



Government of Maharashtra

Government College of Engineering, Nagpur

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(III & Placement Cell)

Placement Policy (Student): AY 2022-2023 Batch

All AY 2022-2023 passout Batch students who wish to appear for the campus recruitment process (In-campus, Off-campus, Pool Campus drives, Campus Drives on the basis of re-Employment Assessment Test score and Reference drives through campus) shall accept the Placement Policy AY 2022-2023 Batch and sign on the document. They will also be required to submit a signed undertaking stipulating adherence to the Placement Policy AY 2022-2023 Batch to the III & P Cell.

I. General:

1. Registration :

- All students who wish to participate in the campus recruitment must register for the in-campus / pool campus and off-campus drives to be conducted through III&P Cell of the institute. Any students who do not wish to participate in a particular campus recruitment process can do so. The names of such students will be deleted from the list of eligible candidates for the particular drive.
- Registration for AY 2022-2023 batch campus recruitment is not compulsory but it is strongly advised to the students to register.
- The registration by a student is subjected to him/her adhering to the general norms of conduct and discipline of the institute. The III&P Committee on the recommendation of Dean-III&P can suspend or cancel the registration of those students who are found guilty of misconduct and indiscipline.
- All AY 2022-2023 Batch campus registered students will be compulsorily required to participate in the preparatory training programs / students development programs – language, generic and soft skill development / employability assessment test and/or any specific skill development program to be conducted by the III&P Cell.

2. Student Requirements for Registration:

- Any student who wish to register for AY 2022-2023 batch campus recruitment shall carefully read and accept the document by signing “Placement Policy (Student): AY 2022-23 Batch” as per the given schedule.
- The students who wish to participate in a particular campus recruitment need to submit all relevant data as required by the company in the given format before the prescribed deadline.

The student coordinators of III&P AY 2022-2023 Batch are authorized to collect the data on behalf of III&P Cell.

- The Faculty coordinators of III&P will authenticate the data provided by the students by verifying the original documents.

3. Changes in Datasheet:

- No changes to the data already submitted to the company HR will be effected.

4. Sanctity of Eligibility Criteria:

- The eligibility (academic and other) for particular campus recruitment is always specified by that company and is not subject to any change at the institute level.
- Any student who misrepresented his/her eligibility for any campus recruitment process shall be disqualified from further campus recruitment process.

II. Norms for Campus Recruitment:

1. Undertaking:

- All participating students in AY 2022-2023 Batch campus recruitment process shall sign an undertaking available with the III&P Cell to agree with the general rules and guidelines to be followed. Also an undertaking by their parents requires to be submitted to the institute.

2. Registration process for a campus interview:

- The process of registration by eligible and interested students for each campus interview will be notified by the Dean III&P.
- The registration for a campus interview process is to be done in person or in a virtual mode by the concerned student by signing on the registration sheet provided by III&P Cell as per the notified schedule or by sending approval through registered email ID.
- Registration by a student for campus interview shall be irreversible. He / She will not be able to withdraw from the campus interview process of that company at any stage of the process. No such permission will be granted to any student. The institute has to commit the talent pool from which the company has the liberty to select the best available talent. Any student withdrawing from the process midway essentially vitiates the spirit of the process and hence unjustifiable.
- If it comes to the notice of the III&P Cell that a student has deliberately misled the interview panel in order to bunk the interview process, the matter will be reported to the III&P Committee for disciplinary action.
- However for a particular campus recruitment drive unless there are some exclusive points mentioned in the pre-placement talk of which the students were not appraised of earlier. In such a case, exceptions can be made only after the consent of the Dean III & Placement.

3. Process Requirement – Campus Recruitment Process:

- All eligible students have to follow the dress code on the day of the recruitment process.
 - For boys: Sober color Formal White Full sleeve Shirt, Formal Trouser and Polished Formal shoes.
 - For Girls: Sober color Salwar kurta or western formals.

