSTITUTION

**Quality** - Providing quality, global education that allows the student to achieve their career goals and aspirations with ethical values; preparing responsible citizens through systematic education.

**Commitment** - Our commitment drives us to deliver excellence consistently, take responsibility for our actions, and persistently strive to achieve the best outcomes for our community and also to impart career-focused educational programs with the highest level of academic rigour to prepare the students with real-world experience.

**Innovation** - Creating excellent infrastructural amenities to undertake research activities, publish quality research articles and patent the products/ technologies essential for the society.

**Teamwork** - Fostering a culture where every member works together respectfully and effectively toward common goals. Through open communication, mutual support, and shared responsibility, we achieve greater success and create a positive environment for growth and innovation.

**Courtesy** - A culture of respect and kindness, treating everyone with dignity and consideration. Courtesy guides our interactions, creating a welcoming and supportive environment where open communication and empathy thrive.

## 4. QUALITY POLICY

We Sethu Institute of Technology, strive to achieve quality in the overall development of the students and are committed to achieving excellence in Teaching and Research.

- ✚ To provide Quality technical education to the students
- ✚ To produce competent professionals and contributing citizens
- ✚ To contribute to the upliftment of society

## 5. ADMISSION POLICY

The institution is a self-financing institution; all undergraduate and postgraduate programmes offered are self-financed. Regarding the admission and fee structure, the AICTE regulations and guidelines of the Tamil Nadu government are followed.

### **B.E. / B.Tech Admission**

#### **5.1 Admission to First Semester**

The candidates seeking admission for the first semester to the eight-semester **B.E. / B.Tech.** Degree Programme:

- i. Should have passed the Higher Secondary Examinations of (10+2 pattern) in the academic stream with Mathematics, Physics, and Chemistry conducted and approved by the Government of Tamil Nadu or an examination accepted by the Syndicate of Anna University as equivalent to. They should also satisfy other eligibility rules as prescribed by the Anna University and Directorate of Technical Education, Government of Tamil Nadu, Chennai, from time to time.

**(OR)**

- ii. Should have passed the Higher Secondary Examination of Vocational Stream (Vocational groups prescribed for B.E. /B.Tech. admission as per Tamilnadu Engineering Admissions).

#### **5.2 Lateral Entry Admission**

- i. The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for admission to the third semester of B.E./B.Tech., in any branch as per the norms of the Directorate of Technical Education, Government of Tamil Nadu

**(OR)**

- ii. The candidates who possess a Degree in Science (B.Sc) (10+2+3 stream) with Mathematics as a course at the B.Sc. level are eligible to apply for admission to the third semester of B.E./B.Tech. Such candidates shall undergo two additional Engineering courses in the third and fourth semesters.





#### **5.3 Admissions under NRI / Foreign Nationals (FN) / Overseas Citizens of India (OCI) / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries (GIWGC)**

Candidates must have passed the qualifying examination, i.e. (10+2 pattern) of the Indian system or its equivalent (completed 12 years of school education). Candidates must have studied in English Medium. The candidate should have





passed in all subjects and scored a minimum average of 45 per cent in Mathematics, Physics, and Chemistry put together in qualifying examinations. For NRI candidates, the eligibility criteria shall be as per the norms of the Directorate of Technical Education, Government of Tamilnadu. The list of qualifying examinations for the candidates in the category of Foreign Nationals (FN) / Overseas Citizens of India (OCI) / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries (GIWGC)

## M.E. / M.Tech Admission

A pass in a recognised Bachelor's degree or equivalent in the relevant field, and obtained at least 50 % (45 % in the case of candidates belonging to the reserved category) in the qualifying degree examination

-  B.E., / B.Tech., degree programme
-  Master's Degree in the relevant branch of Science/Arts, which are prescribed. (or)
-  Candidates with section 'A' & 'B' certificates and other similar certificates of professional bodies or societies (e.g. A.M.I.E.) recognised by the Ministry of Human Resource Development, Govt. of India are considered to be equivalent to B.E. / B.Tech. Degree holders only with 2 Years regular full-time Teaching experience / Industrial experience\* in the relevant field after successful completion of the course, including project work
-  *\*An experience certificate is to be produced by the candidates with AMIE. Qualification.*
  - a) 10+2 Years H.Sc., + AMIE., (with 2 Years' experience) (or)
  - b) 10+3 Years Diploma (awarded by the State Board of Technical Education) + AMIE. (with 2 Years' experience)

