

Placement Policy

Guidelines for Student eligibility:

- 1) All the students eligible for placements shall register with the Training & Placement Office (TPO) at the end of the 6th semester as per the Proforma provided by T & P Department. (Proforma Enclosed)
- 2) All eligible students for placements should Name, Photograph, Mobile number satisfy percentage criteria minimum 60 % throughout (i.e. minimum 60 % in 10th , minimum 60 % in 12th/ Diploma) Students should not have Education Gap in between courses & in Engineering .
- 3) Students not satisfying above Eligibility criteria should also get placement opportunity in companies where above percentage & Education gap eligibility criteria is not Mentioned.
- 4) Students must attend all the training programs conducted by the institute either free or paid if any.
- 5) Students aspiring to go for higher education either in India or abroad or choose any other career options such as preparation for Competitive Exams, shall share their intention in writing as per the format provided with the Departmental T & P Coordinator before the commencement of 7th semester.

Campus Placements Policy:

- 1) All students who meet the criteria as mentioned in the eligibility criteria as mentioned above are eligible for recruitment.
- 2) One Student shall be offered only one placement offer & shall not be entertained for further placement activity.
- 3) If Student is holding one offer of Edtech Company Such as Byjus , Vedantu , Intellipaat , Extramarks , upgrad still he is eligible for placement in another IT / Core Company, in such situation prior approval of Placement team is Mandatory.

Placement General Procedure

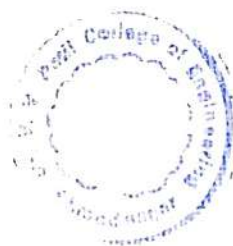
A) Registration for On Campus / Off Campus Drive:

- As College is not making any compulsion to students for any drive as students apply for any company as per their wish. It is the prime responsibility of students to check all the updates related to Campus Recruitment Drives, its Job Description including job role, Department, Salary, Job location, about company, eligibility, dates, venue etc. available through their e-mail or what's app groups.
- Students registered in time for any on Campus / Off Campus Drive will be considered for further Placement Process

B) Placement Process

All companies generally follow placement process as below

- a. Registration for Drive
- b. Presentation about the Company & Job Profile (PPT)
- c. Written Exam (Aptitude / Technical Test)
- d. Group Discussion (10 to 12 Students)
- f. Technical Interview (One to One)



- g. HR Interview
- h. Verification of Documents
- i. Any other as per the company request

Pre-Placement Talk

It is mandatory for all registered students for drive to attend Pre-Placement Talk by the Company authorities or Departmental T & P Coordinator.

Reporting Time

Students have to ensure that they report on time as mentioned on the registration form, Email, What's app messages . Students coming late will be strictly not allowed to appear in that process.

Dress Code

Students have to wear college uniform for every recruitment process. Students wearing casuals during recruitment process will be sent back. All students have to compulsorily carry their College I-Cards with them. All Students should wear formal shoes during the recruitment drive.

Direct Interaction

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 Departmental T & P coordinator and discuss their problem with them and later he/ she can meet TPO.

Safety & Transport

- 1) Many a times campus recruitment process stretches till evening / late night at college campus or at company location all students have to inform this to their parents make arrangements on their own for transportation.
- 2) In case of outdoor travel for interview purpose at Company location / or at any nearby college Campus it is responsibility of student to inform & take prior approval of parents and make proper arrangements for safe & secure transport . Institute will not be responsible in case of any mishappening.

Joining

Joining schedule completely rests with the company's discretion and market scenario. All students need to join on time as per the communication received from the Company.

No Mobile Phone use

Access to mobile phones is strictly not allowed inside the placement hall or where the process is going on.

Strict discipline

- 1) Strict discipline need to be followed by every student during the recruitment process. Any students found misbehaving or during misconduct will be debarred from the entire placement season. No casual talks or remarks should be made by any students during the process or even after the process to company delegates. In case of any further clarification or query please student must contact Department coordinator / Placement Officer / HoD only.
- 2) A good ambience should be maintained by the students during the Placements/Recruitment programs. Any behavior bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students. Students should follow professional etiquettes. If found guilty, such students will be disqualified from further placement activity.
- 3) For pre-placement talks (PPT) students should be present at least 15 minutes before the scheduled time at the venue & be seated. Delay in reporting will disqualify the student from recruitment process. Students should be



punctual & once the HR People/Company representative enters the venue all doors will be closed and NO ENTRY to the students.

Information to Dept. Placement Coordinator / HOD :

Any student, who has received offer letter, must inform the Dept. Placement Coordinator / HOD and submit the Softcopy / photocopy of the same as soon as possible.

Consent to use photograph , Resume , Mobile Number :

- For recruitment process, Students need to submit well drafted & typed resume and the same shall be forwarded through Placement cell to the concerned Company.
- After Successful Placement of the student The Institute is free to use the Students Name, Photograph, Mobile number on any of the Promotional media.

Provision under which Students shall be debarred from T & P Activities :

- Once the candidates short list is published, students will attend the next event Students must adhere the norms of discipline and personal conduct during their interactions with company officials and their conduct at company offices. Any misbehavior / indiscipline will attract disciplinary action which may result in permanent debar from placement process.
- Student's registers for drive & remains absent for any further recruitment process unless any serious issue should be debarred from placement process.
- Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.

Change in Placement Guidelines:

Placement Guidelines is subject to change and Placement Core Committee / Principal has authority and right to change, add, delete or modify the Guidelines from time based on the inputs, feedback and experience.



Mr. Sudarshan R. Diwate

Training & Placement Officer



Dr. Uday P. Naik

Principal

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