- Since many companies prefer virtual campus placement drive, for the online PPT/GD/interviews, the students shall wear a formal dress and follow the company protocols in this respect.
- All eligible students shall strictly follow the reporting time for each of the selection process. Failure to do so may result in disqualification and disciplinary action. They must login at least 10 minutes before the start of Online Test or interview round and be ready in every respect by following the instructions from the company.
- The students should be ready with document file containing testimonials of certificates/ mark-sheets / grade card / Signed copy of latest resume and/or company format bio-data / photograph (in formal dress against a dark background) / Valid College ID card and other photo identity card. For the online mode of campus recruitment process, PDF copies of all of their documents in support of their – academic qualifications, internship and other achievement in co-curricular and extra-curricular activities, training programs etc shall be kept ready and shared as and when required.
- For the campus recruitment process, the student who gets short-listed for further stages of interview shall follow the instructions given by the panel / III&P officer and remain present at the venue at the allotted time. Late reporting for any of the procedure will invite action from the interview panel. Late joining for the online interviews on any pretext is not allowed.
- All eligible students shall strictly follow the ethics code and observe adherence with the ethical practices particularly for the Written Test. Any student found engaged or supporting such malpractice will invite disciplinary action by the III&P Committee.

4. Process Requirement - Completion of Selection and Joining Formalities:

- It will be the duty of all campus selects to complete all selection and joining related formalities as per the company specific requirement within the stipulated timeline. The selection related formalities include acceptance of offer made by the company, signing of agreement / bond (if applicable), Medical Examination, providing them all documentation (Passport / PAN card) as required, submission of personal history form, authentic contact details with permanent postal address *etc.*
- A student who has got selected in a company through campus recruitment will have to accept the offer and honor it by completing all pre-joining formalities and actually joining the company as per the date of joining.
- Internship Offer – For the companies which have designed ‘Internship Program’ for the fresh graduates joining, it will be mandatory for the students selected in such companies to accept and join the internship program.
- A student who has got selected through an in-campus selection process and did not either accept the offer or join the company within stipulated schedule would deemed to have violated the Placement Policy AY 2022-2023 Batch of the institute and an actions would be recommended to the Chairman, III&P Committee against such students.

5. Undertaking by Student and Parents:

- An undertaking by students and his/her parents have to be given to the institute to the effect that their son/daughter will be worthy of punishment in case he/she violets any of the rules and regulations as prescribed in the Placement Policy of the institute for AY 2022-2023 Batch.
- The undertaking will be taken from all AY 2022-2023 Batch campus recruitment registered students stating that he/she will join the company once he/she get the appointment letter as per the company schedule and requirements.

6. Clearance from the institute:

- A clearance from the III&P Cell of the institute will be mandatory for all AY 2022-2023 Batch students for receiving their Final Grade card & Degree Certificate. The clearance will be given to only those students who have successfully completed the formalities related to their selection and as per the company requirements and have joined the company after selection in the campus drive. If any student fails to join the company in which he/she has got selected, then clearance will be withheld and student will be entitled to the punitive action as decided by the III&P committee.

III. Policy for Selection Offer

1. Number of Offers:

- The institute will follow the policy of ‘**one student one offer**’. A student getting offers from more than one company. Such students would be required to accept the offer from the Day 1 Company of his/her choice as per the schedule declared by the III&P Cell. They will be required to submit their top preference from their registered email ID within the timeline. No student will be allowed to keep more than one offer. Other offers automatically become invalid and the concerned companies will be officially intimated about the ‘Acceptance or Rejection of Offer’.
- A student from non CS/IT disciplines with one offer from Software/IT Sector Company may be allowed to appear for interview process of core engineering company of his / her choice which may visit after the placement season of software companies. If the student gets selected in the core company then, his/her previous Software/IT Sector Company offer automatically stands withdrawn.
- This option will not be allowed to students who get selected in core companies before the recruitment of software companies.

2. Students will be allowed to have a SINGLE job offer only:

- The placement policy of the institute is designed to benefit all campus eligible students so that maximum number of students gets real opportunity to secure job offers through campus recruitment..
- However, already placed students may also be allowed to appear for "**Dream Company**". Once a student bags a job offer from a dream company, he/she will not be allowed to participate in any campus recruitment process at all. Moreover, all placed and non-placed students can appear for “**Super Dream Companies**” irrespective of any offer in the hand. There will be no limitation on appearing for any number of Super Dream Companies.

3. Dream company/ Super Dream Company:

- A student selected through campus recruitment in a company can register and appear for the interview process of ‘**Dream Companies**’ Job with CTC \geq 6 LPA or as decided by college authority, with prior intimation to III & placement Cell. To appear for the Dream company interview, the concerned student must provide undertaking that he / she will accept the latest offer and give a written submission for cancellation of earlier offer.
- All placed and non-placed students can appear for “**Super Dream Companies**”. Super Dream Companies are the ones who pay more than 9 LPA or as decided by college authority. To appear for the Super Dream company interview, the concerned student must provide

undertaking that he / she will accept the latest offer and give a written submission for cancellation of earlier offer.