### Note:

-  Candidates with B.E.,/B.Tech., Degrees obtained through Distance mode/Weekend courses are not eligible
-  Candidates with MCA/M.Sc. Degrees obtained through weekend courses are not eligible.
-  Candidates with a Degree obtained without studying 10th, 12th Std., or 3 3-year Diploma and 3/4 years Degree programme are not eligible
-  Candidates seeking admission to M.E/M.Tech programme must appear for the TANCET examination conducted by Anna University

## **Ph.D Full Time/Part Time**

Candidates for admission to both Full-Time and Part-Time Ph.D programmes in the Research Centres of the College, as recognised by the Anna University, shall be required to have the following eligibility criteria:

a. Master's Degree of the University or any other qualification recognised as equivalent thereto in the fields of study notified from time to time by the University.

b. A minimum of 55% marks or a CGPA of 5.5 on a 10-point scale in the qualifying examination is needed to apply for the Ph.D. programme. In case of SC/ST/differently-abled candidates, 50% marks or a CGPA of 5.0 on a 10-point scale.








The candidates who are desirous of pursuing a Ph.D in the college Research Centres have to clear the selection criteria of the Anna University. The University shall issue a notification for Ph.D admission twice a year. The final selection of the candidate for the Ph.D. admission shall be based on the overall marks secured by the candidate in the Qualifying examination (PG Degree), written test and Interview.

The candidates can refer website of the Centre for Research (CFR) of Anna University [<https://cfr.annauniv.edu>] for further details on Ph.D. programmes and selection/admission criteria.

## 6. STUDENTS' INDUCTION POLICY

This policy applies to all new students enrolled with the College at the UG level. The purpose of the Student Induction Program is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity, and understanding of the self, people around them, society at large, and nature. The Student Induction Program engages with the new students as soon as they come into the institution; regular classes start only after that. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture, and values, and their mentor groups are formed. Then the different activities start, including those which are daily.

A list of activities is:

-  Physical Activity
-  Creative Arts and Culture
-  Mentoring & Universal Human Values
-  Familiarisation with College, Dept/Branch
-  Literary Activity
-  Proficiency Modules
-  Lectures & Workshops by Eminent People
-  Visits in Local Areas
-  Extra-Curricular Activities in College
-  Feedback and Report on the Program

The time during the Induction Program is also used to rectify some critical lacunas, for example, English background, for those students who have a deficiency in it. These are included under Proficiency Modules. The induction program is conducted as per the guidelines of the AICTE. For detailed instructions, the students can refer to the following AICTE webpage:

<https://www.aicte>

[india.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf](https://www.aicte.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf)

## 7. ATTENDANCE REGULATIONS

- 7.1 Ideally, Students are expected to be regular and punctual to the classes. All the students are asked to maintain 100% attendance. A candidate shall be permitted to appear for the university examination in any semester, only if the candidate secures not less than 75% of the attendance in terms of the total number of periods.
- 7.2 A Student shall normally be permitted to appear for the University Examinations for all the courses registered in the current semester, if he/she has satisfied the attendance requirements. Further examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the University examinations failing which, the student will not be permitted to move to the higher semester. A student who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same subject for improvement grade.
- 7.3 Students who secure less than 65% overall attendance shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.
- 7.4 However, in order to give provision for certain unavoidable reasons, such as medical / participation in sports, the student is expected to attend at least 65% of the classes.
- 7.5 However a student who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization/accident/specific illness) / participation in sports events may be permitted to appear for the current semester examinations, subject to the condition that the student shall submit the medical certificate/ sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.



