T&P Cell: AY 2024-2025 Batch Campus Recruitment

Placement Policy for Recruiting Organizations: AY 2024-2025 Batch

The T&P Cell, GCOE Amravati welcomes all recruiting organizations to take active part in the Placement Process during the academic year 2024-2025. Government College of Engineering, Amravati assigns considerable importance to the Placement Process and extends all support to facilitate a match between recruiter expectations and student aspirations. The institute Placement Team consists of Dean – T&P, Prof. I/c of T&P from respective Program Departments and support staff including Student Coordinators of T&P.

This team endeavors to see that GCOE Amravati is the most preferred destination for recruiting organization. In order to maximize the sum of the benefits to all the stakeholders, the *Placement Policy for Recruiting Organizations* has evolved over the years. To realize a win-win situation for GCOE Amravati and our partner recruiting organization, all are expected to follow it strictly. It may be noted that some policy change may take place during the year in the best interest of the stakeholders.

The *Placement Policy for Recruiting Organizations* is applicable to all recruiting organizations that are invited to participate in the academic year 2024-2025 campus placements of GCOE Amravati.

1.   **Placement Season**:

The placement season is scheduled to begin from August End Week, 2024 and will continue up to June 30, 2025. Preference would be given to Core sector engineering companies and Software product/services companies in the first half of the placement season.

2.   **General Guidelines for Recruiting Organizations**:

a)   Recruiting organizations are requested to mark all GCOE Amravati-related placement communication to dean.tnp@gcoea.ac.in /mmd101@gmail.com.

b)   Recruiting organizations are requested '*Not to involve*' anybody from GCOE Amravati in the decision making process while short listing or selecting candidates.

c)   All job offers are to be made '*Through*' the T&P Cell only. The acceptance letters of students selected by the organization will also be sent through the Placement Office.

d)   The schedule for various activities pertaining to a recruiting organization as informed by the Institute Placement Team from time to time will have to be strictly followed.

e)   Recruiting organizations should '*Not*' contact any students (by phone, email or any other means) unless he/she has been selected by the organization through campus placement or is otherwise explicitly permitted to do so by the Placement Office. Direct contact with students before selection without any

explicit permission from Placement Office is not just a violation of this policy but also amounts to gross ethical misconduct by the recruiting organization.

f) Salary information in the offer letter should be provided in terms of *gross salary* per annum. The institute takes utmost care to maintain confidentiality of this information. The minimum salary to be offered to the AY 2024-25 batch graduates shall not be less than INR 3.00 Lacs per annum. Break-up of the CTC in terms of various allowances, fixed and variable component, joining bonus and stock options to be vested shall be clearly indicated. The recruiting organizations shall not include any hidden costs in the CTC document which may not be paid to the candidates as part of their salary. Any charges to be deducted from the salary shall be clearly mentioned and the value of such component is adhered to.

g) The recruiting organizations shall also clearly mention the related terms and conditions which will govern the joining and service matters of campus selects including:

(i) Exact date and place of joining, whether accommodation and transport will be provided by the recruiting organization and list of documents which will be required to be submitted by the joiners. The institute will provide the campus selects with provisional degree certificate and copy of the final semester grade card to validate their academic credentials. In the event of non-availability of these documents (*in such cases where the campus selects are required to join the organization before these documents are officially provided by the institute*), the recruiting organizations are requested to allow the campus selects to join provisionally on the basis of Course Completion Certificate/Academic Activity Completion Certificate.

(ii) Any agreement/bond is to be signed by the candidates before joining duration of the bond period and value of the bond. The agreement signing process and legal process shall be clearly mentioned along-with the list of documents to be submitted along-with the bond papers, training period after joining, any performance test after training which may impact the continuation of the campus select in the organization.

(iii) The recruiting organizations are required to follow the Placement Guidelines on the day of their campus visit. The Placement Guidelines will be communicated a few days prior to the scheduled date of campus visit.

h) The institute allows the campus selects to undergo 4-Month / 6-Month Full-Time onsite Internship during their Eighth Semester and the recruiting organizations are requested to clearly indicate their willingness to on-board the campus selects for internship to the institute before the campus drive so that the option will be known to the campus appearing students. Such internships will be governed by the institute 'Internship Policy', a copy of which will be made available to the recruiting organization during the campus visit. Specific terms and conditions of the internship program to be offered by the recruiting organizations shall be shared with the institute/campus selects.

i) The recruiting organizations shall provide requisite details regarding mode of internship to be offered to the campus selects like onsite, remote, part-time, proctor monitored and whether successful completion of the internship by the campus selects will be a pre-requisite to their joining the organization.

