

# **ZEAL EDUCATION SOCIETY, PUNE**

## **CENTRAL PLACEMENT CELL**

### **Placement Policy**

#### **I) Policy statement:**

To provide placement opportunities to all the eligible students through campus placement drives and activities.

#### **II) Introduction:**

Placement activity is a key indicator of academic outcome of an institute. To meet contemporary global requirements, students are trained dynamically with respect to technical and behavioral aspects under Zeal Central Placement Cell (Zeal CPC). Also to make students aware of current industry trends special guidelines from industry epitomes are provided.

Central Placement Cell meticulously organizes On/Off/Pool campus drive to provide enormous opportunities to Engineering and management students, by calling various national and multinational companies to the Zeal Campus.

The endeavor of the Central Placement cell is to ensure 100% placement assistance to all the students studying in final semester. This Central Placement Cell ensures and takes care to provide the best practices and hospitality for the visiting companies' officials.

#### **III) Policy Objectives:**

1. To ensure placement opportunities in the reputed organizations to the graduate and post graduate students studying in the campus
2. To explore every single opportunity in various sectors, in co-ordination with industry people
3. To develop student with technical and behavioral competencies to make students industry ready
4. To mentor and counsel student on career path
5. To ensure the employability skills of students who are intending towards the campus drive

#### IV) Placement Policy:

1. To be eligible for the placements, a student has to fill the placement form (Annexure IV) and submit the same before 1<sup>st</sup> August of the academic year to the respective DTPC.
2. All the students who submit the placement form have to appear for an Employability Test. (for details refer to **Clause VI**)
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 (*Annexure-I,I.A,I.B, C,I,I.D*)
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.
  - (i) Students who have got Offer upto 3.25 LPA will be eligible to attend drive if the CTC of company is 6.5 LPA & Above.
  - (ii) After getting selected for any offer above 3.5 LPA you will be only eligible to attend drive if the CTC of company is 7.0 LPA & Above (Digital Offer).
  - (iii) For Core Branches Students, you will be allowed to have one offer of Core Company and one of IT Company, and also you will be eligible for attending drive of any company with Digital Offer.
6. CPC shall aim to provide placement assistance for all graduating students. Placement is a privilege extended to the students not a right.
7. Student must furnish pre-defined format of Curriculum Vitae (CV) (*Annexure-II*).
8. Student must update his/her Curriculum Vitae to the CPC immediately after upgrades /events/updates/results through mentor and DTPC.
9. 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” to DTPC. (*Annexure XV*)
10. If the Student wishes to pursue higher studies (MBA/ME/M. Tech/Other), or wants to start a business (entrepreneur) 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.
11. 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.
12. The students are advised to adhere to the deadlines. No requests from the students will be entertained after the deadline.
13. Attendance to pre-placement talks, personality development and preparatory classes, mock interviews and any company specific training is compulsory.
14. If a student’s attendance to certain training is less than 90% then s/he is automatically debarred from the further placement drives.

15. 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. Company shall prepare the student waitlist and submit to TPO without disclosing to any student.
16. Company should give feedback about students' performance to Zeal CPC.

**V) Eligibility:**

All students of Zeal Education Society are eligible to receive placement assistance in respective technical domains unless debarred/ exempted from receiving such assistance on account of

1. Scored less than the minimum passing marks required for placement and according to company eligibility criteria
2. Academic Attendance is less than 75%
3. None-completion of academic requirements such as project/seminar work, assignments, other tasks given by Faculty in line with academic fulfillments.
4. Attendance less than 90% for regular soft skills session, trainings, and certification courses organized and conducted by CPC.
5. Breach of discipline policy and student general code of conduct.
6. Non-Payment of fees or any other dues.

**VI) Employability Test and Training Programme:**

1. Student shall appear for the Employability Test to be eligible for Placement Drives organized by CPC. Employability Test will be of 900 marks.
2. To avail the placement facilities, it is mandatory for all the students to undergo the required training Programme as per the improvements mentioned in employability test analysis report. The training will be a paid facility from 3<sup>rd</sup> party institute. Details of the training are as follows:
  - a) If the student scores less than 600 marks in Employability Test, then s/he must undergo the required training. The total fee for the training is Rs.10000, of which, 50% will be funded by the college and remaining 50% i.e. Rs.5000 (five thousand only) has to be paid by the student.
  - b) If the student scores more than 600 marks in Employability Test, then s/he must undergo the required training which will be completely funded by Zeal Institute. This training will be mandatory. If the attendance of the student is less than 90% for this training session, then he will be debarred from placement drives.
3. If the Student is not willing to undergo the training, he must submit the "Placement Withdrawal Form" to the respective DTPC. (Annexure XV)

4. If the student wishes to appear for GATE examination, then s/he shall register her/himself at GATE center initiated by the Zeal Institute.
5. If students are interested in Competitive or other government exams, then they must register at Lakshya Academy, in Zeal Campus.
6. If students are interested to start their own business (startup, family business, entrepreneurship), then they must register to “Entrepreneurship Development Cell” (EDC).

