



Shankersinh Vaghela Bapu Institute Of Pharmacy

Incubation, Training & Placement (ITP) Cell

RULES & REGULATIONS

A. Placements Rules and Regulations

1. ELIGIBILITY & REGISTRATION

1. Students are required to express their willingness in writing for appearing in the campus recruitment process for a particular company. If a student does not appear in that company even after expressing willingness in writing, he/she will be disallowed from the placements for the rest of the academic year.
2. Students will be de-registered from the placement cell if they are involved in any Indisciplinary activities in any stage of the campus recruitment.

2. RESUME

1. Students are expected to prepare resumes of their own preference.
2. The details of 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 and it may be referred to Institute Disciplinary Committee for further action.

3. PRE-PLACEMENT TALKS (PPT)

1. Notices of the PPT will be displayed on the notice board of Incubation, Training & Placement Cell of the Institute. Students should occupy the venue 15-minutes before the scheduled start of the PPT.
2. Students interested in a particular company, must attend its PPT without fail.
3. Students must clarify details regarding salary break-up, job profile, place of work, bond details etc with the companies during PPT.

4. PLACEMENT PROCESS

1. It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. in the notice boards of Placement Office. Students are expected to be in time as per the announcements.
2. Late comers for Aptitude Test/GD / Interview may not be allowed to appear for the selection process.
3. 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 midst of a selection process will be disallowed from placement for the rest of the academic year.
4. Students should maintain discipline and show ethical behaviour in every action they take during the placement process. 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.
5. 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.

5. JOB OFFERS

1. The copy of the offer letter is required to submit in the placement office.
2. MULTIPLE OFFERS:
 - a. A student is allowed (as per eligibility criteria set by the companies) to appear in ongoing placement process for multiple companies until the student bags first job offer.
 - b. 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.
 - c. If 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.
 - d. In case student gets selected in one company then he/she will be debarred for rest of the



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6. MISCELLANEOUS

1. JOINING STATUS: In case, students decide not to join the company, they should inform the company in writing in advance. They are also required to submit a copy of that letter to the Placement Office.
2. DRESS CODE: Students must be formally dressed (shirt, trouser, tie & blazer if possible (during winter)) whenever they participate in any sort of interaction with a company. This office reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.
3. IDENTITY CARDS: Students must bring their identity cards with them whenever they go through a placement process.
4. For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions.

B. Training Rules and Regulations

1. COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

1. Pre-final year / Final year students are required to participate Workshops/Training Programs organized by Incubation, Training & Placement Cell compulsorily. It is the responsibility of the student to check announcements/notices/updated information on the notice boards of Incubation, Training & Placement Cell. Student may be disallowed for campus placement process for not attending the Workshops/Training Program.
2. Student-Clubs are encouraged for conducting the same types of programs under student activity scheme of SVBIP.

2. VOCATIONAL TRAINING

1. Pre-final year students (B. Pharm) are required to participate Industrial Training/Internship at different organizations through Incubation, Training & Placement Cell.

2. VOCATIONAL TRAINING

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|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Placement | <input type="checkbox"/> Further Study (In India) | <input type="checkbox"/> Govt. Job |
| <input type="checkbox"/> Entrepreneur | <input type="checkbox"/> Further Study (Abroad) | <input type="checkbox"/> Other _____ |

UNDERTAKING GIVEN BY PARENT/STUDENT

We _____ (Parent's Name) and _____ (Student's Name) of the _____ Course (Sem. _____) have clearly understood the above terms and conditions for my ward's registration with the ITP Cell at SVBIP Campus. In case of my ward's failure in compliance with any of the above rule or regulation, SVBIP Campus authority will have full right to cancel his/her registration with ITP Cell and will forbid him/her for applying to any placement opportunity through the Institute.

Parent's Name: _____ Student's Name: _____

Signature _____ Signature _____

Date: _____ Place: _____