

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

Date :01/06/2021

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.

(2022 PASS OUT BATCH)

A. ELIGIBILITY & REGISTRATION

1. The students who have minimum attendance of 80% and above in Academics, Personality Development Programmes, Employability Enhancement Programmes / any other Training Programmes are only eligible to appear for Campus Recruitment Process.
2. Students should register their names by submitting Students' Data Sheet /Portal as per the prescribed format given by Training & Placement Cell. **Only those students who have registered will be provided with the support from Placement Cell.**
3. Once a student registers to appear for the Recruitment process of a company, he /she cannot withdraw their candidature after getting the offer letter **on the basis of location/ technology/package/ any other.** Such students will be debarred from Placement process.
4. The institute follows **"ONE STUDENT ONE OFFER"** policy. A student will be provided with a SECOND Placement opportunity (**DREAM OFFER**) only if the offer made by the Second Company is **Twice** or more than the package offered by the present company where the student is placed. This is also applicable to **SUPER DREAM OFFER** which is more than 10 LPA & Above
5. It is mandatory for all eligible students to participate in 'On-Campus' recruitment process organized by Training & Placement Cell. However, the eligibility criteria imposed by the company is final.
6. It is mandatory for a student to apply for the recruitment process of a company if he / she is eligible as per the criteria given by the company through Calyxpod/Notice Poll. If a student fails to apply for the recruitment process of a company, he / she will not be permitted to appear for future placement process.
7. The Training & Placement Officer (TPO) is the single point of contact for all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.)
8. Due to the pandemic, the Campus Recruitment Process is conducted virtually by all the companies. Hence students attending Campus Recruitment Process should adhere to the following instructions:

<https://coek.dypgroup.edu.in/>



- (a) Report at the venue of pre-placement talk/ Interview at least 15 minutes prior to the scheduled time. (In case of Face to Face / Offline Recruitment Process)
- (b) Login at the meeting link (Google Meet / Zoom/ Microsoft Teams etc.) at least 15 minutes prior to the scheduled time. Students should follow the decorum during the virtual recruitment process. (In case virtual Recruitment Process)
- (c) Students should carry a hard copy of their resume, photocopies of all original certificates, KYC documents and 6 passport size photographs for the interview process.
- (d) Students should appear Campus Recruitment Process (Pre-Placement Talk / GD/ PI) only in FORMALS. The TPO reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally.

C. PLACEMENT PROCESS

1. It is the responsibility of the student to check announcements w.r.t. the Placement activities on notices via CalyxPod T&P App / E Mail Communications / Whatsapp messages etc.
2. Attendance & Punctuality:
 - a) A student who applies and gets shortlisted in the recruitment process of a company MUST appear for the entire selection process unless rejected midway by the company. Any student who withdraws in the middle of a selection process will be debarred from placement process.
 - b) **LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW** may not be allowed to appear for the selection process.
 - c) Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be clarified with the HR during PPT.

E. RELATING TO CODE OF CONDUCT:

1. Only the Dean III & Training & Placement Officer hold the sole right to deal with Training & Placement matters (Internal or external).
2. All post job-offer communication between student and company should be channelized through the III & Training & Placement Cell.
3. Students should not directly establish any direct communication with the Company Officials or the HR. However, they can route their communication- queries first to the TPO and then Dean-III only.
4. It is mandatory for the students to register in the company to participate in the placement process of the company.
5. Attendance in Pre-Placement Talk is mandatory after registration, to be eligible for further placement process.

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6. Any kind of misbehavior/complaints reported by the company officials/HR will be **taken** seriously and if proven, the student will be debarred from future campus placements.
7. All students are responsible to stay in constant touch with Training & Placement Officer for details and updates regarding Placement matters.

F. DEBARMENT/BLACKLISTING GROUNDS FOR STUDENTS: Students may be debarred /blacklisted from the placement if he/she is found involved in any in-disciplinary activity or engaged in malpractices practices during the recruitment process.

1. Students giving wrong data/information to Training and Placement Officer. He/she will be debarred/blacklisted from the placement activities.
2. Students cannot drop out from selection process once he/she has been shortlisted for further rounds.
3. Sharing of placement related information or campus job opportunities with anyone outside the institute is strictly prohibited.
4. For all matters not covered by the above regulations, the Placement Cell will use its discretion to take appropriate decisions. The decision taken by this Cell shall be binding on all students.

REMARK:

The policy is subjected to change at a later stage at the discretion of the Training & Placement Cell. The changes made, if any, at a later stage will be notified to all concerned.

Sr.No.	Approved by	Signature
1	Executive Director	 22/11/21
2	Principal	 22/11/2021
3	Dean Industry & Institute Interaction	
4	Campus Training & Placement Officer	 24/11/2021
5	Head of Computer Science & Engineering	



6	Head of Electronics & Telecommunication Engineering	
7	Head of Civil Engineering	
8	Head of Mechanical Engineering	
9	Head of Chemical Engineering	

