

ROFEL SHRI G.M. BILAKHIA COLLEGE OF PHARMACY, VAPI

CODE OF CONDUCT FOR CAMPUS PLACEMENT

1. Students should register with the PLACEMENT CELL. Only those students who have registered with PLACEMENT CELL are eligible to participate in the placement activities. Personal details like phone number etc will be shared with companies for better communication with candidates.
2. Students who have poor academic performance (less than 6.5 CGPA) and more than 3 backlogs till 6th semester are advised not to register for placements. However, those students are permitted to sit for the companies which do not have CGPA constraints.
3. Students are advised to have decent dress and pleasing manners when they appear for the interview with the representatives of the recruiting company. Students must be formally dressed whenever they participate in any sort of interaction with a company. T&P office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.
4. Students should take every effort to maintain the decorum and the image of the institute with the visiting representatives of the organization.
5. Students are informed to submit their resumes to the respective T&P coordinators as and when they are asked to submit. If they fail to submit during that period, sanction will be taken against those students.
6. The details in 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. If a candidate who has submitted his/her resume for a particular company and decides not to appear for the test/interview, he/she should take the permission for not attending the interview. This will not only enable the placement cell to give an accurate estimate of the number of candidates appearing for the interview to the company, but also help other students who would otherwise miss out on a good chance.
7. If the student has been selected in the campus interview and has received an appointment letter, shall submit the copy of the same to ROFEL PLACEMENT CELL and then he/she cannot apply again and his/her name is removed from the placement cell, even if he/she rejects the previous job offer.
8. Once a student receives an appointment letter it is assumed that the student will join the organization. If the selected students do not join the organization, then they should inform the placement cell immediately. Any queries must be clarified through the placement cell only.

9.1 PRE-PLACEMENT TALKS (PPT)

- a. Notices of the interviewing Candidates will be displayed on notice board of Training & Placement Cell of the Institute. Students should be present in the venue 15 mins before the scheduled start of the interview.
- b. Students must clarify details regarding salary break-up, job profile, place of work, bond details, etc., with the companies during interview.

9.2 POST- PLACEMENT PROCESS

a. *Employment Formalities:*

Selected students shall go through all employment formalities, as outlined by the company. This could include medical tests, visits to the company and other prescribed formalities.

ROFEL SHRI G.M. BILAKHIA COLLEGE OF PHARMACY, VAPI

b. Offer Letters:

Students shall coordinate with the Placement Cell for their offer letters sent by the companies. It is common for companies to send the offer letters to the Institute, several months after placements. Students must have patience and should be in touch with the Placement Team for the same.

Any discrepancy in the offer letter needs to be resolved directly between the student and the company, since several matters are discussed directly between the student and the company during the interview process, which the Placement Team could be unaware of; only in severe cases of discrepancy, should the Placement Team be requested to intervene.

9.3 PLACEMENT PROCESS (In and Off Campus)

- a. It is the responsibility of the student to check announcements/ notices/ updates/ E-Mail/ Whatsapp/ information/ shortlisted names, etc. on notice boards of Training & Placement Cell Office and Placement webpage on Institute website. Students are expected to be in time as per the announcements.
- b. Late comers for aptitude test /GD / Technical and Personal interview will not be allowed to appear for the selection process.
- c. 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 middle of a selection process will be disallowed from placements for the rest of the academic year.
- d. Students should maintain discipline and show ethical behavior in every action they take during the placement. 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.
- e. 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.
- f. Students appearing for off campus drive interview are informed to take cognizance of working environment, salary statement of the company. They should inform the college about any appointment received within 2 days after result. If company refuses offer letter due to any reason, college does not take any responsibility of the situation.
- g. Student should travel on their own responsibility by understanding all risks in traveling and taking consent from their parents. If student has registered for drive and if he/she rejects the offer letter, he/she will not be considered for any placement related activities in future.

9.4 JOB OFFERS

- a. A copy of the offer letter is required to be submitted in the placement office along with one passport size photo.
- b. In the entire process the student can accept one offer only after which he/she will be automatically removed from the placement process.
- c. If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier. If

ROFEL SHRI G.M. BILAKHIA COLLEGE OF PHARMACY, VAPI

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.

9.5 JOINING STATUS:

- a. If students decide not to join the company, they should inform the company in consultation of T&P officer in writing in advance. They are also required to submit a copy of that letter to the Placement Office.
- b. In case, if any delay in joining the company due to any reason (either from company/ by student) then it will be in between company and student.
- c. In case, if any company withdraw job offer due to any reason then it will be in between company and student.

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

11. Students violating any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehavior thereby earning a bad name for the Institute will be debarred from availing any further placement facilities and is liable for strict disciplinary action, as per the ROFEL, PLACEMENT CELL rules and regulations. The PRINCIPAL and TRAINING & PLACEMENT OFFICER of ROFEL SHRI G.M. BILAKHIA COLLEGE OF PHARMACY, reserves the right to disallow any student to appear for campus interview, on disciplinary grounds.

Date _____

Name _____

Enrollment No _____

Signature