## 8. CODE OF CONDUCT

- 8.1 Students should conduct themselves at all times in a decent manner so as to bring credit to themselves and fame and reputation to the institution.
- 8.2 Students are forbidden from organizing or taking part in agitation or demonstration. They should not take part in any political agitation or group formation.
- 8.3 In all academic and disciplinary matters, the decision of the administration would be final and binding.
- 8.4 Care should be exercised in handling the property of the institution, and any damage caused will attract disciplinary action and invite penalisation.
- 8.5 Students must wear a uniform when they attend laboratory classes (i.e. shirt inserted with pants, black shoes, belt, and overcoat for girls).
- 8.6 Students should not wear Jeans or T-shirts. Girls should wear either a Saree or a Churidhar with a properly pinned shawl (Dupatta).
- 8.7 Ragging in any form is strictly prohibited inside and outside the college premises.
- 8.8 Drinking alcohol, consuming drugs and smoking inside the premises of the college is strictly prohibited.
- 8.10 Students shall not loiter along the verandas or crowd in front of the office or the Campus roads. Students should refrain from sitting on places such as parapet walls, staircases and footpaths, etc.
- 8.11 Students shall not indulge in violence of any kind.
- 8.12 Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral and political expressions and activities within the Campus and hostels.
- 8.13 Students from other colleges and friends from outside are not allowed inside the campus without permission.
- 8.14 Students are bound to obey any disciplinary action, including the non-issue of a conduct certificate on any ground.

## 9. ACADEMIC MENTORING AND ADVISING PROTOCOL

Academic advising is a collaborative process between students and faculty advisors. With the advising, the students will be able to learn and develop knowledge, skills, and positive behaviors by participating in advising activities. To help the students in planning their courses of study and for general advice on the academic programme, the HoD will attach a certain number of students to a teacher of the Department who shall function as Mentor for those students throughout their period of study. Mentors help students to create meaningful educational plans that address their academic, career, and life goals. The mentors shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to them and counsel them periodically. If necessary, the mentor may also discuss with or inform the parents about the progress of the students.

To contribute to effective advising, students are expected to:

- 9.1 Meet the mentor as per the schedule allotted by the mentor
- 9.2 Be thorough with the policies, procedures, and requirements as published
- 9.3 Be prepared to discuss goals as they relate to academic and career-related needs
- 9.4 Accept responsibility for the academic decisions made
- 9.5 Check the e-mails and messages regularly for any updates from the advisor
- 9.6 Become familiar with the available resources and career services offered by the Department / College
- 9.7 Responsibly update your details, such as a change of address, mobile phone numbers of parents and students.
- 9.8 Disclose the results of the examination to the parents
- 9.9 Participate in various nationwide events/competitions
- 9.10 Participate in various extracurricular activities
- 9.11 Updating of the Student's record
- 9.12 Availing of leaves with prior permission

## 10. GRIEVANCE REDRESSAL & STUDENT WELFARE POLICY

The Grievance Redressal & Student Welfare Committee aims to provide a structured, transparent, and responsive system for addressing and resolving grievances raised by Faculty and students. The primary objective is to uphold the dignity of faculty and students by ensuring that all complaints are treated with respect, confidentiality, and without bias. The committee is committed to ensuring fairness, equity, and accountability within the institution by addressing grievances in a timely and impartial manner.

### 10.1 Objectives

- ✚ To establish a transparent and unbiased system to express their concerns.
- ✚ To resolve complaints promptly and fairly.
- ✚ To maintain confidentiality, justice, equality, and accountability within the institution.
- ✚ To foster a secure, respectful, and inclusive academic atmosphere.
- ✚ To address Faculty and students' academic, administrative, and personal issues effectively.
- ✚ To promote healthy communication and mutual respect among students, teaching faculty, and non-teaching staff.
- ✚ To contribute to students' overall development and well-being through effective grievance resolution.

