

Ref: SXCJ/ACAD/TIPC/INTERNSHIP/2026-27/ **0517**

Date: 03.09.2026

Internship & Placement Assistance – Mandatory Student Registration

All students who wish to avail themselves of Internship and/or Placement assistance and opportunities through the Training & Placement Cell (TIPC) are hereby required to complete the prescribed Internship & Placement Registration/Opt-In Google Form.

Registration through the prescribed Google Form is mandatory for all students seeking internship or placement assistance from the College. Internship and placement opportunities facilitated by the TIPC shall be available only to students who have duly registered and comply with the prescribed Training & Placement Guidelines and norms of the College.

Students are therefore advised to complete the registration process within the stipulated timeline to ensure their eligibility for relevant opportunities facilitated by the Training & Placement Cell.

Students are required to:

1. Complete the Google Form accurately and within the stipulated timeline.
2. Read and understand the attached Internship & Placement Guidelines carefully.
3. Strictly follow all rules, procedures, deadlines and instructions issued by the TIPC.
4. Remain available and responsive for opportunities, recruitment processes, interviews, assessments, and related activities for which they have opted.
5. Provide correct and updated academic, contact and resume-related information whenever required.
6. Maintain professional conduct and comply with all College/TIPC norms throughout the internship and placement process.

Please note: Merely filling out the Google Form does not guarantee an internship or placement. Opportunities will be shared subject to eligibility criteria, recruiter requirements, availability of opportunities, and the student's adherence to the College's Internship & Placement Guidelines.

Students who do not fill out the Google Form or do not comply with the prescribed guidelines and norms may not be considered for internship and placement assistance through the College.

Google Form:-<https://forms.gle/CgU2SQ2M2EkuSdbs5>

Last Date to Fill the Form: 10/09/2026

Attachment: Internship & Placement Guidelines – **Students are required to read the attached guidelines carefully before submitting the form.**

For further details, kindly contact:

Dr. Renu Jadon, TIPC tipc@sxcjpr.edu.in

Ms. Sonali Dubey, TPO, TIPC tipc@sxcjpr.edu.in

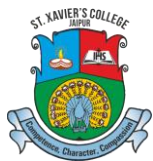
Principal

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

Ref: SXCJ/ACAD/TIPC/INTERNSHIP/2026-27/ **0518-0522**

Copy forwarded to the following for information and necessary action:

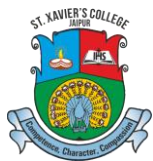
1. Vice-Principals, St. Xavier's College Jaipur
2. Coordinator, Training, Internship and Placement Cell, St. Xavier's College Jaipur
3. Heads of all Departments, St. Xavier's College Jaipur
4. Coordinator, Website Committee, St. Xavier's College Jaipur
5. Principal's Office, St. Xavier's College Jaipur



INTERNSHIP & PLACEMENT GUIDELINES

1. College Guidelines

- Students must register with the Training Internship and & Placement Cell and complete the prescribed Placement & Internship Opt-In Declaration Form through the official college Google Form within the stipulated timeline. Students submitting the **Opt-In Declaration Form** along with the required details within the prescribed timeline shall be considered eligible to receive and participate in internship and placement opportunities facilitated by the College. **Failure to submit the declaration within the stipulated timeline may result in the student being excluded from subsequent internship and placement opportunities.**
- Before applying, students must **carefully read the Job Description (JD), eligibility criteria, company profile, role, stipend/CTC, location, working hours, duration, and other terms and conditions.**
- Students should apply only for opportunities they are genuinely interested in and eligible for.
- Students must regularly attend all **Campus Recruitment Training (CRT), placement training, and skill-development sessions** conducted by the College. Students are required to maintain a minimum **95% attendance** in these sessions and must successfully clear the evaluations/assessments conducted during the training. Students who have **less than 90% attendance in training sessions or fail to meet the prescribed evaluation criteria** may not be permitted to **apply for or participate in internship and placement opportunities** facilitated by the College
- **Up to three internship/placement opportunities** may be offered to each eligible student through the TIPC Cell, subject to company requirements and availability.
- Students who are selected by a company may participate/apply for a subsequent placement opportunity only if the new opportunity offers a higher package/CTC than the previously received offer. Rejection of a selected offer without a valid and justifiable reason may result in the student being debarred from further placement drives, and the College TIPC Cell may discontinue offering placement opportunities to the student.
- Once registered, students must strictly adhere to the **registration deadlines, reporting time, interview schedule, assessment dates, and complete recruitment process.**
- Missing an interview, assessment, GD, or any recruitment round without prior intimation and a genuine reason will be treated as a **missed opportunity.**
- Repeated missed opportunities/no-shows result in the student being **debarred from further internship and placement drives** facilitated by the college.
- Students are expected to apply for **up to three relevant internship/placement opportunities** shared by the TIPC Cell, provided they meet the eligibility criteria. If a student deliberately chooses not to apply for the relevant opportunities offered within the prescribed timeline, it may be treated as **non-participation and will result in debarment from further internship and placement drives** facilitated by the College.
- Students must inform the TIPC Cell well in advance in case of any genuine/unavoidable situation preventing them from attending a scheduled process.



- Students must provide accurate and verifiable information in their resume, application, assessments, and interviews.
- Students must complete their internship/placement commitments and submit offer letters, joining details, certificates, or other documents to the TIP Cell as required.
- Students must regularly check official TIPC communication channels and respond within the prescribed timelines.

2. Company Representation & Professional Conduct

Students must remember that **during every internship, placement, interview, job fair, company visit, or corporate interaction, they represent the college.**

Students must therefore:

- Maintain **professional dress, grooming, punctuality, discipline, and decorum.**
- Follow proper interview etiquette: greet professionally, communicate clearly, listen attentively, maintain appropriate body language, and answer honestly.
- For online interviews, join at least **10 minutes early** from a quiet, professional environment with working camera, microphone, and stable internet and formal attire.
- Be respectful and courteous towards recruiters, HR representatives, interviewers, employees, and all company personnel.
- Follow the company's rules, instructions, working hours, policies, and code of conduct during internships and recruitment processes.
- Maintain confidentiality of company information and not share interview questions, assessment material, documents, or internal information without permission.
- Avoid inappropriate behaviour, arguments, rude communication, false claims, or any conduct that may negatively affect the reputation of the college.
- Once a student accepts and joins an internship, they are expected to **complete the internship for the entire prescribed duration.** Students are not permitted to leave the internship midway except in cases of a genuine and extreme emergency, subject to prior approval/intimation to the TIPC Cell and the concerned organisation. Strict actions will be taken against the student who will not complete the internship duration with proper code of conduct.
- Any complaint of serious misconduct received from a company may be reviewed by the TIPC Cell and may lead to disciplinary action/debarment.

Principal
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