

Government Polytechnic Palanpur

Training & Placement Cell

Guidelines to the final year students for Placement

1. Students should be well groomed with formal dress.
 - i. Boys: Shirt and Trouser, (Jeans not allowed)
 - ii. Girls: Either Punjabi dress or Shirt and Trouser (Jeans not allowed)
2. Students should carry following documents.
 - i. Latest resume
 - ii. All original certificate (Mark sheets and Adhar card)
 - iii. One self attested copy of each of them
 - iv. Two passport size photographs
3. Student should regularly watch their departmental and TPO cell notice board, for any information regarding pre-placement activities or about On/Off campus recruitment.
4. Students should provide the correct and updated data in **Google** form as and when asked by the recruiter. It should be provide on or before the cut-off date.
5. Students should have updated academic record of 10th, 12th ^{and} all the semester of Diploma Program.

Like,

 - (a) Backlog History
 - (b) Current Backlog
 - (c) SPI/CPI
 - (d) 10th Result
 - (e) 12th Result (If applicable)
6. Every final year student should have the valid email address and it should be in operative condition.
7. Students should maintain the discipline during placement activity.
8. Students, who quit the process in between or after the preliminary scrutiny, will not be allowed to appear for next three placement events.
9. Students who are not willing to participate in particular On/Off campus drive than, he should inform well in advance to their departmental TPO coordinator.
10. Students have to provide Feedback in a prescribed format once he appeared for the interview.

For,

Training and Placement officer
Government Polytechnic
Palanpur