**VII) CV verification and master Record Management:**

1. Student must submit all required information in Master CV format available with Zeal CPC with consideration of all rules and regulations prescribed in format.
2. Student must provide all information and data true to his/her knowledge. If any data/information found false/guilty student is liable to face consequences according to disciplinary action decided by TPO/HOD/ Principal/Campus Director.

**VIII) Application Rules:**

1. Student shall check placement website/notice board/Group mails regularly to get placement drive information.
2. Student must fill master Record and confirm his/her eligibility. **(Clause V)**
3. TPO/Asst. TPO/DTPC notifies eligibility of the student through master data scrutiny and compilation to the companies.
4. Student shall communicate his/her eligibility through proper application/request to DTPC in necessary or any adverse situation.
5. All applications to the companies are to be made only through the registration with CPC. If a student does not register on CPC Database and have submitted placement form for a particular company, he/she will not be allowed to participate in the selection process of the company. *(Annexure-III and IV).*

**IX) Placement Process**

Zeal CPC makes every endeavor to invite as many companies as possible for campus placement. Following are the pre-placement activities that need to be done by DTPC in coordination with TPO:

**A. Pre-placement Activities (CPC):**

1. Inviting Company for campus placement. The invitation letter and Zeal promotional Material like brochure, manuals etc. are shared with the company. *(Annexure-V and VI).*
2. Prepare and disseminate promotional material in the form of placement write-ups/ website articles.

3. **Corporate Presentation:** Company as well as Zeal CPC deliver corporate presentation during visits (can be company to Zeal Campus or Zeal to Company) to each other for more clarification on strengths and intentions of either parties.
4. **MOU:** Zeal CPC and Company can sign MoU for future activities like student training and placement.
5. Zeal CPC acquires company/organization's consent to participate in the Campus drive Process along with expected profiles/ Job descriptions (JD) (*Annexure VII*).
6. Through proper communication and confirmation from principal/Campus Director, CPC schedules the Campus drive.
7. CPC shares Campus drive schedule and information to respective company as well as all eligible students.
8. CPC provides list of Eligible students along with their CV for scrutiny and compilation purpose.
9. After the scrutiny and compilation, Company provides final list of eligible students to CPC.
10. CPC disseminates all the necessary information through Placement website/ mail and Placement as well as departmental notice Board.
11. Simultaneously DTPC acquires list of eligible students from CPC and prepares the students for the placement drive. DTPC can take help from HoD/Mentor for effective results.
12. CPC in coordination with Company and HoD schedules Pre-placement talk for all eligible students.
13. TPO (CPC) intimates Principal/Campus Director about campus drive through application subjected to seek permission to conduct campus drive in Zeal Campus, with required budget. (*Annexure VIII*)
14. Principal/Campus Director approves/ disapproves budget and schedule of campus drive. (*Annexure IX*)
15. CPC communicates approved schedule of Campus drive to company.
16. Company acknowledges the schedule and provides drive conduction process details; which includes,
  - a) Various online/off line tests (aptitude/ technical)
  - b) Group discussion rounds
  - c) Personal Interview (Technical/HR)
  - d) Other requirements to be addressed and arranged on the drive day.

**X) The Placement Day:**

The placement day is actual day when the company conducts drive in Zeal Campus or Off Campus as per the schedule and mutually agreed terms and conditions. On this day, TPO, Asst. TPO and DTPC assist Company and all eligible students throughout the drive.

Zeal CPC takes care of

1. Student's waiting & orientation area management, ICT equipment for presentation and other.
2. Hospitality of the Company representatives: Lounge and sitting arrangements with breakfast/tea.
3. Conduction of Drive (Pre Placement Talk):
  - a) Aptitude test
  - b) Technical test
  - c) Group discussion
  - d) Personal Interview (Technical/HR)
4. CPC takes care of all planning and execution of the day.
5. Taking feedback from company's HR/Officials about students' performance during process. (Annexure X)
6. Taking photos of campus drive activities for record purpose and report making.(Annexure XI)

#### **XI) Post-placement Activities**

1. The placement officer contacts concerned company representative/HR to get Appointment Order/ Offer Letter of all selected students.
2. Company HR/Representative submits Appointment Order/Offer Letter of all selected students to Zeal CPC. OR Student submits the copy of his/her Appointment Order/ Offer Letter to the CPC as soon as they receive from the company HR.
3. CPC (TPO) and Company Representative handover Appointment Order/ Offer Letter to the selected student.
4. Zeal CPC keep office copy of all Appointment Orders/ Offer Letters in the form of photocopy.
5. CPC keeps the record of selected candidates / students and submits one photocopy to respective DTPC.
6. DTPC takes care of all further processes as follow:
  - a. Gives proper guidance/ counseling including professional behavior to student before joining.
  - b. If needed, in coordination with CPC, DTPC communicates with Company representative to help student to solve his/her technical or other job related issues.
  - c. DTPC communicates with company representative/HR/ Immediate boss of student to get *periodic* feedback. (*Period* must be defined in meeting or with mutual discussion.)
  - d. In the counseling, DTPC can involve HOD/Mentor to conceive better results.
  - e. DTPC maintains all records of each candidate as follow:
    - i. Student's Appointment Order /Offer Letter
    - ii. Student's Consent Letter /Joining Letter
    - iii. Student's Counseling Record
    - iv. Periodic Company Feedback

- v. Student's Placement Withdrawal Form and reason for withdrawal
- vi. Report of every campus drive took place in the campus
- vii. Maintain campus drive records (*Annexure XII*)
- viii. Maintain student selection records(*Annexure XIII*)
- f. Call a meeting to discuss HR Feedback (*Annexure XIV*)
- g. Share greetings of selected students.