IV. Communication with the company HR:

1. Communication with company:

- All communication with the company in which a student has got selected shall be either done by the III&P Officer unless otherwise mandated by the organization. No direct communication with company HR shall be done. Any communication received from the company by the students shall be forwarded to the Dean III&P for record including the selection mail and offer letter/joining letter.
- If a selected student communicates directly to the company HR / Complains directly to company HR / post incriminating comment on social networking sites about the company will be disqualified from the campus recruitment process and his/her name will be recommended to the III&P Committee for showing dissent and indiscipline.
- The responsibility pertaining to any consequences arising out of the direct communication with HR by a selected student will solely lie with her/him only.
- The selected students are expected to strictly adhere to the standard protocol related to email writing and telephonic conversations. They shall observe professional etiquettes while engaging with company officials through these communication modes.

2. General:

- The campus appearing students shall not post any offensive or derogatory message harming the reputation of any organization, institute or any related individuals on social media. This will lead to instant disqualification from the campus recruitment process. For any such comments or posts made on social media or circulated through email, the student will be themselves responsible to face the consequent action.

V. Disciplinary Committee:

For investigating any reported act of indiscipline during in-campus or off-campus selection process and/or violation of Placement Policy by a student and suggesting suitable action, a committee comprising of concerned Head of Department, Dean (Student Affair) and Dean (III&P) will be constituted. The report of the committee will be submitted to the Principal, Government College of Engineering, Nagpur for final decision.

Prepared by Dean – III &P on behalf of III&P Committee AY 2022-2023 Batch.

Date: 01.08.2022

**Dr. Rewatkumar Borkar
Principal**

This document is digitally signed by the Principal.

Date: ___/___/___

Government College of Engineering, Nagpur

Undertaking Form No.1

Name of the Student : _____

Enrollment Number: _____ Branch: _____

Academic Year: _____ Semester: _____

Contact Number: _____ Email ID: _____

Parents Name: _____

I am the above mentioned student give the undertaking that

1. I agree with the general rules and guidelines to be followed for campus placement as mentioned in the “Placement Policy (Student): AY 2022-23 Batch”
2. I will join the company once I will get the offer/ appointment letter as per the company schedule and requirements.
3. I will be worthy of punishment in case I violets any of the rules and regulations as prescribed in the Placement Policy (Student): AY 2022-23 Batch.

Signature of the Parent

Signature of the Student

_____ To be filled by the Institute Authorities _____

Approved / Not Approved :

Signature of Authority

Date: ___/___/___

Government College of Engineering, Nagpur

Undertaking Form No.2

Name of the Student : _____

Enrollment Number: _____ Branch: _____

Academic Year: _____ Semester: _____

Contact Number: _____ Email ID: _____

Company Name (Day1): _____

Details of the Company: _____

Name of the Dream Company applied: _____

Details of the Company: _____

I undertake that I will accept the latest offer and give a written submission for cancellation of earlier offer.

You are requested to allow me to apply for the Dream Company.

Signature of the Parent

Signature of the Student

_____ To be filled by the Institute Authorities _____

Approved / Not Approved :

Signature of Authority

Date: ___/___/___

Government College of Engineering, Nagpur

Undertaking Form No.3

Name of the Student : _____

Enrollment Number: _____ Branch: _____

Academic Year: _____ Semester: _____

Contact Number: _____ Email ID: _____

Name of the Dream Company Selected: _____

Details of the Dream Company: _____

Name of the Super Dream Company applied: _____

Details of the Super Dream Company: _____

I undertake that I will accept the latest offer and give a written submission for cancellation of earlier offer.

You are requested to allow me to apply for the Super Dream Company.

Signature of the Parent

Signature of the Student

_____ To be filled by the Institute Authorities _____

Approved / Not Approved :

Signature of Authority

Date: ___/___/___

Government College of Engineering, Nagpur

Undertaking Form No.4

Name of the Student : _____

Enrollment Number: _____ Branch: _____

Academic Year: _____ Semester: _____

Contact Number: _____ Email ID: _____

Which guideline violated:

Reasons for violating III & P guidelines :

I understand this interrupts the smooth flow of the III&P office. I will make sure that it won't happen again.

Signature of the Parent

Signature of the Student

_____ To be filled by the Institute Authorities _____

Approved / Not Approved :

Signature of Authority