

**St. Vincent Pallotti College of Engineering & Technology Nagpur**  
**Career Development Centre**  
**A.Y. 2025-26 (Batch 2026)**  
**Rules and Regulations**

1.	The institute follows the 'One Student -One Job' policy. (Exemptions for all National Qualifier Tests and Point no 7).
2.	Students who want to avail facility of Career Guidance and placement from the College must register with Career Development Centre. Students can give career preferences 1 & 2 but only 1 will be considered for CDC record. As per the preferences, the classification of students will be done and students can attend guidance sessions for that classification only. For a change of preference, students have to resubmit the application with parent consent. Recommendations from CDC Coordinator and HoD is must.
3.	It is mandatory for the students to register on the Pod.ai Platform and they must fill correct information on the Pod.ai Portal to participate in Campus Recruitment Programmes. Students need to check their information regularly and update the same whenever required. This information will be shared with the industries. If any student fails to fill or update the information, he/she may miss the opportunity to participate in the campus recruitment drives. If the students found continuously not applying for the placement opportunities, he/she will be considered as not interested for placement.
4.	Students not fulfilling eligibility criteria must not register for the drive. If any student is found guilty, his CDC registration will be suspended and no further placement opportunities will be given through the institute.
5.	Students must read the placement notice and study the company profile, terms and conditions of the company, talk to parents before the registration process. After registration, it is mandatory for the student to attend the preplacement talk. Students can withdraw after the PPT Session of the company if they find the job is not as per their expectations. Students cannot take the exit after he is shortlisted for further rounds. If the student remains absent, he will not be allowed to appear for further placement drives. After the selection in the company if the student rejects the offer letter for any reason, he/she will be considered as placed he will be debarred from the further placement processes and strict Disciplinary action will be taken by the institute.
6.	If there are simultaneous placement opportunities, eligible unplaced students can apply for more than one company. In such case when the first company result gets declared he must inform the CDC and department about his selection. After getting offer letter he/she will not be eligible for further placement drives.
7.	A core branch student who gets placement in an IT/Software company will get one opportunity in a core company. If The students of the IT branch students got offers equal to or below 4.25 LAP. On his request through Hod and subjected to eligibility criteria he will be allowed to apply for opportunities above 7 LPA.
8.	A full college uniform is mandatory for students during the Campus Recruitment Programme. Students must keep their Identity Card and updated resumes with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by the company team or their representatives.
9.	For pre-placement talks (PPT) students should be present at least 15 minutes before the scheduled time at the venue & be seated. If students face any difficulty or have any queries, they should contact the member of the CDC only. Proper decorum should be maintained by the students during the Placements/Recruitment program. Students should follow professional etiquette. If found guilty, such students will be disqualified from further placement activities. Any behaviour bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students.
10.	The CDC faculty Department coordinator is the single point of contact for the concerned department. Students for all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.)
11.	If the student is selected in a Campus /Pool campus drive and the company does not issue an offer letter within the six month time of the conduction of the Placement drive, then the student has to bring this to the notice of the CDC in writing and he/she can appear for upcoming campus/ pool campus/off campus placement drive. Students must get permission from the CDC to appear for off-campus placement drives.
12.	The student must submit the offer letter to CDC after getting selected through the On-campus/ Pool campus/ Off Campus drive. After getting selected, he/she must join the company and should follow all the rules specified by the company. If there is no bond condition, he/she will continue with the company for at least one year.
13.	After selection, it is the responsibility of the student to complete all the assignments and appear for performance tests by the company. If the students fail to complete the required assignments or do not perform in tests as per the requirement of the company, the Company may revoke the offer letter of the student. In such cases, CDC will not allow the student to appear for the next placement drive.
14.	If the student gets offer letter and he/she is not accepting the offer letter for any reason. He/she will be considered placed and will not be eligible for next placement drives. After selection of the students company may allocate location as per their need. Students are responsible for their own travel, food and safety during their service period.
15.	During the application, if the student submits incorrect academic details to fulfil the eligibility criteria, after verification such students will be debarred for further placement drives and strict disciplinary action will be taken by the institute.
16.	All the students must mention the correct contact numbers and email IDs of parent or guardian. Students must check their WhatsApp group, and institute mail ID regularly for updates from CDC.