## **XII) Selection Process:**

1. As per policy "**one student gets one job only**".
2. Student has to provide list of dream companies with proper prioritization.
3. DTTC checks student's eligibility and intimate the same to TPO as well as respective Student.
4. TPO facilitates the list of all eligible candidates to company to prepare for drive.
5. If student gets placed in his/her Dream Company and accepts the offer with all terms and conditions; they are out of further placement drives.
6. In case student is not satisfied with placed company offer; his justification is valid and acceptable, CPC allows two more drives to the student.
7. In case student is selected in multiple companies, he has the right to choose desired company.
8. One student is allowed to secure only one job, if the gross package is equal to or more than 1.8 lakh per annum. If the gross amount offered is less than 1.8 lakh per annum, he/she is eligible to apply for another company in campus whose gross amount is more than or equal to 1.8 lakh per annum. And therefore after one secures a job with gross greater than 1.8 lakh per annum, one would be automatically deregistered from that day onwards.
9. Waiting list: Company submits a list of finally selected students along with a waitlist at the end of the day/slot. This is for preparatory action, in case selected student is not joining the company, CPC can directly call waiting listed students to join the offer.

## **XIII) Withdrawal Policy:**

1. Withdrawal is the facility for student to get exemption from only placement drive, but not exempted from other placement and training activities.
2. Student submits 'Placement Withdrawal form' with all information to respective DTTC to get exempted student category. Along with "Withdrawal Form" student submits his/her career options like higher studies/Entrepreneurship/family Business, etc. and enrolls him/herself at the respective centers initiated by Zeal Institute. (*Annexure XV*).
3. DTTC communicates list of exempted students to the CPC for future considerations before 1<sup>st</sup> August of every academic year.

#### **XIV) Company Offer Acceptance:**

It is mandatory for the student to convey his acceptance and consent on Appointment Order/Offer Letter. S/he must communicate her/his acceptance/non acceptance to the company in coordination with the CPC. In this process:

1. Company/CPC sends selected students Appointment Order / Offer Letter via E-mail/ Hard copy.
2. Student has to read and understand all terms and conditions mentioned in Appointment Order/Offer letter; get proper clarification on all doubts from Mentor/DTPC/Asst. TPO/TPO.
3. Student must convey his/her acceptance/ non acceptance and consent in prescribed format to CPC with proper justification (in the case of Non Acceptance).

#### **XV) Penalty Structure:**

If a student violates any rules, non-adheres to the policy, has poor attendance (below 75% in academics and below 90% in trainings) or shows unsatisfactory performance incurs penalty as follow:

1. A student who is registered at CPC for placement assistance but remains absent without any written leave application will be liable to pay penalty of Rs.1000/- (INR). The written application is to be submitted 24hrs prior the placement day.
2. If student withdraws from the process in mid-way.
3. During placement process if s/he
  - a) Tells the company that s/he does not want to join the organization during personal interview.
  - b) Speaks negatively about the company or Zeal Institute.
  - c) Is found doctoring his/her resume submitted at CPC.
  - d) Talks directly to the company representative / executive at any time other than campus drive.
  - e) Asks any irrelevant question or behaves in an unacceptable way during the campus drive.
  - f) Misbehaves with Training & Placement team during any placement activity.
  - g) Deliberately jeopardizes any other student's chances of getting selected.
4. Cheating in all forms or marking proxies during the selection process is strictly prohibited and those caught indulging in such activities would be debarred from the placement process. Also note that no concessions in any form shall be provided in such case.
5. For absenteeism [without any prior permission] in training sessions, the following minimum penalty action would applicable:(*Annexure XVI*)



- a.) Students need to have minimum 90% attendance in the training session.
- b.) If the attendance is below 90% – Fine of Rs.1000/- (in words: One Thousand Only) will be applicable.

#### **XVI) Students Code of Conduct (Should be followed during every campus drive)**

1. 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:(Annexure XVII)

##### **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.

2. 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.
3. 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.
4. It is mandatory for the student to be present for the Pre placement talk/presentation.

Students should follow the reporting time of the campus drive. The date/ time/ venue of the interview are 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.

**Declaration: The terms in this policy will be reviewed from time to time and may be modified by Central Placement Cell whenever found necessary. All changes / modifications will be communicated to the students.**