

OFFER LETTER/APPOINTMENT LETTER SUBMISSION POLICY

Introduction

- As a part of documentation records of placement of students in industries, students need to submit their appointment letter or offer letter or joining letter to the T&P department as soon as a student gets the letter.

Letter Submission guidelines and Policy

- Every student who is ben placed in any organization through on-campus or off-campus recruitment need to submit their offer letter or appointment letter to Training and Placement Department in hard copy format.
- We understand the policies of industries that letter need to be sent only to the candidate selected henceforth we do not force any organsiation to share our students letter directly to us rather we request our student to share the letter in hard copy format, as many companies restrict their candidates not to share their letter outside organization.
- We ensure complete secrecy of their letters submitted and assure not to be disclosed anywhere apart from accreditation committees and university departments, if required and ordered from the director of the institute.
- Authenticity of the submitted letter is solely responsibility of a student, who is submitting a hard copy of letter to the T&P Department.

As per the guidelines of

Shilpa K. Bendale

(Director)