### 10.2 How to file complaints?

You can submit your complaint through one of the following methods:




- ✚ **Suggestion Box:** Place your written complaint in the drop box.
- ✚ **In Person:** Report your complaint directly to the Grievance Redressal Committee Coordinator
- ✚ **Online:** Students can submit their grievances by logging into the Institute's student portal, navigating to the 'Grievance' tab, and filling out the grievance form
- ✚ **Email:** Send your complaint to the official grievance committee Email ID: [grievance@sethu.ac.in](mailto:grievance@sethu.ac.in).
- ✚ Make a call to Cell No: **82200 07050**

## 10.3 Types of Complaints

Category	Examples of Complaints
<b>1. Academic Grievances</b>	<ul style="list-style-type: none"> <li>• Issues with internal marks or evaluation</li> <li>• Biased faculty behavior</li> <li>• Inadequate syllabus coverage, etc.</li> </ul>
<b>2. Administrative Issues</b>	<ul style="list-style-type: none"> <li>• Delay in issuance of certificates or ID cards</li> <li>• Poor response from office staff</li> <li>• Unavailability of required facilities, etc.</li> </ul>
<b>3. Infrastructure Problems</b>	<ul style="list-style-type: none"> <li>• Classroom, laboratory &amp; library maintenance</li> <li>• Lack of drinking water or restrooms</li> <li>• Faulty equipment or internet access problems, etc.</li> </ul>
<b>4. Hostel-Related Complaints</b>	<ul style="list-style-type: none"> <li>• Quality of food</li> <li>• Cleanliness and hygiene issues</li> <li>• Water or electricity problems</li> <li>• Harassment by roommates, etc.</li> </ul>
<b>5. Examination-Related</b>	<ul style="list-style-type: none"> <li>• Delay in exam results</li> <li>• Unfair evaluation or marks</li> <li>• Delay in revaluation</li> <li>• Errors in hall tickets or results, etc.</li> </ul>
<b>6. Discrimination/Harassment</b>	<ul style="list-style-type: none"> <li>• Caste, gender, or religion based discrimination</li> <li>• Verbal or physical abuse</li> <li>• Inappropriate behavior of the peer</li> </ul>
<b>7. Ragging Complaints</b>	<ul style="list-style-type: none"> <li>• Any form of ragging or bullying</li> <li>• Mental or physical harassment, etc.</li> </ul>
<b>8. Sexual Harassment</b>	<ul style="list-style-type: none"> <li>• Unsolicited behavior, gestures, or comments</li> <li>• Harassment by staff or students (handled by ICC)</li> </ul>
<b>9. Transport &amp; Canteen</b>	<ul style="list-style-type: none"> <li>• Maintenance in transport facilities</li> <li>• Quality of food in the canteen, etc.</li> </ul>
<b>10. Student Welfare</b>	<ul style="list-style-type: none"> <li>• Suggestions related to Academic and administrative for the improvement of the Institute.</li> </ul>

#### 10.4 Composition of Student's Grievance Redressal Committee :

As per AICTE, Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely

-  Principal of the College- Chairperson
-  Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category
-  A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.

S.No.	Name	Designation
1.	Dr.G.D.Sivakumar - Principal	Chairperson
2.	Dr.S.Siva Ranjani – Dean IQAC	Member (Convener)
3.	Dr.A.M.Shanawaz - Dean Academics	Member (Convener)
4.	Mrs.M.Maheswari	Member secretary
5.	Mrs.K.Krishnaveni	

#### 10.5 Redressal & Welfare Mechanisms:

**Step 1:** Conduct the meeting and collect suggestions from student representatives.

**Step 2:** Take appropriate action based on the suggestions and communicate the decisions to the students.

**Step 3:** Acknowledge all complaints received through any mode within a defined timeframe.

**Step 4:** Forward the complaint details to the committee members for review and necessary action.

**Step 5:** Communicate the actions taken to the students.

## 11. LIBRARY ACCESS POLICY

- ✚ All students are members of the library
- ✚ The central library functions from 8.00 am to 7.00 pm on all working days
- ✚ Each registered member is eligible to avail the prescribed maximum number of books and duration.
- ✚ Members can borrow a Non-Book Material on request, and it should be returned within three days, including holidays.
- ✚ Books borrowed must be returned on the expiry of the due date, or they must be renewed, failing which Rs 1/- will be charged as a fine from the defaulters per day/book.
- ✚ All the members should show his/her bar-coded identity card at the counter while borrowing the books. No books will be issued without an ID card under any circumstances.
- ✚ All are prohibited from sub-lending or transferring the books.
- ✚ Members should not alter the arrangement of books on the shelves.
- ✚ Books bank collections are only for the use of SC/ST students.
- ✚ All the library books must be returned to the library soon after the university examinations, and for final year students, before collecting their hall ticket.
- ✚ The librarian reserves the right to retain any book issued to any member before the due date, if it is required for any important purpose in the library.
- ✚ Students should sign the e-gate register before entering the library
- ✚ Silence must be strictly maintained.
- ✚ Chairs and tables should not be disturbed from their position.
- ✚ Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
- ✚ If a book is lost, the borrower is either liable for a fine or bound to replace the same or both.
- ✚ Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.
- ✚ Loss of ID cards is to be reported immediately
- ✚ Personal papers and non-library materials are not allowed in the library
- ✚ Books are to be returned, and the dues are to be remitted before going on vacation

