

# Placement Policy

The purpose of the placement policy is to define the overall structure and processes of the placement cell. This policy is applicable to all the students who register at the Central Placement Cell for placement assistance. It is the duty of every aspiring student to follow all the rules and regulations mentioned in the policy.

1. To be eligible for the placements, a student has to fill the placement form and submit the same before 1<sup>st</sup> August of the academic year to the respective Departmental Training & Placement Coordinator (DTPC).
2. All the students who submit the placement form have to appear for an Employability Test.
3. Based on the analysis of test report, the student has to undergo required trainings provided by a 3<sup>rd</sup> party institution.
4. Zeal CPC will organize Mock-Placements to give apt practice and intimacy of placement scenario to the students. This mock drive is compulsory for all the students who have opted for placement assistance.
5. Zeal CPC follows a strict “**One Student, One Job**” Policy. Once a student is offered a job, s/he is exempted from the further placement drives.
6. CPC shall aim to provide placement assistance for all registered and eligible students. Placement is a privilege extended to the students, not a right.
7. Student must furnish pre-defined format of Curriculum Vitae (CV).
8. Student must update his/her Curriculum Vitae to the CPC immediately after upgrades /events/updates/results through mentor and DTPC.
9. All the eligible students must be present in the auditorium at least 15 minutes prior to the pre placement talk. Once the presentation starts, no student will be allowed for further process.
10. If a student does not want placement assistance from the Central Placement Cell, s/he will be exempted from the process provided that she submits the “Placement withdrawal form” with valid reasons to DTPC.
11. If the Student wishes to pursue higher studies (MBA/ME/M. Tech/Other), or wants to start a business (entrepreneur, startup, family business) or appear for competitive exams then also s/he must submit the “Placement Withdrawal Form” to the DTPC. Such students have to register themselves to the respective career centre (Lakshya Academy, Entrepreneurship Development Cell, GATE Centre) initiated by the Zeal Institute.

12. If any exempted student later wants to apply for placements through CPC, s/he must submit request application to TPO-CPC. On the approval of TPO/DTPC and respective HoD student will be allowed to apply for next placement drives.
13. The students are advised to adhere to the deadlines. No requests from the students will be entertained after the deadline.
14. Attendance to pre-placement talks, personality development and preparatory classes, mock interviews and any company specific training is compulsory.
15. If a student's attendance to certain training is less than 90% then s/he is automatically debarred from the further placement drives.
16. It is mandatory to all eligible and shortlisted students to appear for the selection process/interview. Any withdrawal/no-show may debar student from placement assistance process.
17. Selected students must inform to the TPO about their selection and also submit the offer letter/ appointment letter at the CPC.
18. It is the moral responsibility of the students to maintain discipline during the placement process.
19. Students are instructed to follow the dress code at the time of placement process. In case any student fails to follow the code s/he may not be allowed to appear for the process. The dress code is as follows:

**a) For Girls:** College uniform OR

Western Formals: Black Trouser (or Black Formal Executive Skirt) with White Shirt along with blue scarf or institute's tie / Blue Tie OR

Indian Formals: Plain cotton material longed sleeved Kurti and matching leggings with formal collection of shoes

**b) For Boys:** College Uniform OR

Black Corporate Suit, white shirt with Institute's Tie/ Blue Tie and formal shoes.

20. Students must carry complete document file with at least three copies of the CV/resume, original certificates (if possible) and true copies thereof while appearing for the interviews.
21. Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.

Students should follow the reporting time of the campus drive. The date/time/venue of the interview is subject to change which, at times, may be at a short notice. Students must keep themselves well informed by logging in to their mail ids.