

Email Id : [tpo@dypgroup.org](mailto:tpo@dypgroup.org)

Contact No.: +91-9890633345

Ref.No:DYP/T&P/Policy/Circular/

Date :02/08/2019

### PLACEMENT POLICY

Placement is a privilege to the students not a right. These guidelines are framed to ensure equality and fairness of opportunity to all the students. The guidelines will ensure that maximum number of students get on & off campus placement.

### TRAINING & PLACEMENT:

- 1.Students will be provided with placement assistance in the final academic year.
- 2.The campus recruitment may happen on or off the campus (At the company office) or pooled campus (At company decided college).
3. Students will be allowed to sit in any number of company interviews for as long as they do not get offer from the company.
- 4.One Core job + One Non-Core Job per student policy will be followed for all.
- 5.College T&P cell do not have any control over the employment terms & conditions of the company.
6. If the scheduled campus drive is cancelled by company, T&P cell is not responsible for the same in any way.
7. Student who gets offer from Job portals, own efforts etc have ethical responsibility of informing T&P cell about the same, such students should not participate in college placement activity as there is scarcity of Jobs in the market.
8. Students cannot leave the job before 1 year of completion in the campus placed company else, they won't be granted Leaving Certificate, Convocation Certificate and letter of recommendation if they plan to go for higher studies. This rule is being enforced so that only the students who are desirous of actual need of Job sit for placement and to maintain healthy relations with the company for campus recruitment of subsequent batches.
9. Students of Mechanical and Electronics Telecommunication can sit for non-core company as per company's eligibility criteria.
10. Mechanical and Electronics Telecommunication students can sit for placement in Core Company even if they have offer letter of Non-core Company. Once they are placed in Core Company, they are out of placement process.
11. Students those who are planning for higher education must mention in their registration form. This will be helpful to the T & P Cell to organize the seminar or an awareness programmes to help the students for planning their higher education.
12. Students those who are planning to become an entrepreneur or wishes to continue their family business must mention in their registration form. This will be helpful to the T & P Cell to organize an Entrepreneurship Development programs. Firm up your plans for your future in advance. We respect your frankness.

Email Id : [tpo@dypgroup.org](mailto:tpo@dypgroup.org)

Contact No.: +91-9890633345

13. Students placed in dream or core companies are out of placement process.

14. Students appearing for UES (University Entry Scheme) or SSC(Short Service Commission) or any armed forces exams will get extra attempt if they appear for first round of Interview provided you submit the photocopy of hall ticket to T&P.

#### **A. ELIGIBILITY:**

1. The eligibility criteria for final placement is minimum aggregate 60% and no live KT till the last semester at the time of placement. Also, eligibility varies from company to company T&P cell of college has no control over the same. The eligibility mentioned is just for calculating % of placement in our college.

2. Students not fulfilling the above eligibility criteria will also be provided with the placement assistance but in companies proposing "No Criteria" option for the placement.

3. It is mandatory to follow all the rules and regulations of the T&P cell of college.

#### **B. JOB OFFERS:**

1. The T&P cell takes responsibility till job offer only, which can be an email confirmation or verbal confirmation for employment.

2. There can be a change in the salary, bond conditions, job profile, job timings, location, interview process, eligibility criteria, interview location, time & date of interview, allowances, incentives, position and any other factors related to employment from the company end.

3. College T&P cell does not take any responsibility for release of job offer letters, delay in joining, withdrawal of job offer or termination of employment contract from the company due to any circumstances.

4. College T&P cell is not accountable for any change in employment terms & conditions of the company.

5. Any candidate offered a job is a placed candidate for our college T&P cell.

#### **C. STUDENT RESPONSIBILITY:**

1. Students are advised to maintain 100% attendance in all T&P related activities.

2. Students who have already made up their mind of going for higher studies or going for entrepreneurship immediately after graduation are advised to undergo T&P Cell process to make themselves eligible for placements in case their plans do not materialize for higher studies or entrepreneurship.

3. Since our college has focus on making every student employable, hence students are advised to become a part of training and workshop organized by T&P Cell.

Email Id : [tpo@dypgroup.org](mailto:tpo@dypgroup.org)

Contact No.: +91-9890633345

4. The aptitude training session organized by college will be mandatory for those students who do not clear the preliminary aptitude test conducted by T&P Cell and optional for the rest. The training expenses will be paid by students.
5. Any verbal or written communication between company & students should happen through the college T&P cell only.
6. Students are advised to provide & update correct data to college T&P cell as this is shared to prospective employer.
7. Misbehavior or negative feedback from company during on / off campus selection process will result in withdrawing placement assistance from the college.
8. In all interview drives students should be well groomed and come in formal dress only else will not be allowed to participate in campus drives.
9. Students are not allowed to skip any Interviews process of the company once they have registered themselves for the interview. If students are found skipping interview, then TPO has right to debar the student from placement process.
10. There is no fixed order in which company visit the campus for placement. Hence its student's responsibility and choice whether he/she wants to skip or to appear for interview. Students are advised to make the decision very carefully. Best practice is to attend as many Interviews you can and Don't Wait for an Opportunity to Strike You.
11. A copy of offer letter need to be submitted to the department faculty coordinator and to training and placement cell through Training and Placement Coordinator.
12. If a student wants to withdraw from placement process, they need to write letter to TPO and get it signed from Faculty Coordinator, HOD and TPO.
13. If any student who has registered for placement drive and does not attend the drive for any reason loses 2 subsequent opportunity to sit for campus drive.
14. Students participating and getting offer letter through coding competition, hackathons, design competition would still be eligible to apply jobs through campus placement.
15. Students who have 100% plan to go for higher studies and entrepreneurship right after college are requested to inform TPO and T&P Cell advises them to act ethically as there are limited number of jobs and many aspirants. Also just keeping the company offer letter and not joining the company is also sin as the company blacklist a college if more than 20% people do not join in the company after being offered through campus and this affects the successive batchmates opportunities and reputation of college. Our college has lost major mass recruiters just due to callous attitude of students who have not made decision whether they want to do job or higher studies or entrepreneurship.

Email Id : [tpo@dypgroup.org](mailto:tpo@dypgroup.org)

Contact No.: +91-9890633345

16. TPC are volunteers of T&P Cell so maintain good relationship with them. TPC do lot of work during campus recruitment & T&P process hence only they have been given 3 JOB attempts after having one offer letter at hand.

It is compulsory for Student Placement Coordinators to wear T-Shirt & id card strip so that students and recruiters can easily identify you. Staff TPC will be first point of contact for all the students and students are advised not to meet TPO directly unless and until your query is not resolved by TPC.