

EPCET - PLACEMENT POLICIES AND TERMS

A. ELIGIBILITY & REGISTRATION

1. The EPCET Training & Placement Cell diligently extends placement assistance to all final year students as a valuable privilege conferred by the college. This dedicated support aims to empower students in navigating the transition from academia to the professional world, fostering their career growth and success.
2. In their penultimate year, students must register their names by submitting the Student Data Sheet in the prescribed format provided by the Training and Placement (T&P) Department. Participation in placement activities is only open to students who have completed this registration process. Any student attempting to attend a placement drive without prior registration will be ineligible for future placement opportunities.
3. Registration with the placement cell is mandatory for all students, but the choice of which company to attend is left to the candidate. Prior to the arrival of any company, an opt-in form will be provided to all students. It is imperative for students to express their willingness to participate by opting in.
4. Students are permitted to accept a single job offer. However, those who have already secured employment may still participate in recruitment processes for positions offering a total compensation (CTC) of Rs.2 lakh per annum or more than their current offer. Once a student secures two job offers, they will no longer be eligible to participate in any further campus recruitment processes.
5. To optimize their chances during the placement process, students are strongly encouraged to clear all their outstanding backlogs. It's essential to recognize that numerous companies enforce policies that disqualify candidates with unresolved backlogs.
6. The eligibility criteria set by the visiting company will be deemed final. Additionally, the T&P department may include supplementary criteria as necessary.
7. Registered students must attend all training programs and workshops organized by the T&P department throughout the placement season. Failure to do so will result in disqualification from participating in placements.
8. The Student Placement Coordinator (SPC) and Department Placement Coordinator (DPC) are elected to advocate for the best interests of students. Failure to cooperate with SPCs or DPCs

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may be considered a breach of discipline and could lead to disqualification from participating in placement activities.

9. During the induction process, the majority of companies require both a *Passport, Aadhaar* and a PAN card. Therefore, it's recommended that students initiate the application process for these documents as soon as possible.

10. As per company instructions, students might be assigned to participate in pooled campus placement events held at other colleges. Consequently, students may need to arrange their own transportation to reach the designated venue for these placement drives.

11. Students should proactively notify their parents well in advance about the details of the placement process, including the venue and timings, especially if they are attending a placement drive outside the campus. Furthermore, students must inform their parents if the interview proceedings on the scheduled date extend into late evening hours.

12. Students participating in campus interviews are expected to follow these instructions:

(a) Arrive at the venue for the pre-placement talk and interview according to the provided instructions.

(b) Bring a minimum of five copies of their resume, photocopies of all original certificates, five passport-size photographs, a government ID, and their college ID card.

(c) Dress formally for the pre-placement talk and recruitment process

B. RESUME

13. It is recommended that students adhere to the institute resume template provided by the placement department.

14. All information provided in the resume must be accurate and truthful. Any student found to be in violation of this rule will be disqualified from participating in placements for the remainder of the academic year.

C. PRE-PLACEMENT TALKS (PPT)

15. Students are required to be seated in the venue 15 minutes prior to the scheduled start of the Pre-Placement Talk (PPT).

16. Students interested in a particular company must attend its Pre-Placement Talk (PPT) as a mandatory requirement.

17. During the Pre-Placement Talk (PPT), companies will provide detailed information regarding salary breakdown, job profile, work location, bond details, date of joining, and other relevant

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queries. However, students are strongly advised not to negotiate salary terms with company personnel during the interview process.

18. **DRESS CODE:** Students must adhere to formal attire or uniform whenever participating in any interaction with a company.

****This office reserves the right to refuse permission to a student to attend the selection process/PPT if they are not dressed formally. Students are expected to be familiar with the norms for formal attire. For those who claim ignorance, please note that the following are strictly prohibited:**

- T-shirts
- Shorts
- Jeans
- Shirt not tucked in
- Chappals/flip-flops
- Sleeveless tops or dresses
- Sneakers or casual footwear
- Excessive jewelry or accessories
- Any attire that is deemed inappropriate or distracting
- It is imperative that students present themselves in a professional manner to make a favorable impression during the selection process.