Extracted below are some sections of GCOE Amravati *Placement Policy for Students*, which may be of interest to the recruiting organizations.

I. Norms for Campus Recruitment: Campus Recruitment Phase

1. **Sanctity of Eligibility Criteria**: (a) The eligibility criteria (academic and other) for the campus recruitment are always specified by the recruiting organizations and are not subject to any change at the institute level. It is expected that 'No concessions or exemptions' in this regard shall be asked by any individual student or group of students (b) A student who misrepresents

his/her eligibility for any campus recruitment process shall be disqualified from further campus recruitment process.

2. **Adherence to ethical conduct while entering their academic details**: All AY 2024-2025 Batch students who register for a campus recruitment process shall enter their correct details of academic qualifications either in the institute level prepared data or on the web-portal of recruiting organizations. No rounding off is permitted in any percentage of marks scored in any qualifying examinations. The students shall provide factual details with regards to the year of passing, year gap in education and previous backlog/active backlog status.

3. **Adherence to ethical conduct during Registration / Academic Details & Information Filling / Resume and/or Document Submission**: All AY 2024-2025 Batch campus recruitment registered students shall strictly follow the ethical code of conduct during every stage of the registration, providing/entering their academic details and related information in the institute datasheet or on the portal of the recruiting organization, submitting or uploading resume or any other document on the web-portal of the recruiting organization. The students shall not round-off any of their academic performances, hide any status related to the past/active backlogs, provide false year of passing of any qualifying exams, and hide any gaps during their previous academic studies and/or during engineering studies. Any such practices employed by a student will lead to the instant disqualification from the AY 2024-2025 Batch campus recruitment process.

4. **Attendance for the Pre-Placement Talk**: It will be mandatory for all AY 2024-2025 Batch campus recruitment registered students to attend and participate in the Pre-placement talk delivered by the corporate HR team of the organization in the virtual mode/in-person mode. The students who remain absent for the Pre-placement talk of the concerned company shall not be allowed to appear for the selection process to be conducted by the company. The students shall follow the professional code of conduct during the Pre-Placement talk and remain active, alert and available for the entire duration of the Pre-Placement talk.

5. **Adherence to ethical conduct during Online Test (Virtual Mode / In Campus Mode)**: The online test conducted by the recruiting organization may be in the virtual mode (Remote & Proctored Mode) or in the in-person mode at the college campus. There are specific mandates which all AY 2024-2025 Batch campus recruitment registered students shall follow and implement *In-Toto*:

   (a) For the online test conducted in the virtual mode, the campus drive appearing students need to scrupulously follow the ethical code of conduct. No student shall resort to any malpractice during the online test leading to violation of the ethical code of conduct. Any attempt to change the browser during the test, using any electronic device to search answers on the internet, receiving any inputs from an accomplice during the test, avoiding camera facing for more than stipulated time, switching off the room lights during the test, presence of any other person in the room from where the test is being attempted, copying from any reference material shall constitute major malpractices attempted during the online test by the candidate apart from any other malpractice as specified by the recruiting organization.

   (b) For the online test conducted in the virtual mode, the report which is shared by the recruiting organizations and naming such students who have indulged in any such violation of ethical code of conduct will be considered as authentic and the institute will summarily disqualify such students from the AY 2024-2025 Batch campus recruitment process. Such students will also be liable for any action as prescribed by the institute Disciplinary Committee.

   (c) For the online test conducted in the college premises, similar practices as mentioned at II (5) (a) & (b) employed by the student will be considered as violation of the ethical code of conduct. Any student who is proved to have indulged in the violation of ethical code of

conduct will be summarily disqualified from the AY 2024-2025 Batch campus recruitment process. Such students will also be liable for any action as prescribed by the institute Disciplinary Committee.

