



# AISSMS

## COLLEGE OF ENGINEERING

ज्ञानम् सकलजनहिताय  
Accredited by NAAC with "A+" Grade



## CENTRE FOR INFORMATION TRAINING AND PLACEMENT

### PLACEMENT RULES AND REGULATIONS

Centre for Information Training and Placement (CITP), a common section has been formed to cater Trainings, Placements and for Career guidance to students by taking help of Alumni strength and interaction with industry. The CITP has a well-established infrastructure to cater the said services. The career guidance to students is done at well-structured one to one mentoring and through professional counselling. Pre-placement and industry specific training are done at every stage of their undergraduate studies. Student's inclination towards a career is identified at first year level. In their second year studies, communication and soft skills are honed. Aptitude required for employment in general is prepared at third year level. Company specific training with contemporary knowledge is enhanced in the final year of their study. The CITP respects "One student one job policy".

#### **The policy is elaborated as follows:**

1. The companies visiting the campus are divided into IT/Software companies (product, service based) and Core Companies (Non IT/Software) (Manufacturing, service providers).
2. Companies are invited and scheduled on the basis of following parameters:
  - a. Eligibility criteria, opportunities for all.
  - b. Job profile and growth prospects.
  - c. The package being offered by the company.
  - d. Past record of recruitment at AISSMS COE.
  - e. Feedback from the students regarding the company.
3. If a company prefers to have a common selection process for our institute students along with nearby Engineering institutes, the selection drive is conducted either by our institute or by the other institute after discussion with participating institutes.
4. If the market situation and job scenario necessitates a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

## A. ELIGIBILITY & REGISTRATION

1. UG, PG & PhD scholars' placement will happen round the year.
2. All students who expect to graduate from the Institute by the end of the academic year and are seeking employment may register for campus placements.
3. Registration for all programmes will be done before the start of academic year.
4. Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.
5. Each registered student will be given access for the placement notices, company announcements and to upload resumes.

## B. RESUME

1. Students are advised to read the announcements made, go through the company website and apply only if interested.
2. Students are expected to follow the institute resume template available in the placement website for preparing the resumes.
3. The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.
4. Students have to upload and submit their resumes on the website to individual companies well before the deadline. Resume once submitted cannot be modified.
5. Students are advised to avoid last minute uploading, as it may lead to delays and some may even be left out.

## C. PRE-PLACEMENT TALKS (PPT)

1. Notices of the PPT will be published in the placement website well in advance. Students should be available 15 minutes before the scheduled start of the PPT.
2. Students interested in a particular company, can attend its PPT.
3. Students must go through the complete selection process of a particular company.
4. Any clarification regarding salary break-up, job profile, place of work, bond details etc. must be sought from the companies during PPT or interview.
5. **DRESS CODE:** Students must be formally dressed whenever they participate in any interaction with a company. CITP reserves the right to refuse permission to a student to attend the selection process/PPT, if they do not dress up formally.

## D. PLACEMENT PROCESS

1. It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the Placement Website. Students are expected to be punctual.
2. **ATTENDANCE & PUNCTUALITY:**
  - a. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.
  - b. LATECOMERS FOR APTITUDE TEST / GD / INTERVIEW will not be allowed to appear for the selection process.
3. **DISCIPLINE:**
  - a. Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the Institute's name will be disallowed from the placements.
  - b. Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.
  - c. Dress code should be maintained.

## E. JOB OFFERS

1. **PRE-PLACEMENT OFFERS:** The following rules are applicable to companies that make PPO through the CITP Office.
  - a. The offer of PPO (by the company) and its acceptance (by the student) shall be through CITP office only.
  - b. Once a student accepts a PPO, he / she shall be de-registered from placement process.
2. **MULTIPLE OFFERS:** Each student is eligible for one CORE and one NON-CORE job offer only.
  - a. If a student receives more than one offer in a session/day and if there is a delay in the announcement of results by some companies, the student is bound to accept/reject the job offers of the company whose results are declared in time.
  - b. If the results are declared on the same session / day, the student may choose from the offers in hand and inform the CITP office of his/her choice, within 24 hrs of announcement of results.

3. Every student who is selected by a company is out of placement thereafter i.e. deregistered from the placement website.
4. **RELEASE OF OFFER:** All companies are requested to release the Offer and hand over to CITP office after the completion of the recruitment session.
5. **Offer Acceptance:** The students should inform the acceptance/rejection of offer within 24 hours (on the day following the release of offer). The company shall be intimated of the offer acceptance/rejection within three days of release of offer.
6. **WAITLIST:** In case of those students who are placed and waitlisted by other companies, they will be given 2 days to accept the offer on hand.  
The Placement Office in the meantime will inform the company where he/she is waitlisted about his present offer.  
The company that has waitlisted the students is required to release the offer within 24 hours, failing which the name of the student will be removed from the waitlist.
7. **OFFER OF JOB:** Announcement on the website will be considered as firm offer. Offers received from companies must be collected as per timings in circular / notice. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. All offers (made by the companies) shall be through this office only. This office will not be in a position to resolve problems, if any, that may arise with respect to offers made directly to the student by the company.
8. Second option is given to selected student if forthcoming offer is doubled the existing package or more than 8 LPA.

## **F. MISCELLANEOUS**

1. **MEDICAL TEST:** The CITP office assumes that every selected student will pass the medical test. If there is a rejection at this stage, the student registration will be renewed and the student becomes eligible again to seek placement through this office. Students should go through and understand instructions related to medical test carefully. The same should also be adequately clarified during PPT/interview.
2. **IDENTITY CARDS:** Students must bring their identity cards with them whenever they go through a placement process.
3. For all matters not covered by the above regulations, the CITP Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students/scholars.