



Ref: VIET/Dir.off /App.co/55

Date: 04.08.2025

### Placement/Internship Guidelines and Policies

1. Students should prepare their resume taking into consideration the nature of the job of the company to which they want to apply.
2. It is expected that a student should not add any ambiguous/ wrong/ fraudulent/ misleading information in his/ her resume. Resume checks will continue throughout the placement process. If, on verification, any discrepancy is found, the student will be debarred from the placement/ Internship process.
3. TPO invites various companies for the final year students for Placements and for the Second year students for Internship and also takes care about the profile of the company and makes the students aware about it. However, students should also verify the credibility of every company on their own also.
4. Joining date and other terms& conditions of the company, during Placement/ Internship process or after selection will be in between selected students and the company.
5. There will be no money transaction for placement/ Internship. If anybody is found involved in such activity, VIET will not own any responsibility.
6. Any student not interested in placement/ Internship should give his/ her consent in writing to.
7. It is mandatory for the eligible & interested students to register for each campus drive separately.
8. Students are required to carry all relevant document since every recruitment drive.
9. Students must carry their I-card during the recruitment drive. No student will be allowed to participate without a college I-card and proper college uniform.
10. Consistent attendance should not preferably be below 75% to participate in any placement activity.
11. Management has the discretion not to allow any student to appear in the recruitment drive if found involved in any misconduct or indiscipline.
12. The eligibility criteria and other related details will be shared with students prior in advance.
13. Students can avail as many opportunities as they desire to participate in campus drives till final selection.



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14. Each student is eligible for Only One Job/Internship Offer :- However if the student is allowed to participate for these offer, it will be informed in advance. But the right is reserved by the college. If any student of any branch is selected in their core domain then he/ she will not be allowed to participate in the forthcoming campus drives (applies on all the branches).
15. In case the company is unable to declare the final result on the same day, the student is allowed to participate in other companies.
16. In case, a student decides not to join where he/ she got selected, he should inform the TPO in writing with proper reasons at the earliest.
17. Direct Interaction or communication with the company officials is strictly not allowed.
18. If a student gives consent to appear in a company drive but does not appear without any valid reason; he/she will be treated as indiscipline. If such type of act is repeated he/ she will be debarred from the forthcoming placement drives.
19. If any eligible student does not apply or give consent for three placement drives, it will be presumed that he/she is not interested in placement.

*V K Singh*  
*04 Aug 2025*

**Dr. V K Singh**  
**Director**



Copy to:

1. Principal's/ Dean's/ HOD's
2. Registrar
3. Warden
4. Notice Board
5. All concern members

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