6. **Group Discussion/Interview Round in Virtual Mode**: For the virtual round of group discussion or the interview round, it is expected that the participating students will adhere to all specified instructions given by the recruiting organization with regards to the ethical code of conduct. Any attempt to change the browser during the interview, using any electronic device to search answers on the internet, receiving any inputs from an accomplice during the interview, avoiding camera facing for more than stipulated time, switching off the room lights during the interview, presence of any other person in the room from where the interview is being attempted, copying from any reference material shall constitute major malpractice attempted during the virtual interview process by the candidate apart from any other malpractice as specified by the recruiting organization.

The students are expected to follow all instructions given by the recruiting organizations for each stage of the campus recruitment process:

a) Including those related to system configuration, browser installation of specific type and version, web-camera, audio, specific software patches and operating system versions.

b) Before the start of the GD/interview, the student may be asked to establish his/her identity using college ID or any Govt. Photo ID card which they shall comply with.

c) It will be the responsibility of the student to arrange for a disturbance free environment and a proper ambience including sufficient lighting in the interview room.

d) Strictly following the formal dress code during each stage of the interview process.

II. Norms for Campus Recruitment: Post-Campus Recruitment

1. **Process Requirement (Completion of Selection and Joining Formalities)**:

a) It will be the duty of all campus selects to complete all selection and joining related formalities as per the recruiting organizations specific requirement within the stipulated timeline. The selection related formalities include email confirmation of their acceptance of selection, acceptance of offer made by the company and sharing of the offer letter/offer letter acceptance copy with the T&P Cell, 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.*

b) A student who has got selected in a recruiting organization 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.

c) A student who has got selected through an in-campus selection process and did not either accept the offer or join the recruiting organizations within the stipulated schedule would deemed to have violated the Placement Policy AY 2024-2025 Batch of the institute and action as per the existing institute rules would be recommended to the Chairman, T&P Committee against such erring students.

2. **Communication with the HR team of Recruiting Organizations:**

a) All communication with the company in which a student has got selected shall be either done by the T&P Officer or through him. No direct communication with HR team of recruiting organization shall be done. Any communication received from the company by the students shall be forwarded to the T&P Officer for record.

b) If a selected student communicates directly to the HR team of recruiting organization/ Complains directly to HR team of recruiting organization /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 T&P Committee for showing dissent and indiscipline.

III. Norms for Campus Recruitment: Number of Offers & Dream Company

1. **Number of Offers** – 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. The situations wherein a student may receive multiple offers are:
(a) Day 1 Slot Visiting recruiting organizations - The requirement of software / IT sector Tier I recruiting organizations with regards to Day 1 slot is also required to be taken into consideration and these recruiting organizations recruit from a same set of available talent pool of the students (b) Due to some campus recruitment processes which are not Day 1 Slot processes, happening simultaneously because of schedule conflicts and (c) The core sector recruiting organizations which typically visits late in the placement season or near to the joining dates also need valid access to the best talent pool of respective streams.

(i) **One Student One Offer** – The institute will follow the policy of 'One Student One Offer' with some provisions, for a student having more than one offer of selection, like;

(ia) A student getting offers from more than one Day 0/Day 1 recruiting organizations (*Day 1 recruiting organizations are those who have been given this slot by the institute to recruit from the highest possible number of students from the campus and which considers similar talent pool of students for their recruitment). In such cases, a student may get selected in more than one recruiting organization during Day 1 Slot recruiting organization's recruitment process and he/she needs to exercise the best option out of the received offers and record that preference with the institute, in the prescribed time limit.*

(ib) A student from non CS/IT disciplines with a offer from Software/IT services recruiting organization get an opportunity to appear for the interview process of a core engineering recruiting organization of his / her choice which may visit after the placement season of software companies, subject to the following conditions:

(ib1) The CTC offered by the Core Sector Engineering recruiting organization must be **50%** higher than the CTC offered by the Software/IT services recruiting organization in which the student has got selected.

(ib2) This option will not be available in any manner to those students who gets selected in Core Sector recruiting organization before the recruitment of Software/IT recruiting organizations. This provision in no way shall be considered as a right by the campus recruitment appearing students.

(ib3) This option will be made available to the selected students based on the judgment of the T&P Cell about the placement scenario at that point of time and the decision of the T&P Cell in this regard will be final and will be binding on the students.

