

PLACEMENT POLICY 2023-24

1. Student should get an aggregate of 50% & above throughout from Class 10 onwards.
2. Student should not have any active backlog.
3. The Training & placement division strictly enforces **ONE STUDENT TWO JOB OFFER** policy.
4. The companies visiting the campus are divided in the following three categories:
 - Category-A: Companies offering CTC \geq Rs 5 LPA & ABOVE
 - Category-B: Companies offering CTC \geq Rs 3 LPA; but CTC $<$ Rs 4 LPA
 - Category-C: Companies offering CTC $<$ Rs 3 LPA
5. As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session 2023-24 and will not be allowed to appear for any other company
6. A student can appear for a Company of Category-A on campus under either of the following cases
 - Student has not been placed in any Company
 - Student has been placed in a company of Category-C
7. Student rejecting an internship/job offered through Placement Cell is required to inform (in writing through faculty mentor) to the Placement Office. Internships which may lead to a job will also be considered as placement in that company
8. Students are given choice to choose the company for placement based on their specialization subject to all conditions mentioned above
9. Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the upcoming 3 companies
10. Once student is placed in a company of his/her choice, he/she cannot attend any other interview directed from college whether off campus or on campus. But it is their liberty to search for another better job by his/her own effort
11. Unauthorized absence for the test/interview will lead to barring from placement
12. Any student who doesn't want to participate (opt out) in the placement process must fill up the 'Annexure – I' form provided by the Placement Division
13. Students should be ready to attend any screening programme conducted by placement division on the request of companies. Shortlisted students list only will be forwarded to companies
14. **Dress Code** – Students must be formally dressed whenever they participate in any sort of interaction with a company. Minimum formal clothes for men include formal shirt and trousers with tie, and leather shoes. Minimum formal clothes for women formal shirt and trousers with neck tie/Scarf and formal shoes/pumps.

15. A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid way by the companies
16. All students will be given equal importance for placement irrespective of Job offer in hand. Companies of such status will be decided by placement division and will be announced as when it is required
17. Placement season is an ongoing process which starts at August and may go up to July of the next year till the students are placed in various organizations
18. Placement division will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process
19. Once the students are placed in a company, they have to submit the photocopy of the offer letter with the placement division for future reference
20. Students should maintain discipline and decorum in every activity during the placement process
21. Any issues to be discussed should be forwarded to the Faculty Placement Representative and it is his/her responsibility to take it up with Placements Cell
22. It is compulsory for every student to attend the Pre-Placement Talk(PPT) of a company in formal for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company
23. Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement Session
24. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session
25. Student found adopting unfair means of any kind in placement procedure of any company the following policy will be adopted
 - The student will be debarred from participating in recruitment process of that company and the next 10 companies he/she has applied to and/or shortlisted
26. Following contingencies may occur
 - The company may want the selected candidate to complete entire course before joining. That would be the best alternative and supported by the institute in the interest of the company and the student. Students will take full advantage and complete the course in full earnest
 - Once any student take up a job with any company, if they want to quit it is advisable for them to follow the guidelines and protocols of the company before taking decision.