## LIBRARY RULES FOR BORROWING BOOKS

CATEGORY	NO OF BOOKS	DURATION	RENEWAL
Students (U.G/P.G)	6	14 Days	Two
SC/ST Students (Through Book Bank) – Additional Books	7	180 Days	Nil
Rank Holder Students	2	One Semester	Nil

## DIGITAL LIBRARY AND INTERNET SOURCES

- Persons using the internet in library computers must agree to the library system Policy before using the internet and must follow all the applicable laws. Anyone found to be in violation of any library policy or of any law would be subjected to penalties, including termination of computer use and termination of library use.
- The use of the Institute's electronic information resources is a privilege, not a right, and the Institute may revoke the privilege at any time for misuse. Inappropriate uses of institute resources may result in administrative discipline up to and including separation from the Institute.
- The Internet, computers and digital tools are maintained by on-duty library staff in order to fairly ensure access to library resources for all library patrons.
- By the college's internet policy, all internet computers provided by the Library are equipped with filtering software to prevent the viewing of offensive materials. Anyone who bypasses the web-filtering technology on any library computer will forfeit all future rights to use any computer within the Library.
- Users may not download programs or modify library computers in any way without staff assistance.
- Users may not unplug, remove, or otherwise modify library equipment.
- Only one student should use a single user at a given time.
- Scan your Storage Disks [USB Flash Drives] with the anti-virus software before using them with permission.
- Library computers will have updated anti-virus software configured to scan files on disks as they are accessed.
- Persons warned by the software that they may have a virus on their disk should stop work immediately and seek staff assistance.

## 12. PHYSICAL EDUCATION POLICY

Provide quality physical education that would help the students maintain good physical and mental fitness.

Facilities are available for playing the following games on campus: Cricket, Football, Volleyball, Hockey, Handball, etc. A fully furnished indoor stadium, along with a multi-gym facility, is available in the college. Students are encouraged to participate in intercollegiate, state-level, and national-level sports meets.

Proper safety procedures have always been an integral part of the Physical Education program. Safety measures and safety rules help both the teachers and students to be responsible for their actions.

### PROCESS

- ✚ Formation of the college sports council with the Principal as Chairman, Physical Director, with representatives from faculty, students, non-teaching staff, and other employees.
- ✚ Formation of the sports calendar
- ✚ Planning for the tournaments
- ✚ Ensuring better training and practices in the morning and evening.
- ✚ Planning for all sports-related events
- ✚ Interactions with student representatives
- ✚ Approval for on-duty letters for sports students
- ✚ Organising the Independence Day, Republic Day, and Sports Day celebration.
- ✚ Attend the sports-related meeting at outside colleges.
- ✚ Prepare the zone and inter-zonal teams for all sports and games.
- ✚ Maintain the stock register
- ✚ Maintain the student's attendance register
- ✚ Maintain the gym for both boys & girls
- ✚ Update the sports committee meeting details
- ✚ Maintain the department activity files, like sports invitations, OD letters, and sports bills.
- ✚ Conduct the sports day event.
- ✚ Awards are given to outstanding sportspeople every year.
- ✚ Identification of individual Champions (men and women), outstanding sports person, Best Sports Men, Best Sports Women in the Annual sports meet.



## USE OF FACILITIES AND EQUIPMENT

When students are in the gymnasium, palestra, or locker room area, a teacher must be present. If a teacher is not present, the students should wait in the corridor.

1. Locker rooms and equipment room doors must be locked whenever possible for safety reasons as well as to minimise theft and vandalism.

