

## SATYWATI COLLEGE EVENING

(University of Delhi)

### PLACEMENT CELL

#### Instructions/Guidelines to the students

The students who have registered in the Placement Cell are requested to follow the given instructions/guidelines for Placement/Campus Recruitment.

1. Students should register their names by submitting student's data sheet as per prescribed format given by the Placement Cell. Only those students who registered in the Placement Cell are eligible to participate in the Placement activities.
2. Placement Cell of the College is a facilitator for the benefit of the students and the Placement Cell has not entered into any Memorandum of Understanding with any company in respect to internship or final Placement or any training cost. We have also informed to all the visiting companies not to charge any amount as training cost/fees/security deposit or bond, etc.
3. Students are advised to take utmost care before joining the company with respect to stipend, annual pay package, duration of internship, nature of work and other terms and conditions of employment.
4. Students are also advised strictly to bring into the Placement Cell notice if any company compels them to pay any kind of amount/fees/cost of training or bond agreement/deposit original certificates. It is advisable to all the students to not join in such kind of the company.
5. The College or Placement Cell will not be responsible for any consequences if the students directly wish to join and pay as training cost/security deposit/any other charges as per the terms and conditions of employment/internship of the company.
6. Students attending campus interviews should adhere to the following instructions:
  - i) Students should bring minimum 2 copies of their resume along with a recent photograph;
  - ii) It is the sole responsibility of the students to bargain with the company about nature of internship/job, duration of internship, stipend/pay package, employment terms and conditions, etc.; and
  - iii) Students shall avoid wearing casual dress for the recruitment drive.

  
**Dr. A. RAVICHANDRAN**  
(Placement Officer)

  
**Dr. KESHAV GUPTA**  
(Officiating Principal)

Copy to:

1. Students' Notice Board
2. Administrative Officer ,
3. Staff Notice Board,
4. System Administrator to upload in college website.
5. Librarian