(ib4) If a student gets selected in a Core Sector recruiting organization then, his/her previous Software/IT Sector recruiting organization offer automatically stands withdrawn and the earlier Software/IT service's recruiting organization will be intimated about the cancellation of offer by the concerned students.

(ic) A student from CS/IT disciplines with a offer from a Core Engineering Sector recruiting organization get an opportunity to appear for the interview process of a Software/IT Service's recruiting organization of his / her choice which may visit after the placement in Core Sector Engineering recruiting organization subject to the following conditions:

(ic1) The CTC offered by the Software/IT service's recruiting organization must be **50%** higher than the CTC offered by the Core Sector Engineering recruiting organization in which the student has got selected.

(ic2) This option will be made available to the selected students based on the judgment of the T&P Cell about the placement scenario at that point of time and the decision of the T&P Cell in this regard will be final and will be binding on the students.

(ic3) If a student gets selected in the Software/IT service's recruiting organization then, his/her previous Core Engineering Sector recruiting organization offer automatically stands withdrawn and the earlier recruiting organization will be intimated about the cancellation of offer by the concerned students.

2. **Dream company** – The campus recruitment process of a 'Dream Company' will be conducted on the basis of the following criteria and guidelines:

(i) A student selected through campus recruitment in either a Software/IT Service's recruiting organization or a Core Engineering Sector recruiting organization can register and appear for the interview process of a 'Dream Company' belonging to (i) Core Engineering Sector or (ii) Software/IT Service's recruiting organization which must have a CTC increment of more than **100%** of the original offer.

(ii) To appear for the 'Dream Company' interview process, the concerned student must provide undertaking that he / she will accept the latest offer and give a written submission for cancellation of earlier offer, after which a student will be allowed to register for the 'Dream Company' recruitment process.

(iii) The institute reserves the right to accord 'Dream Company' status to a recruiting organization based on the institutional needs and perception. The condition of 100% increment in the previous offer may be waived off by the institute based on the relevant considerations. The enduring association of the institute with the recruiting organizations will be of paramount importance in deciding the 'Dream Company' status to a particular campus drive and for deciding the criteria related to permitting the students who are already selected in campus recruitment.

(iv) This provision available to the students to appear for the 'Dream Company' offer though is not automatic. The selected students who have already accepted and joined their recruiting organization for full-time internship/employment will not be eligible for the 'Dream Company' offer.

All such instances wherein 'Dream Company' status is accorded to a recruiting organization will be pre-announced to the campus eligible students.

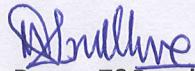IV. **Norms for Campus Recruitment: Social Media Related**

All AY 2024-2025 Batch campus recruitment registered students are mandatorily required to strictly follow the protocols in place for their social media related activities particularly their posts, views, comments about the recruiting organizations and ensure that no-one demean the status of these recruiting organizations in any manner. The students shall exercise utmost caution while posting any updates about their selection status and compensation packages or any policies of the recruiting organizations including their criteria, employment terms and selection process.
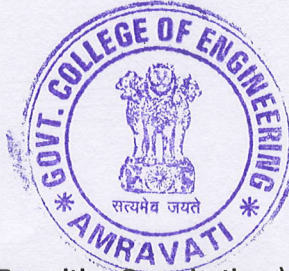
V. Norms for Campus Recruitment: Applicability to Internship:
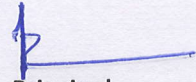
The full-time internships offered by the recruiting organizations to the students selected through AY 2024-2025 Batch campus recruitment will be governed by the AY 2024-2025 Batch Placement Policy (Students) – GCOE Amravati of the institute.

VI. Norms for Campus Recruitment: Changes in Placement Policy - Final Authority

The Principal, Government College of Engineering, Amravati is authorized to carry out any changes, give any relaxations or exemptions, make any concessions or undertake any modifications in the 'Placement Policy AY 2024-2025 Batch (Students)' of the institute on the recommendation of the T&P Committee 2024-2025 Batch.

Dean – T&P and III

Principal
Govt. College of Engineering
Amravati

Placement Policy AY 2024-2025 Batch (Recruiting Organizations) – GCOE Amravati