

Guidelines for visiting companies

1. The dates of the campus visit are decided after we receive a letter of interest / confirmation from the company as per mutual convenience.
2. Accommodation for the visiting panel members can be arranged in the campus guest house subject to availability. The company is requested to communicate the travel itinerary and accommodation requirements in advance.
3. Online tests can be conducted in the computer centre. At a time 75 students can undertake the test. The system requirements should be communicated well ahead.
4. The Institute has concept of one student one job offer.
5. The company is requested to announce the result of the selection of students preferably on the same day or as early as possible. As long as the Training and Placement Department does not receive a written communication regarding their selection, the students will be allowed to appear for subsequent interviews.
6. The selection of students has to be communicated to the Training and Placement officer before announcing the results to the students.
7. We request the companies to send the appointment letters, joining dates and the single point of contact for the selected students before last week of March. **If the offer letters are being sent to the students directly, a copy has to be marked to the Training and Placement Department for the record.**
8. If a medical examination is to be conducted, it is recommended to schedule the same soon after the selections and the result of the medical (whether medically fit or unfit) be communicated to the Training and Placement Department This will help us in informing the students who are declared unfit, so that they can appear in further campus interviews.
9. In case of any queries and support during any stage of the selection process, please feel free to reach out to the Training and Placement Department and the team. Looking forward to your visit and a fruitful association.