



SGT University, Gurgaon

Guidelines for Campus Recruitment V2.0

1. **Placement Process:** All companies generally align with the following process
 - a. Presentation Company & Job Profile (PPT)
 - b. Written Examination (Aptitude / Technical Test)
 - c. Group Discussion (10 to 12 Students)
 - d. Technical Interview (One to One)
 - e. HR Interview and Verification of students' Documents
2. Students seeking placement assistance need to maintain 90%(+) attendance in all activities conducted by the Training and Placement department, failing which students would be debarred from further Training and Placement activities.
3. **Under "One Student One Job Policy"** in SGT University Students from Core branches will be given one additional job opportunity in their core domain.
4. If any Student decides to appear Off Campus Placement drives, Students needs to provide prior intimation to the Faculty Placement Coordinator of their respective department either in form of registration or in form of written communication.

Do's

- Students wear College uniform, business formals for every recruitment process.
- All students must carry their college ID cards with them.
- All students report on time for the placement process.
- All the students should ensure that they are fulfilling the eligibility criteria of the company.
- Students are checked that all mark sheets are present at the time of joining and if company finds that you have manipulated your marks/documents at the time of campus recruitment then your job offer will be terminated and your name will be blacklisted for entire placement process/Season.
- Mobile phones have to be switched off inside examination rooms / auditorium.
- Strict discipline need to be followed by every student during the recruitment process. Any student found misbehaving/misconducting during placement process will be debarred from the entire placement season.

Don'ts

- The student will not be allowed to back out from the company after clearing the first round (i.e. written test). If a student is found missing after the written test they will be strictly debarred from the entire placement season.
- Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem, they have to first contact their Placement Officer and discuss their problem with them.

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