D. PLACEMENT PROCESS

19. It is the responsibility of the students to regularly check announcements, notices, updated information, and shortlisted names on the notice boards of the Placement/Department. These updates will also be communicated via email and WhatsApp. For any further updates or inquiries, individuals can always approach the Training and Placement Department. It is crucial to stay informed and proactive throughout the placement process.

20. ATTENDANCE & PUNCTUALITY:

a) Once a student applies and is shortlisted, they are obligated to participate in the entire selection process unless rejected by the company midway. Any intentional withdrawal by a student during the selection process will result in being barred from placement activities for the remainder of the academic year.

b) Students arriving late for aptitude tests, group discussions, or interviews may not be permitted to participate in the selection process. Punctuality is crucial to ensure fair and efficient conduct of the evaluations.

21. DISCIPLINE:

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a) Students are expected to uphold discipline and exhibit ethical conduct throughout the placement process. Any student found contravening the company's rules of discipline or tarnishing the institute's reputation will face permanent disqualification from placements.

b) Students caught cheating or engaging in misconduct during any stage of the selection process (Test/GD/Interview) will be permanently disqualified from placements.

E. JOB OFFERS

22. Students are mandated to provide a copy of their offer letter to both their respective department coordinator and the placement office, in either hardcopy or softcopy format.

23. In the event that a student receives a second job offer, they are obligated to provide a letter of regret to one of the two companies and a letter of acceptance to the other company.

24. Upon accepting a job offer, if a student chooses to withdraw their acceptance at any point during the year, they must promptly inform the concerned company through the Training and Placement Officer (TPO).

25. Post-Placement: It is important to note that if a company delays or discontinues the joining process or withdraws the offer for any reason, the college bears no responsibility in such circumstances.

Debarment/Blacklisting grounds for students:

26. Students may face debarment or blacklisting from placement opportunities if found involved in any Violations of rules or engaging in malpractices.

27. Any student providing false data or information to the Placement Department will be subject to debarment or blacklisting from participation in placement activities permanently

28. Once shortlisted by companies or after registering for a company, students are prohibited from withdrawing from the selection process. Violations of this rule will result in the student being barred from participation in placement activities permanently.

29. Any instances of misconduct or complaints reported by company officials, faculty, staff, or volunteers will be thoroughly investigated, and individuals found responsible will be subject to debarment or blacklisting from future campus placements.

30. In cases not explicitly covered by the above regulations, the Placement Office retains the authority to make decisions at its discretion. The decisions made by the Placement Office are binding on all students and scholars.

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Ineligible from the placement activity:

31. Eligibility for participation in placement activities is contingent upon maintaining the minimum academic requirements specified by the hiring company.

32. Achievement of the 85% attendance target in pre-placement training is a prerequisite for participation in placement activities.

33. Failure to attend a scheduled interview after registering for it will result in disqualification from further placement opportunities.

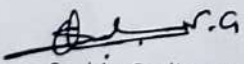
34. Additional Factors Leading to Ineligibility for Placement Activities:

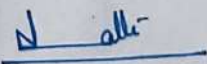
- a) Violation of placement policies or guidelines established by the college or hiring company.
- b) Non-compliance with deadlines or procedures outlined for participation in placement activities.
- c) Academic or disciplinary sanctions imposed by the college, resulting in ineligibility for placement activities.
- d) Any misrepresentation or falsification of information during the placement process.
- e) Previous instances of unprofessional behavior or misconduct during placement activities.
- f) Failure to adhere to attendance or punctuality requirements for placement-related events or interviews.
- g) Lack of required documentation or credentials necessary for participation in placement activities.
- h) Any other factors deemed by the college or hiring company to render a student ineligible for placement activities.

Note: Students deemed ineligible for placement activities due to the aforementioned factors will be considered only after all other eligible students have been placed. Debarred students may be reconsidered for placement based on improved behavior and performance, subject to meeting additional criteria approved by the Training and Placement Department.

Reinstatement of ineligible or debarred students for placement will require permission from the Placement Director.

35. This policy is subject to change or refinement by the EPCET-T&P department at any point during the academic year. Any modifications will be communicated to students via email for their awareness and compliance.


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