2. During classes, equipment that is not being used must be placed in such a way that there is no danger to the students and the equipment does not obstruct or restrict their movement.

3. No student is permitted to use a piece of equipment or installation until he/she has been taught its proper use and the potential hazards of such use.

4. Students must never use equipment until they have been properly warmed up and have been given permission.

5. Students must be taught the proper assembly and disassembly of equipment.






## 13. TRAINING & PLACEMENT POLICY

The Training and Placement Cell of the college organises several training programmes / residential training camps to suit the varied requirements of the core and software industries in order to enable them to take employment as soon as they complete their studies. The training may be conducted with the internal experts or by hiring external agencies. The training is compulsory for all the students, whether they take part in the placement or not.

Career development cell (CDC) at Sethu Institute of Technology aims to provide comprehensive career guidance, providing a range of resources and opportunities to help the students professional success.

We train the students to meet the expectations of the industry through career development programmes. Extensive training is provided in the areas of Aptitude, Communication, soft skills and technical training to groom the students to meet the global standards and emerge as employable professionals. We provide exposure to the students about the happenings in various industries. We not only focus on placements, but the training team as a whole focuses on higher education, alternate career, entrepreneurship programmes and other categories according to students' interests. We believe in the quote "Success is where preparation and opportunity meet", so we prepare the young generation to meet success by creating opportunity.

### Objectives

-  To nurture and mentor the students through aptitude and technical training and make them industry-ready.
-  To facilitate the students' plug-and-play by imparting soft skills and employability skills.
-  To foster Industry–Institution relationship by signing MoUs and establishing a Centre of Excellence.
-  To give exposure to students on pursuing higher studies abroad and in India through lectures by eminent personalities and individual guidance.
-  To impart technical training by the respective department to improve the tangent thoughts on technical skills through workshops, Paper presentations, Seminars and projects.

- ✚ To enhance communication skills by carrying out Group discussions, Seminars and extempore.

Students can apply for placement in any company visiting the campus, provided he/she is eligible as per the eligibility criteria set by the company. If the company offers Pre Placement Offers (PPO), then the student must accept the offer. In an extreme case, if the student wishes to take part further in on-campus placement and not accept the PPO offered by the company, then his/her request can be considered on the merit of the case. If a student gets two placement offers (including PPO), he/she will be required to choose between the two offers within 3 days of receiving the result of the company and inform the cell in writing; otherwise, necessary disciplinary action will be taken against him/her, including cancellation of both offers.

The students are also encouraged to apply and attend any off-campus / Pan India recruitments (Government, Public Sectors and any leading Private Organisations) of their interest. The students should inform the cell immediately with proof of their selection through such off-campus recruitments. The cell follows the rules mentioned below in allowing the students for on-campus placement:

- ✚ The students should attend the internal and external placement training programmes without fail.
- ✚ If the students are really interested in doing their higher studies and if they are not interested in attending the placement programmes, such students should get permission from their respective HODs, along with their parents' consent in written format, before any placement programme.
- ✚ All the eligible students should attend on on-campus or off-campus placement programme without fail. If any eligible student does not want to attend the particular placement programme, he/she should get permission from the respective HODs, along with their parents' written consent, and the same should be submitted to the placement cell, the next day after announcing the programme.
- ✚ All the students participating in a particular placement programme should wait in the hall until the results are announced.

- ✚ During the on-campus/off-campus placement programme, the students should not indulge in any sort of malpractice in the written examinations.
- ✚ During the personal interview or G.D., they should come in formals.
- ✚ During off off-campus programme, conducted in other colleges, the students should report to the respective venue in time.
- ✚ During any on-campus/off-campus placement programme, the students should possess enough copies of resumes, attested copies of certificates, passport-size photographs and original certificates.
- ✚ During the off-campus placement programme, the students should not indulge in any kind of activity which is detrimental to the reputation of our institute. If it is found, such students will be severely punished.

## Outcome

- ✚ Students get placed in all Industries as per their skills and choice.
- ✚ Retention of students with the Companies is high, as they got selected based on their interest and preparation.
- ✚ Companies have started recognising the quality of the students and are visiting our Institutions year after year for recruitment.